

CCAC Technical and Governance Working Group – Terms of Reference

Mandate

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

The technical and governance 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. The working group will also monitor the City of Hamilton on its climate action implementation and provide recommendations on its plan as well as governance processes.

Objectives and Tasks

List of objectives to achieve mandate.

- a. Ongoing technical review of HCAS with feedback provided to OCCl staff*
- b. Solicit technical experts to delegate before the CCAC and/or provide input to OCCl staff*
- c. Provide technical feedback on new OCCl initiatives*
- d. Review key performance indicators and benchmarking strategies*
- e. Review City climate action commitments and implementation*
- f. Review how the City is applying a climate lens and governance processes*

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

Tasks	Estimated Timeline
Technical review of CEEP	Annually
Technical review of CIAP	Annually
Technical feedback on 2025 OCCl initiatives	December 2024
Review of proposed KPI/benchmarking for reporting	December 2024

Membership

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

Co-Chairs:

1. Matthew Tutty

2. Lucia Iannantuono

Working Group Members:

3. Maryluz Velasco

4. Bayode Akomolafe

5. Giuliana Casimirri

6. Jeff Harti

7. Adan Amer

8. Zach Kuszczak

9. Tran Nguyen

10. Mary Ellen Scanlon

11. Gillian Henry

Meetings

Proposed number of meetings to achieve objectives.

1. October (Oct 2nd or 3rd)

2. November (Date TBD)

3. December (Date TBD)

This working group will meet on a monthly or bi-monthly basis as needed.

Resources and Budget

Complete the table below. Itemized budget and requested Staff support further completed in Appendix "A". **(CCAC should discuss list of eligible expenses for 2024 and set expectations)**

Total budget for YEAR being requested:	\$100
Total number of City Staff needed to support:	1

Appendix A – Climate Change Advisory Committee Working Group Estimated Resources

Table 1.0 Itemized Budget for Working Group

Description	Amount	Date
Honorarium for technical expert speaker(s), to be used as needed	\$100	TBD

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

Staff Expertise	Timeline
Trevor Imhoff (or other OCCl staff) to provide input on current HCAS & OCCl initiatives	Email communication, virtual/in-person meetings as needed