

## Climate Change Advisory Committee Terms of Reference

*Established by Council on (date)*

### Purpose

To provide advice to Council and City Staff on the prioritization, implementation and monitoring of Hamilton’s Climate Action Strategy, through an equitable and inclusive manner and a climate justice lens, that responds to the perspectives and needs of all, while transitioning to a prosperous, healthy and vibrant net-zero greenhouse gas community that is a national leader in climate adaptation.

### Scope

The Climate Change Advisory Committee will achieve its purpose by completing the following in scope objectives:

- Provide recommendations on prioritization and implementation of actions in Hamilton’s Climate Action Strategy;
- Advise on developing a ‘City and Community Climate Change Report Card’ that tracks meaningful targets, indicators and timelines for monitoring that is transparent and easily accessible;
- Identify, support and enhance existing climate positive actions across the community, within the municipal government, and at other levels of government to accelerate meaningful climate action, in a manner that supports existing efforts of other organizations and avoids duplication of efforts;
- Work together to better understand the diverse perspectives across Hamilton’s community to better provide advice and recommendations to Council and to City staff to ensure no one is left behind;
- Support and advise on protecting biodiversity through the integration of western science combined with Traditional Ecological Knowledge and other sources of lived experiences with Mother Earth; and
- Provide advice to City staff and Council on other matters related to climate change and actions to address climate change, as may be identified from time-to-time by Council or City staff.

### Authority

The Climate Change Advisory Committee forwards recommendations for approval to the General Issues Committee and when directed by Council provides input and advice on topics that are in scope of the Climate Change Advisory Committee’s objectives as outlined above.

## Membership

The Climate Change Advisory Committee will be comprised of 15 to 20 voting and non-voting members representing both professional and personal lived experience with climate or social issues, striving for a balance of representation from the sectors that represent the major sources of greenhouse gas (GHG) emissions and those working within the fields of climate change, and other applicable fields (i.e. energy, planning, engineering, sustainability, agriculture, natural environment etc.), as follows:

### Voting Members:

- One to two (1-2) members from the academic community focusing on pragmatic research and innovation on climate change action;
- One to two (1-2) members from the agricultural/food sector with knowledge and experience in local food production and/or distribution;
- Two to three (2-3) community/citizen members with either education or personal, lived experience with climate and/or social issues;
- Two (2) members that represent Indigenous Peoples; - OR - Two (2) members that represent local Indigenous organizations and communities.
- Three to four (3-4) Industry/Business members that represent the industrial, buildings and transportation sectors. An additional attribute would include members that can mobilize and/or communicate with industry and businesses across Hamilton;
- Three to four (3-4) Non-Government members that can equally represent the environment and social issues related to climate change. An additional attribute would include members that can mobilize and/or communicate with other organizations or community groups across Hamilton; and
- One to two (1-2) Youth members with either experience, passion or personal lived experience in climate change issues who are 30 years of age or younger at the start of the term of this committee.

### Non-Voting members:

- Two (2) City Councillors with one representing an urban ward and one representing a rural ward; and
- Additional Resource Members as decided by the Climate Change Advisory Committee to help provide expert advice and collaboration with organizations across Hamilton.

Membership will include the following Equity, Diversity, and Inclusion objectives as outlined in the Government of Canada’s 50-30 Diversity Challenge:

- 50% gender diversity; and
- 30% representation from equity-deserving groups such as:
  - Indigenous Peoples (2 seats reserved)
  - Black and/or racialized Community Members;
  - Recent Immigrants;
  - People with Disabilities; or

- 2SLGBTQ+.<sup>1</sup>

## **Roles & Responsibilities**

Members of the Climate Change Advisory Committee shall endeavor to work collectively to achieve the purpose and objectives of this committee. Members shall make themselves familiar with the committee’s Terms of Reference.

General expectation for the members includes the following:

- Act as advisors to the City on effective implementation of Hamilton’s Climate Action Strategy, specifically on community-wide greenhouse gas (GHG) emission reductions and climate resiliency with a focus on equity;
- Review data and information presented from City Staff and other sources of trusted climate change information to make informed decisions and recommendations;
- Make a commitment to attend meetings and actively participate in respectful discussion with diverse perspective while being accountable to other members and to the broader community;
- Identify emerging issues and other important information in order to share, lead and mobilize their respective communities and sectors to accelerate climate action to reduce GHG emissions, and build climate resiliency through a climate justice lens; and
- Submit an annual progress report on the Committee’s activities each calendar year to the General Issues Committee and consider various options to keep Council up to date on the Committee’s activities

## **Chair/Co-Chair**

The Climate Change Advisory Committee meetings will be chaired by two Co-Chairs, to be appointed at the beginning of each term by this Committee.

## **Term of Membership**

The Climate Change Advisory Committee members are appointed for four (4) years coinciding with the term of Council or until such time as a successor is appointed by Council.

Members of the Climate Change Advisory Committee are to adhere to the City of Hamilton Procedural By-law and the Advisory Committee Procedural Handbook.

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<sup>1</sup>Government of Canada. (2022). The 50 – 30 Challenge: Your Diversity Advantage. Retrieved from: <https://ised-isde.canada.ca/site/ised/en/50-30-challenge-your-diversity-advantage>

## Staff Resources

Staff Liaison(s) will be assigned from the Climate Change Office, Planning and Economic Development Department to support the ongoing functions of the Climate Change Advisory Committee. Given the complexity of climate change, additional staff resources may be required to help to support and provide advice to this committee.

## Meeting and Time Commitments

The Climate Change Advisory Committee shall meet a minimum of every three months, or approximately four times a year. The meetings will be scheduled and based on the availability of the majority of committee members, while working together to identify and reduce any barriers for each member. An annual meeting schedule will be presented for committee approval at the first meeting of the year.

From time to time, members of the Climate Change Advisory Committee may also be asked to participate in smaller working groups to complete necessary tasks.

When the Climate Change Advisory Committee holds a ‘meeting’ as that term is defined in the *Municipal Act, 2001*/the City’s Procedure By-law, the local board must comply with the open meeting provisions of the *Municipal Act, 2001* and the City’s Procedure By-law as applicable.

## Supports

In order to reduce barriers for participation support will be made to all members where there is an identified barrier. This could include compensation for care of children or other dependents during meetings, transportation costs reimbursements, translation services, accessibility support, as well as cultural and other support that may be identified.

## Reporting

The Climate Change Advisory Committee will report to Council, through the General Issues Committee.

## Review

The Terms of Reference are to be reviewed annually, any revisions for approval are to be presented to the General Issues Committee, through a Citizen Committee Report.

Revisions approved by Council (date(s)):