



**CITY OF HAMILTON**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
**Climate Change Office**

<b>TO:</b>	Mayor and Members General Issues Committee
<b>COMMITTEE DATE:</b>	January 18, 2023
<b>SUBJECT/REPORT NO:</b>	Draft Terms of Reference for a Climate Change Advisory Committee (PED23028) (City Wide) <b>(Outstanding Business List Item)</b>
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Trevor Imhoff (905) 546-2424 Ext. 1308
<b>SUBMITTED BY:</b>	Lynda Lukasik Director, Climate Change Initiatives Planning and Economic Development Department
<b>SIGNATURE:</b>	

**RECOMMENDATION**

- (a) That the Climate Change Advisory Committee be established;
- (b) That the Climate Change Advisory Committee Terms of Reference attached as Appendix "A" to Report PED23028 be approved;
- (c) That the budget for the Climate Change Advisory Committee in the amount of \$9,000 for 2023 be approved, and funded through the Climate Change Reserve Account 108062;
- (d) That the Climate Change Advisory Committee be directed to submit an annual operating budget through the General Issues Committee using the standard templates for the 2024 budget approval process;
- (e) That the Outstanding Business List (OBL) Item LL of the General Issues Committee on August 8, 2022, Item 1(d), that staff be directed to prepare a Draft Terms of Reference for a Climate Change Advisory Committee of Council for the 2022-2026 Term of Council, that will help guide the implementation of the City's Climate Action Strategy, and which includes a composition that ensures a diverse representation of Hamilton's community, be removed.

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OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

## **EXECUTIVE SUMMARY**

On August 8, 2022 the General Issues Committee approved Report CM22016/PED22058(a)/HSC22030(a) Hamilton's Climate Change Action Strategy Implementation Resources and Governance. Recommendation (d) included direction that staff prepare a Draft Terms of Reference for a Climate Change Advisory Committee to Council for the 2022-2026 Council Term.

The Draft Terms of Reference for the Climate Change Advisory Committee are attached as Appendix "A" to Report PED23028. These Terms of Reference outline the Climate Change Advisory Committee's purpose, in scope objectives, total number of seats and membership composition, and other pertinent information for the Committee.

These Draft Terms of Reference are based on community-wide engagement that is further outlined below in the Relevant Consultation Section and Council's direction to ensure that this committee is created in a fair and equitable manner and represented by the diverse voices across Hamilton.

## **Alternatives for Consideration – Page 5**

## **FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

**Financial:** There is a one-time funding request of \$9,000.00 in order to support the 2023 functions of the Climate Change Advisory Committee. It is recommended this be funded through the Climate Change Reserve Account 108062. The Climate Change Advisory Committee will proceed to submit an annual budget through the regular 2024 budget approval process moving forward.

**Staffing:** There are no staffing implications associated with the adoption of this report. The Advisory Committee can be supported by existing staff in the Climate Change Office. Staff have also submitted a budget enhancement for the 2023 Operating Budget which would increase the staff complement in the Climate Change Office, which would further enable staff to support the Advisory Committee without reducing capacity to deliver other climate change priorities.

**Legal:** Not Applicable

## **HISTORICAL BACKGROUND**

On August 9, 2022 General Issues Committee approved Report CM22016/PED22058(a)/HSC22030(a) Hamilton's Climate Change Action Strategy Implementation Resources and Governance. This report outlined important governance

pieces in order to efficiently and successfully work on implementing the actions contained in Hamilton's Climate Action Strategy.

Establishing a Climate Change Advisory Committee to Council was identified as an important governance piece to help ensure equitable and transparent implementation of the actions. Council directed City staff to draft the Terms of Reference for a Climate Change Advisory Committee to Council for the 2022-2026 Council term.

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

Not applicable.

## **RELEVANT CONSULTATION**

Throughout the summer of 2022 City staff completed extensive engagement activities for the finalization of Hamilton's Climate Action Strategy. Through these activities staff heard from community stakeholders the need to establish a Climate Change Advisory Committee to Council. The full list of engagement activities and what staff heard through this process is included in Appendix "A" to Report CM22016/PED22058(a)/HSC22030(a) approved by the General Issues Committee on August 8, 2022.

In order to develop these Draft Terms of Reference for the Climate Change Advisory Committee, staff have completed additional community-wide engagement activities. The purpose of these engagement activities was to:

- 1) Consult with organizations, businesses and citizens across Hamilton on the development of the Draft Terms of Reference; and
- 2) Engage with and inform as many organizations, businesses and citizens across Hamilton as possible to make them aware of the proposed creation of this Advisory Committee to Council to increase potential participation.

Throughout the Fall of 2022, staff completed the following engagement activities:

- Established an Engage Page at <https://engage.hamilton.ca/climatechampions>;
- Completed 22 group or individual meetings with businesses, organizations, and citizens;
- Completed two Virtual Public Information Sessions with a combined total of 91 registrants and approximately 47 participants;
- Conducted two community pop-up sessions at Hamilton Public Library Central Branch and the Parkdale Branch, as well as handing out posters and flyers through additional Hamilton Public Library Branches across the community; and,
- Partnered with Green Venture on their Youth Led Climate Change Conference held on December 4<sup>th</sup>, 2022 at the Hamilton Public Library Central Branch.

