



South Huron Climate Change Advisory Committee Terms of Reference

Purpose of the Committee

The mandate of the Climate Change Advisory Committee (Committee) is to advise Council, Administration and Consultant/Project Management Team on specific matters as they pertain to the Municipality's Climate Change Adaptation Plan.

The Committee will provide Council and stakeholders with knowledge and recommendations pertaining to the Climate Change Adaption Plan. The Committee will share opinions and perspectives and offer collective advice to staff and Consultants / Project Management Team. The Committee's input, along with broad public consultation, will enable a planning process that is open, transparent and meaningful to the community.

The Committee will actively assist Council by fostering and promoting:

- Environmental and climate change awareness;
- Partnerships within the community; and
- Community engagement.

Committee Objectives or General Activities:

The primary objectives of the committee are to:

- Develop a climate adaption vision for South Huron;
- Advise on a public consultation process;
- Provide education and outreach support through community events;
- Focus on other initiatives as identified by the committee and approved by Council.
- Plan and organize events and activities for stewardship, education and outreach;
- Liaise with other environmental advisory committees, groups and organizations;
- Coordinate events with other environmental groups, where possible;
- Reviewing and commenting to Council, as requested, on environmentally related plans, bylaws, development proposals and studies; and
- Provide comment and opinion when called upon by the Council regarding any matters referred to the Committee.

Membership Composition and Responsibilities

The Climate Change Advisory Committee shall consist of a maximum of six (6) voting members and include the following composition:

- One (1) member from South Huron Council
- Up to two (2) representatives from agencies/organizations:
 - One representative from the Conservation Authority; and
 - One representative from the Huron County Health Unit.
- Up to three (3) external representatives:
 - Two industry members (agriculture, commercial, industrial, manufacturing, retail and development); and
 - One citizen member.



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The Council shall appoint all Advisory Committee members by By-law and the term of appointment shall be concurrent with the four-year term of Council.

Council authorizes the Committee to call upon members of the community, from time to time, in order to establish a working group to carry out or assist with specific projects. These community members shall be recognized as sub-committee members that may submit items of concern; however do not receive a vote.

Staff Support

The Committee's primary staff contact will be the Climate Change Officer, as delegated by the Community Services Manager. The staff member shall provide advice on matters of governance, legislation and operational policies and procedures, and shall act as recording secretary and the lead to coordinate the activities of the group for specific projects.

Meeting Roles and Requirements

The Committee is accountable to Council. The appointed member of Council shall act as a liaison between the Committee and Council, providing input and guidance from Council to the Committee.

The Committee shall meet a minimum of six (6) times per annum on dates to be determined by the Committee, at 7:00 p.m., at the Old Town Hall, Exeter. Additional meetings can be scheduled at the call of the Chair.

Annually, the committee shall elect a Chair and Vice-Chair from the appointees.

Each committee member is expected to attend a minimum of four (4) meetings per year and shall not miss more than two (2) consecutive meetings. Special circumstances shall be addressed on an individual basis.

The expenditure of any municipal funds shall be in accordance with the Municipality's procurement policy and current budget.

Minutes and Agenda

The minutes of each meeting will be amended when necessary and adopted at the following meeting. Draft minutes will be provided to the Clerk to be circulated to Council.

The committee agenda will be prepared by the Committee Recording Secretary and distributed to the members in advance of the meeting, as well as provided to the Clerk to be posted on the municipal website.



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Amendments to the Terms of Reference

The non-statutory provisions of this Terms of Reference may be eliminated or amended in any way by Council at its full and final discretion. Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

The Clerk or designate is delegated the authority to make administrative changes to this Terms of Reference that may be required from time to time due to legislative changes or if, in the opinion of the Clerk, the amendments do not change the intent of the Terms of Reference.

General Conduct

The meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order.

In general meetings shall be open to the public. Meetings will be declared In Camera by a majority vote of those present and should be so declared to discuss matters in accordance with Section 239 of the Municipal Act.

Conflict Of Interest

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.

Municipal Freedom of Information and Protection of Privacy Act

Committee Members will act to protect the privacy of individuals with respect to personal information contained in application forms and information circulated to the Committee and to ensure that personal information is used solely for the purposes of Committee.