

City of Hamilton Climate Change Advisory Committee Working Group Advancement

At the last two meetings for the committee, there was the direction to advance several working groups. More information on the working groups is provided below as well as via this google doc that is seeking committee member input on working group to do/hoped for outcomes, and participation interest.

The working groups will need to be voted on and activated via a committee meeting, but we are seeking expressions of participation interest and scope input. There is not the need to advance all working groups at the same time and phasing in of working groups will be likely and based on prioritization by committee members and participation interest.

We are seeking a deadline of August 2nd for the working group interest identification. Thanks, Gaby and Ian.

About Working Groups

- Working groups can be as small or large as required.
- They must include at least one Climate Change Advisory Committee (CCAC) voting member and cannot include enough voting members to represent a quorum (12 voting and/or council members) of the Advisory Committee.
- They must identify at least one Chair who will be responsible for reporting to Committee and identifying Working Group members who will support communication, taking notes, etc.
- Working group participation is not limited to voting members of the City of Hamilton's CCAC; additional members may be invited into the working groups on an as needed basis to ensure that the needed expertise and experience is available to the working group and committee. As such, working groups can also include topic experts outside of the City of Hamilton's CCAC .

- Working groups report to the CCAC, which reports to the General Issues Committee of Council.
- Each working group must develop a Terms of Reference and Scope of Work TOR/SOW and bring them to the CCAC for review, input and approval. See attached templates for TOR/SOW.
- Working groups can base the structure of their informal minutes on the structure used for CCAC minutes.
- Regarding budget allocations to the various working groups, CCAC is responsible for the approval of financial requests of the working groups. OCCI will help manage/track the budget as it relates to the full CCAC.

Process for Recruitment and Establishment of Working Groups

- If members have additional input on the scope/tasks/hoped for outcomes for the working groups they are encouraged to share these details.
- At an upcoming CCAC meeting, committee members will vote to approve the initial list of working groups, thereby formally activating those groups.
- Once a working group is activated, group members will be responsible for developing terms of reference (TOR) and scope of work (SOW), identified tasks and hoped for value/outcome.
- The working group should keep their ToR/SoW simple, and not too specific. This is to avoid limiting the type of work each group can do.
- The draft template for the Working Groups' Terms of Reference (ToR) is at the end of this document. OCCI Staff liaison can provide guidance around the Scope of Work.
- Please note the [Terms of Reference for the Climate Change Advisory Committee](#) when considering the suggested tasks/to dos/hoped for outcomes input for working groups.

Proposed Working Groups

Below is a list of working groups identified at the last Climate Change Advisory Committee (CCAC) meeting. Under the proposed working groups, you will find

general descriptions of the initial scope for each. Note: These are loosely created descriptions to get the ball rolling, and as such, can be altered to fit the working group's vision/objective.

- Governance and Climate Accountability
- Technical
- Community Engagement
- Transportation
- Buildings
- Nature-Based Solutions (NBS)
- Climate Justice

Working Group Interest and Input Identification

Instructions for Working Groups' Interest Identification Sheets

Please add your name to the below working group to indicate your willingness to volunteer for working groups and whether you are interested in serving as a chair/co-chair.

- Include information on what you would like the working group to focus on, hoped for outcomes or other input.
- Once a working group is activated via a vote at an upcoming committee meeting, group members will be responsible for developing terms of reference (TOR) and scope of work (SOW), identified tasks and hoped for value/outcome.
- The working group should keep their ToR/SoW simple, and not too specific. This is to avoid limiting the type of work each group can do. This is because once the TOR/SOW is approved by the Committee, changes to the TOR/SOW will need to come back and be approved by the Committee.

- The draft template for the Working Groups' Terms of Reference is at the end of this document. Once that initial terms of reference/scope of work (TOR/SOW) is developed by the working group.

Climate Governance Working Group:

This working group would focus on how and when the City of Hamilton tracks its follow through on climate action implementation and overall climate accountability/governance and how and when it tracks and reports on progress towards stated commitments. This would include review of how and when Hamilton is applying a climate lens and how that climate lens is being applied/influencing municipal decisions.

Name:	Willing to be a Co-Chair? Note Taker?
Tran Nguyen	
Mary Ellen Scanlon	

Add information here on what you think this working group needs to focus on:

- I'm not entirely clear on the distinction between 'Climate Governance' and 'Technical' Working groups. Do we really need the two groups? Can they be combined? Based on the current description there seems to be significant overlap.



Technical Working Group: The technical working group will draw from advisory committee member experience, subject matter experts, and external resources to review the technical and industrial components of the City's current and proposed climate change assessments, strategies, key performance indicators, and disclosures, and provide recommendations.

Name:	Willing to be a Co-Chair? Note Taker?
Maryluz Velasco	No
Matthew Tutty	Co-Chair
Bayode Akomolafe	Working Group Member
Lucia Iannantuono	Co-Chair
Giuliana Casimirri	

Add information here on what you think this working group needs to focus on:

- I'm not entirely clear on the distinction between 'Climate Governance' and 'Technical' Working groups. Do we really need the two groups? Can they be combined? Based on the current description there seems to be significant overlap.
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Community Engagement Working Group:

The Community Engagement Working Group can advance community awareness and involvement in Hamilton's Climate Action Plans. Their focus can include:

- **Stakeholder Expansion:** Identifying ways to broaden the community partners' base involved in locally led adaptation (LLA) and climate action. This could involve collaborating with local organizations, businesses, schools, and residents.
- **Climate Communications:** Supporting the City in effective climate communication strategies. This might include public forums, workshops, educational campaigns, art creations, storytelling, and leveraging digital platforms to disseminate information.
- **Inclusive Participation:** Ensuring that diverse voices are heard and represented in climate initiatives. Engaging marginalized communities and addressing their unique needs is crucial for successful climate action.

