

	POLICY	Policy No: GOV-BOA-100	
Policy Title:	CLIMATE CHANGE AND ENVIRONMENT COMMITTEE -TERMS OF REFERENCE	Approval Date:	January 18, 2010
Policy Type:	COUNCIL	Reviewed Date:	July 2016
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		Reviewed Date:	
Category:	Governance	Last Amended:	August 2022
Sub-Category:	Board & Committee	Replaces:	
Author:	Author Unknown	Repealed:	
Dept/Div:	Development Services / Administration	Replaced by:	
Related Policies, Procedures and/or Guidelines: <ul style="list-style-type: none"> ▪ GOV-BOA-060 (Advisory Committees) ▪ GOV-BOA-063 (Appointment to Boards & Committees) ▪ GOV-COU-005 (Code of Conduct for Members of Council, Local Boards & Advisory Committees) ▪ Municipal Code Chapter 25 (Procedures) 			

1. PURPOSE:

The Environmental Committee is to support and advise Council in implementing the environmental goals and policies concerning climate change and other environmental matters within the City of Kitchener.

2. MANDATE:

To assist in advancing Council’s strategic priorities as outlined in the Strategic Plan, Strategic Plan for the Environment, Corporate Climate Action Plan, and the TransformWR Climate Action Strategy.

Specific duties of the Committee may include:

- a) Provide input on relevant environmental issues, policies, projects, or programs that are within the jurisdiction of the municipality.
- b) Serve as a forum for delegations to provide public input on environmental matters.
- c) Discuss new, relevant, or unexplored environmental or climate change issues.
- d) Assist Council and staff in identifying research needs and environmental data gaps, assist in gathering data, undertaking research, and formulating a strategy to improve the information available for private and public use.
- e) Support approved municipal initiatives with respect to the education of citizens on matters of environment significance.
- f) Undertake other environmental projects assigned by Council from time to time.

3. DEFINITIONS:

- a) Climate Change: a long-term change in the weather conditions of a region, due to natural processes or human-induced changes in the composition of the atmosphere.

- b) Climate Change Adaptation: actions taken to lower the risks posed by the consequences of climatic changes.
- c) Climate Change Mitigation: actions taken to decrease the greenhouse gas emissions that cause climate change.
- d) Environment: is all encompassing and includes air, land, landscapes, water, plant and animal life, and anything made by human beings.
- e) Ecologically Sound Environment: implies an environment that is healthy and capable of sustaining all forms of life in a natural state.

4. SCOPE:

POLICY APPLIES TO THE FOLLOWING:	
<input type="checkbox"/> All Employees	
<input type="checkbox"/> All Union	<input type="checkbox"/> All Union
<input type="checkbox"/> All Union Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non-Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input checked="" type="checkbox"/> Local Boards & Advisory Committees

5. COMMITTEE COMPOSITION:

- a) The Committee shall be comprised of eight (8) to twelve (12) members of the community-at-large and one (1) member of Council.
- b) Quorum shall be a simple majority of the total number of committee members (i.e., 50%). If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not fully ratified until supported by the majority of members.
- c) The Chair and Vice Chair of the Committee shall be elected from among the members at the first meeting of each calendar year.

6. APPOINTMENTS:

- a) Appointments shall be based on an applicant's demonstrated interest and participation in environmental matters, academic qualification, work experience, knowledge, and professional expertise.
- b) Optimally, two-thirds of the Committee shall have formal training in an environmental discipline. Consideration will also be given to diversity of age, education, and lived experience.
- c) Members are appointed as individuals and not as representatives of their respective employers or interest groups.
- d) Appointments will run a term of 2 years with eligibility for re-appointment for a maximum of two additional terms.
- e) Membership terms may be staggered to allow for the continuation of experience.
- f) If a member misses three (3) consecutive meetings without an acceptable reason, the individual's appointment to the Committee may be revoked at the discretion of staff and/or Council.

7. MEETING STRUCTURE:

- a) Meetings shall be conducted in accordance with Municipal Code Chapter 25 (Procedures) as adopted by Council.

- b) The Committee shall endeavor to meet monthly except July and August (up to ten (10) meetings per year).
- c) Meetings shall commence at 4:00 p.m. on the third Thursday of the month, with a goal of being a maximum of two (2) hours in duration.
- d) In consultation with the committee chair, staff will generate content for each meeting to ensure progress of the committee's work plan.
- e) Agendas for each meeting will be distributed to members in a timely manner via email along with the minutes of the previous meeting.
- f) Minutes will be received by Council and relevant recommendations will be forwarded to staff for review and action if deemed necessary. Recommendations must relate to the committee's mandate.

8. GENERAL CONDUCT:

- a) All members will abide by the City of Kitchener Code of Conduct for Members of Council, Local Boards & Advisory Committees (Policy GOV-COU-005) and other applicable City policies and guidelines.

9. WORK PLAN:

- a) At the beginning of each term, the committee in cooperation with staff will prepare a work plan that identifies priority environmental issues and actions.
- b) At the beginning of each year, the committee will update the work plan and will summarize the actions completed in the previous year. The committee will forward the summary of actions completed to Council.

10. SUB-COMMITTEES:

- a) Sub-committees may be formed to complete specific tasks related to the committee's mandate and work plan but must report through the committee.
- b) The Chair may be considered an alternate member of all sub-committees allowing them to attend a sub-committee meeting in place of one of its appointed members when it is deemed crucial to advance the Committee's business.
- c) A sub-committee shall not meet or exceed quorum.

11. REPORTING:

- a) The Environmental Committee is an advisory committee established by Council in accordance with these adopted Terms of Reference.
- b) The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports, or staff actions must first be considered by staff and/or Council.
- c) The Environmental Committee reports to the Planning & Strategic Initiatives Committee unless the Councillor Liaison, in consultation with the Committee Administrator, deems it expedient that a report be made directly to Council.

12. HISTORY OF POLICY CHANGES

Administrative Updates

2016-07-01 - I-100 policy template re-formatted to new numbering system and given number GOV-BOA-100

2018-04-03 - Department name change due to corporate re-organization.

Formal Amendments

No amendment history to date.