**SUBJECT: Draft Terms of Reference for a Climate Change Advisory Committee (PED23028) (City Wide) - Page 4 of 6**

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A list of organizations, businesses, and associations that have been included in our engagement distribution and activity list so far is included in Table 1.0 below:

**Table 1.0 Climate Change Advisory Ongoing Stakeholder Engagement List**

ACORN Hamilton	Hamilton 350	Mohawk College Centre for Climate Change Management
Alectra	Hamilton Centre for Civic Inclusion	Neighbour to Neighbour
ArcelorMittal Dofasco	Hamilton Health Sciences	14 for Progress
Bay Area Climate Change Council	Hamilton Oshawa Port Authority	Salvation Army
Clean Air Hamilton	Hamilton Regional Friendship (Indian) Centre	Social Planning Research Council (SPRC)
Disability Justice Network of Ontario	Hamilton Roundtable for Poverty Reduction	Sustainability Leadership
Enbridge	Hamilton Wentworth District School Board	United Way Halton & Hamilton
Environment Hamilton	Hamilton Wentworth Catholic District School Board	Welcome Inn
Good Shepherd	Hamilton Community Enterprises	West End Home Builders Association
Green Venture	McMaster Centre for Climate Change	YMCA
Grow the Good	McMaster Indigenous Student Services	YWCA

In addition to the above, staff reached out to the Department of Consultation and Accommodation – Mississaugas of the Credit First Nation, and the Communications Department – Six Nations of the Grand River.

Internal department engagement included the Corporate Finance and Administration Department and the Office of the City Clerk.

## **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

During final public engagement for the development of Hamilton’s Climate Action Strategy through the Summer of 2022 staff heard from the community on the importance of establishing a formal Advisory Committee to Council.

**SUBJECT: Draft Terms of Reference for a Climate Change Advisory Committee (PED23028) (City Wide) - Page 5 of 6**

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The Draft Terms of Reference for the Climate Change Advisory Committee attached as Appendix “A” to Report PED23028 is based on community-wide input that staff heard. Every conversation is important, and staff listened to many diverse perspectives throughout September to December of 2022.

Of note was community feedback identifying the importance of compensation for some Advisory Committee members to ensure meaningful representation and participation of those most vulnerable to the impacts of climate change. While staff strongly agree with the importance of such a consideration, it is more appropriately addressed through a broader review or consideration of compensation for City advisory committee participation more generally.

The overall summary of themes from community-wide engagement activities includes:

- Many citizens, businesses and organizations want to prioritize implementation. There has been a lot of strategy and planning, we now need to implement the actions and quickly;
- The need for meaningful and transparent reporting that is easily accessible no matter the level of education or knowledge;
- Many identified existing climate positive actions, and the fear of diluting the messaging and recommending to staff that the Climate Change Advisory Committee endeavour to collaborate and enhance that work, rather than duplicate;
- The requirement to have the right expertise on the Climate Change Advisory Committee that is represented from the major sources of greenhouse (GHG) emissions across Hamilton;
- Many organizations pointed out the barriers many citizens, especially those from equity-deserving groups, face in order to participate in these types of volunteer committees and the recommendation for those citizens to be supported and compensated;
- There was expression of concern and uncertainty in the regular process for Advisory Committee call-outs and application process. It was recommended a clear and transparent criteria and/or decision matrix on how applicants are scored be created; and,
- The importance of ensuring an equal and diverse representation on the Climate Change Advisory Committee and allowing for a greater number of seats to help ensure that Equity, Diversity and Inclusion objectives are met.

## **ALTERNATIVES FOR CONSIDERATION**

Council may choose not to accept these Draft Terms of Reference and direct staff to do more community-engagement and bring back revised Terms of Reference. This is not recommended as these Terms of Reference represent the foundational document and the Climate Change Advisory Committee, as with all Advisory Committees, has the ability to revise the Terms of Reference on an annual basis if needed.

## **ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

### **Community Engagement and Participation**

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community

### **Economic Prosperity and Growth**

Hamilton has a prosperous and diverse local economy where people have opportunities to grow and develop.

### **Healthy and Safe Communities**

Hamilton is a safe and supportive City where people are active, healthy, and have a high quality of life.

### **Clean and Green**

Hamilton is environmentally sustainable with a healthy balance of natural and urban spaces.

### **Built Environment and Infrastructure**

Hamilton is supported by state-of-the-art infrastructure, transportation options, buildings and public spaces that create a dynamic City.

### **Culture and Diversity**

Hamilton is a thriving, vibrant place for arts, culture, and heritage where diversity and inclusivity are embraced and celebrated.

### **Our People and Performance**

Hamiltonians have a high level of trust and confidence in their City government.

## **APPENDICES AND SCHEDULES ATTACHED**

Appendix “A” to Report PED23028 - Draft Terms of Reference for Climate Change  
Advisory Committee