

Schedule A – Terms of Reference Climate Action Committee

1. Purpose

These Terms of Reference are to guide the proceedings and undertakings of the Climate Action Committee on working with stakeholders and reporting to Council

2. Mandate of the Committee

The Climate Action Committee has been established:

- To help develop recommendations which will result in the development of a Climate Action Plan including potential actions by Municipal staff and the public; community engagement mechanisms; public education and outreach; policy direction and strategic priorities.
- To investigate how other Municipalities are addressing the Climate Crisis
- To seek opportunities for regional collaboration on climate change planning including but not limited to the County of Grey, Grey Sauble Conservation Authority, Grey Bruce Health Unit and ensure alignment with same.

3. Composition of Committee

The Committee shall be composed of:

- Two members of Georgian Bluffs Council
- Five members of community volunteer representatives

Community Volunteer Representatives shall meet the following qualifications:

- Be a resident of Georgian Bluffs
- Have an understanding of the goals, objectives and desired outcomes of the committee
- Take a genuine interest in the anticipated results and overall success
 - Actively participate in committee meetings through attendance, discussion and review of agendas, minutes, papers, and other applicable committee documentation.
 - Be willing to be assigned specific tasks and projects and report back to committee during their meetings

Community Volunteer representatives will serve without remuneration of any kind.

The Committee will elect a Chair and Vice Chair and a Recording Secretary shall be provided by Georgian Bluffs to prepare the Committee agendas and scribe the meeting minutes only. In addition, the Chief Administrative Officer (CAO) and Senior Planner shall be recognized as ex-officio members of the committee. The CAO's office shall be the lead department for the Committee.

4. Vacancies Mid Term

Community Members appointed to this Committee should be prepared to commit to participation and duties assigned throughout the duration. Due to the nature of the Committee and the work plan, mid-term vacancies on the Committee will not be filled and the remaining members shall be deemed to meet the composition required to complete the task.

5. Support to Committee

The Lead Department supporting the Committee will be the office of the CAO with meeting management support provided by the Clerk's department.

The Climate Action Committee has no authority to direct staff and all reporting must be done within membership of the committee. The committee will provide recommendations to the Council of the Township of Georgian Bluffs. Council will approve recommendations and direct staff with implementation of recommendations received from the Committee. The committee shall delegate specific members to undertake required tasks which are to be reported back to the committee at the next meeting.

The committee may request attendance of experts, staff and/or representatives from Special Interest Groups at meetings to provide guidance on a specific issue. Experts from outside of the committee could also be assigned tasks to be reported back to the committee for review.

Any unforeseen topics or issues that are deemed relevant to the creation of a climate plan by the majority of the committee should be brought forward freely during meetings by committee members.

6. Administration

The Climate Change Committee will meet as required with the first meeting being called by the CAO to develop a work plan. Frequency of meetings will be determined by the Committee. The Committee will report to Council at least semi-annually. More reports to Council could be necessary to address issues identified by the committee as needed.

Meeting agendas and minutes will be in electronic format and displayed on the Municipal website. Meeting minutes will be presented to Council following each Committee meeting.

The Committee shall be governed by all applicable Municipal by-laws and policies for the conduct of meetings and activities including but not limited to: Procedural By-law; the Municipal Act; and Purchasing By-Law.

The Climate Action Committee shall be appointed by by-law and shall run with the current term of council.