Name:	Willing to be a Co-Chair? Note Taker?
Shelley Rempel	
Tran Nguyen	
Giuliana Casimirri	
Su Heenan	
Mary Ellen Scanlon	

Add information here on what you think this working group needs to focus on:

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Transportation Working Group:

Informing, supporting and reviewing progress towards climate mitigation and adaptation efforts relating to City of Hamilton transportation efforts, decisions and outcomes. Identification of how to involve affected communities in decision-making and ensure that transportation policies and projects do not disproportionately harm vulnerable communities.

Name:	Willing to be a Co-Chair? Note Taker?
Bayode Akomolafe	Working Group Member
Su Heenan	

Add information here on what you think this working group needs to focus on:

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Buildings Working Group:

Informing and tracking progress towards climate mitigation and adaptation efforts relating to City of Hamilton’s community building decarbonization and resilience efforts, decisions and outcomes. Advancing an equitable lens on building decarbonization efforts to identify opportunities to advance carbon and energy poverty reductions.

Name:	Willing to be a Co-Chair? Note Taker?
Frank Lenarduzzi	Working Group Member
Maryluz Velasco	Co-Chair or Note Taker
Aditya Khetan	
Tran Nguyen	
Bayode Akomolafe	Working Group Member
Gaby Kalapos	
Jesse Hudecki	Working Group Member
Su Heenan	

Add information here on what you think this working group needs to focus on:

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Nature-Based Solutions (NBS) Working Group:

The City of Hamilton implements nature-based solutions (NBS) for climate action, focusing on forestry, wetlands, green spaces, and green infrastructure. These NBS contribute to climate resilience and environmental protection. The working group would inform and track municipal climate action, support service mapping and assessments, actions and policies to ensure that the City of Hamilton is advancing leading NBS, and incorporating ecological knowledge and Indigenous ways of knowing.

Name:	Willing to be a Co-Chair? Note Taker?
Bayode Akomolafe	No
Myles Sergeant	No
Giuliana Casimirri	Co-Chair or Note Taker
Su Heenan	
Jesse Hudecki	Co-Chair or Note Taker
Mary Ellen Scanlon	

Add information here on what you think this working group needs to focus on:

- **Finding places to plant in the inner city and in ‘code red’ areas**
- **Informing tree equity targets for municipal urban forest planning**
- **Taking stock of the city’s current NbS inventory and natural assets**
- **Develop a model to assess the economic benefits the current NbS assets provide the city (i.e. flood prevention)**

Climate Justice Working Group:

Would focus on how the City of Hamilton’s climate actions commitments and implementation are equitable, inclusive, and addresses the needs of its most at-risk populations. This working group would aim to inform how the City of Hamilton is incorporating social justice/equity principles into climate plans, ensuring that frontline community members benefit from climate actions and that the burdens and benefits are fairly distributed. Identifying alignment opportunities related to UNDRIP and Hamilton’s Urban Indigenous Strategy.

Name:	Willing to be a Co-Chair? Note Taker?
Aditya Khetan	Note taker
Shelley Rempel	Co-chair
Tran Nguyen	
Su Heenan	

Add information here on what you think this working group needs to focus on:

- I think this group can also include people and health (which should also include all aspects of food and climate), as was discussed at the last meeting. The name may need to be updated to reflect this broader focus (vs a different working group for people and health).
- Building on the point above the group may also consider the effects of environmental racism in Hamilton.
- Make use of an intersectional lens to analyze the impacts of climate change, and the potential for mitigation, adaptation and sustainability policies.

Additional Working Groups or input on specific areas of work that should be advanced via one of the above working groups. For example there has been identification of a possible Industry working group.

- **Possible Industry Working Group**

DRAFT TEMPLATE Climate Change Advisory Committee Working Groups – Terms of Reference

Mandate

3-5 sentences explaining mandate of the Climate Change Advisory Committee (CCAC) Working Group (WG)

Objectives and Tasks

List of objectives to achieve mandate.

- a. Objective 1*
- b. Objective 2*
- c. Objective 3*

Complete the table below for list of tasks and estimated timeline(s)

Tasks	Estimated Timeline

Membership

List of members of the WG inclusive of both CCAC and non-CCAC members. At least

Table 2.0 Requested City Staff Support *(CCAC should discuss expectations of this as an Advisory Committee)*

Staff Expertise	Timeline

Climate Change Advisory Committee Working Group - NAME

DATE:

LOCATION:

ATTENDEES:	
REGRETS:	
GUEST(S):	

No.	Agenda Item	Responsibility	Description/Discussion	Decision(s) & Actions	
1.	Agenda Review/Minutes	All	<ul style="list-style-type: none">• Meant for high-level major discussion points	<ul style="list-style-type: none">• Meant for key decisions and action items moving forward	
2.	Agenda Item #2				
3.	Agenda Item #3				

4.	Agenda Item #4				
5.	Agenda Item #5				
6.	Agenda Item #6				
7.	Agenda Item #7				
8.	Other Items:				
.	Adjourn	All			

Next Meeting Dates

Put Date/Time/Location for Next Meeting