



## **Sustainability and Climate Change Advisory Committee – Terms of Reference**

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### **1.0 Authority**

The Municipal Act provides the Municipality with the authority to create Advisory Committees for specific purposes. The Town of Cobourg Municipal Council has deemed it advisable to establish a Sustainability and Climate Change Advisory Committee.

In accordance with the Procedural By-law, the Sustainability and Climate Change Advisory Committee is an Advisory Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference.

### **2.0 Purpose, Mandate and Duties**

The purpose of the Sustainability and Climate Change Advisory Committee is to promote the protection, maintenance and awareness of the environment within the community and to provide advice concerning environmental and climate change policy, planning and sustainability. Such advice will be based on the experience and knowledge of the members as individuals concerned with environmental needs and awareness within the Town of Cobourg and issues of concern and trends in today's society.

The Sustainability and Climate Change Advisory Committee shall provide advice and make recommendations to Council on the following:

- The identification and implementation of new or existing programs, approaches or policies relating to the protection, sustainability and enhancement of natural resources and systems within the Municipality.
- The identification and implementation of community outreach activities which support the growth of environmental awareness and appreciation in the Municipality. This includes providing assistance with and support for the implementation of education programs and for special events relating to environmental matters.
- Educational and/or outreach to the public regarding climate change and the work of the Advisory Committee and the Town of Cobourg relating to climate change.
- Climate change impacts in the Town of Cobourg and ways to adapt to and mitigate these impacts, which may include items relating to reducing emissions of greenhouse gases with related improvements in air quality or promoting the use of renewable energy within the Municipality.
- Environmental policy directions pursued by the Municipality, in addition to the review of current or proposed Federal and

Provincial policies, legislation and/or regulations relating to the environment.

- Additional measures to address climate change, including any plans, studies and initiative related to the environment.
- The revision of the Town of Cobourg's Climate Action Plan, as required.
- The creation and maintenance of the Integrated Community Sustainability Plan for the Town of Cobourg.
- Matters relating to environmental sustainability within the Municipality, having particular regard and commitment to long term economic, cultural and social well-being of the community and its stakeholders.
- Other related environmental and climate change matters as referred to the Committee by Council.

### **3.0 Composition and Term of Appointments**

The Sustainability and Climate Change Advisory Committee shall be composed of the following members:

- Up to six (6) and no less than four (4) citizens appointments;
- A minimum of one (1) Member of Council; and
- Northumberland County Sustainability Officer.

Each voting member of the Sustainability and Climate Change Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The members of the Committee shall work together to fulfill the mandate of this Advisory Committee.

Members of the Sustainability and Climate Change Advisory Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

A quorum consisting of a majority of the members of the Committee is required for a Committee meeting. Quorum will be based on the number of active members appointed to the Committee.

### **4.0 Reporting Structure**

The Sustainability and Climate Change Advisory Committee shall report to the Municipal Council. Decisions of the Committee are considered recommendations and are not final until approved by the Municipal Council unless delegated authority is granted by Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

### **5.0 Administration**

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg's Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

## **6.0 Resources**

### Lead Department

The Public Works Department will be the lead Department for the Sustainability and Climate Change Advisory Committee. Staff from other departments may attend meetings as required to provide expertise or report on various matters.

### Secretarial Support

The Public Works Department will provide Secretarial support to the Committee to provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.

### Advisory Staff

Municipal Staff shall provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role when, in the opinion of the Municipal Staff, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.

The Sustainability and Climate Change Advisory Committee may request the advice or participation of non-voting individuals, organizations or Committees with a particular area of expertise. The Committee Secretary will coordinate, through consultation with the Chair, the request made by the Committee.