

THE CORPORATION OF THE TOWNSHIP OF BILLINGS
TERMS OF REFERENCE CLIMATE ACTION COMMITTEE

1.0 CONTEXT

- (1) With sustainability as a strategic priority, the Township of Billings has developed a Community Energy and Emissions Plan (CEEP) with the assistance of a hired Climate Change Coordinator. The plan was designed to help reduce greenhouse gas emissions on both a corporate and community level. The municipality will from time to time hire on a contract basis a Climate Change Implementation Coordinator (CCIC) to assist with moving forward priorities of the CEEP.

2.0 ROLE OF THE COMMITTEE

- (1) Working with Township staff as appropriate, the CAC will:
- i. Review and provide recommendations for Council consideration regarding climate change mitigation and adaptation actions, initiatives, and programs, as outlined in the Township of Billings Community Energy and Emissions Plan (The CEEP)
 - ii. Identify and advise on ways to grow community climate action awareness.
 - iii. Provide forums for dialogue and information sharing (for example, public events or workshops) related to the CEEP, climate action, and related environmental initiatives.
 - iv. At Council's request, provide recommendations on additional matters related to climate change mitigation and adaptation.
- (2) In providing advice to Council, the Committee shall have regard for the Township's relevant plans, (including strategic and operational) policies, and procedures.

3.0 COMMITTEE STRUCTURE

- (1) The Climate Action Committee is hereby established as an advisory committee, remaining in effect at the discretion of Council. The Committee is comprised of the following members as appointed by Council:
- i. one (1) member of Council, sitting as Chair;
 - ii. up to four (4) members of the general public;
 - iii. Mayor sitting *ex officio*, with voting privileges when present;
 - iv. Township of Billings staff, to lead relevant portions of discussion, assist in Committee administration, keep minutes, and act as a resource person/liaison (non-voting).

4.0 APPOINTMENT OF MEMBERS

- (1) All Committee appointments shall be made by Council, following an advertised application process.
- (2) Council shall make all Committee appointments by resolution, whether appointing Council members or public members.
- (3) A Council member shall sit as Chair for all standing advisory and statutory Committees of Council.
- (4) The Mayor shall be an *ex officio* member of the Committee, with voting privileges when present.
- (5) Any eligible elector in the Township of Billings is entitled to apply for appointment to a Board or Committee and such appointment, subject to any statutory limitations, and/or removal, is at the sole discretion of Council.
- (6) Where possible, appointments to this Committee made by Council shall be for the term of Council.
- (7) When selecting Committee members, Council will seek individuals who:
- i. have good knowledge of the community and are committed to finding solutions that work well for everyone;
 - ii. are deeply interested in ambitious local climate action and are committed to seeing implementation through;
 - iii. are eager to engage with both Council and the public, in a manner respectful of the due process by which all municipal actions must abide;
 - iv. represent, as much as possible, the diversity in Billings' population, taking age, ethnic/cultural background, and gender into account.

5.0 CODE OF CONDUCT FOR MEMBERS AND OTHER APPLICABLE POLICIES

- (1) At the beginning of their term, Committee members shall be required to review the following Acts and policies and confirm such review by submitting a signed acknowledgement to the Clerk within 30 days of appointment:
 - the Code of Conduct for Members of Council and Local Boards of the Township of Billings
 - the *Municipal Conflict of Interest Act*
 - the Township of Billings Procedural By-law
 - the Township of Billings Workplace Harassment, Discrimination and Violence in the Workplace Policy
 - the Township of Billings Council-Staff Relations Policy
 - the Township of Billings Accountability and Transparency Policy
 - The Township of Billings Procurement Policy
 - the Township of Billings Health and Safety Policy
- (2) All Committee members shall comply with the provisions of the *Code of Conduct for Members of Council and Local Boards of the Township of Billings* at all times for the duration of their appointment to the Committee and thereafter for any ongoing obligations in relation to confidentiality or otherwise.
- (3) All Committee members shall comply with the provisions of all other applicable Acts and policies, including but not limited to:
 - the *Municipal Act*
 - the *Municipal Freedom of Information and Protection of Privacy Act*
 - the *Occupational Health and Safety Act*
- (4) Members shall disclose any pecuniary interest to the chair, and shall absent herself/himself from meetings for the duration of the discussion and voting (if any) with respect to that matter.
- (5) No individual member nor the Committee as a whole, has the authority to make direct representations of the township to Federal or Provincial governments.

6.0 AGENDAS AND MINUTES

- (1) Agendas will be prepared in accordance with the format and notice requirements for Council agendas, as set out in the Township's Procedure By-law.
- (2) Agendas shall be prepared by Township staff in consultation with the Chair
- (3) The Committee minutes shall be prepared by Township staff, in a form approved by the Clerk.
- (4) Committee meeting minutes shall be submitted to the Clerk for inclusion in the next regular Council meeting agenda package for receipt.
- (5) Committee agendas and minutes will be posted on the township website by the Clerk or other staff person as designated by the Clerk.

7.0 COMMITTEE REPORTING AND FINANCE

- (1) Recommendations made by the Committee, to Council, shall be in writing, and supported by committee resolution. This includes recommendations for further research, by the Committee, on CEEP related topics, before this work takes place.
- (2) The Committee will prepare an annual work plan and budget request to submit to the Treasurer in accordance with the annual budget timetable.
- (3) Any expenditures by the Committee will be approved by Council during the annual budget process or otherwise in accordance with the township's Procurement By-law.

8.0 MEETING TIMES AND PROCEDURES

- (1) The Committee shall meet monthly at the Kagawong Park Centre, virtually, or other municipally owned facility at a consistent day and time to be established by the Committee.
- (2) The Committee shall establish a meeting schedule for the year during their first meeting of the year.
- (3) Meetings may be cancelled and/or rescheduled, if necessary, as determined and announced by

Township staff in consultation with the Chair.

- (4) Meetings shall follow the provisions of the Township's Procedural By-law, including notice and agenda requirements.
- (5) Committee members will respect the requirements of the *Municipal Act* and the Township's Procedural By-law.

9.0 ATTENDANCE

- (1) No Committee member shall miss three (3) or more consecutive meetings without prior approval from the Chair and Council.
- (2) All requests for permission to be absent from three (3) or more consecutive meetings will be submitted to the Chair and Council in writing.

10.0 RESIGNATION AND TERMINATION

- (1) A Committee member shall be deemed to have resigned where:
 - i. The member delivers written notice of resignation to the Chair and Council; or,
 - ii. The member is absent from three (3) consecutive meetings without prior approval from the Chair and Council.
- (2) Council will provide notice of termination in writing.
- (3) Council may terminate any Committee appointment for just cause.
- (4) Without limiting the generality of the foregoing, Council may terminate the appointment of a committee member where:
 - i. The member has been absent from three (3) or more consecutive Committee meetings without obtaining prior approval from the Chair and Council;
 - ii. The member has been found by Council to have engaged in conduct in breach of the Code of Conduct for Members of Council and Local Boards of the Township of Billings; or,
 - iii. The member has been found by Council to have engaged in conduct that Council considers inappropriate.

REVISIONS TO TERMS OF REFERENCE

- (1) Council may, at its discretion, revise the Terms of Reference (TOR) for this Committee at any time by by-law.
- (2) Any suggested revisions to these TOR shall be presented to Council through an appropriate report.
- (3) The Committee may be dissolved by a resolution of Council.