#### **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 OCCI staff
- b. Solicit technical experts to delegate before the CCAC and/or provide input to OCCI staff
- c. Provide technical feedback on new OCCI 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	<b>Estimated Timeline</b>	
Technical review of CEEP	Annually	
Technical review of CIAP	Annually	
Technical feedback on 2025 OCCI 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

# Meetings

11. Gillian Henry

Proposed number of meetings to achieve objectives.

1. October (Oct 2nd or 3rd)

2. November	(Date TBD)
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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	1
support:	

## **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	\$100	TBD
used as needed		

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

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