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Environment and Climate Change Committee

Terms of Reference  
March 27, 2023

1. **Mandate**

The mandate of the Environment and Climate Change Committee is to assist in the implementation of the Climate Action Planand provide local advocacy, education and perspective on climate change and environmental initiatives.

1. **Composition of Committee**

Membership of the Environment and Climate Change Committee shall include:

* Three (3) members of Council appointed by the Mayor and shall be considered to be voting members
* Three (3) community representatives as recommended by the Lay Appointments Committee and approved by Council and shall be considered to be voting members
* One (1) resource member from Transition Cornwall + who shall not be considered to be a voting member
* One (1) resource member from the Raisin Region Conservation Authority who shall not be considered to be a voting member
* One (1) resource member from the St. Lawrence River Institute of Environmental Science who shall not be considered to be a voting member
* Staff members shall consist of the Manager of Environment Services, and the Sustainability Project Coordinator and shall not be considered to be voting members
* Non-voting key resource people, as required and identified
* A Chair shall be elected from the Committee at the beginning of the term
* In the absence of the Chair, the members in attendance, shall appoint one of those members to act as Chair of the meeting

1. **Term of Membership**

The members of Environmental and Climate Change Committee will be appointed for the term of Council.

1. **Role of the Committee Members and Meeting Procedure**
   1. Role

* The role of the Environment and Climate Change Committee is to assist Council by:
* Inspiring and sustaining community commitment to achieving the goals laid out in the City of Cornwall’s Climate Action Plan
* Identify and advise on ways to build local climate action awareness
* Promoting environmental stewardship within the community
* Providing a forum for dialogue and information-sharing related to climate action
* Providing a local perspective on climate action while giving due consideration to the balance between social, environmental, and economic aspects
* Independently reviewing, analyzing, and researching relevant materials for the purpose of furthering the Committee’s work
* Providing feedback on any other community-related climate action items as directed by Council
* Participating in and assisting in organizing City environmental events (Eco Day, Great Litter Clean Up, etc.)

4.2 Meetings

* The Committee will meet six (6) times per year
* The Chair may call additional meetings as required or deemed appropriate
* Meetings will take place at a City facility, virtually, and/or any other designated location as required

4.3 Notice

Notice of each meeting confirming the venue, date and time, shall be forwarded electronically to each member of the Committee and any other person required to attend, three to five days in advance of the meeting.

4.4 Agenda Package

A meeting package shall include:

* Agenda for upcoming meeting
* Minutes of previous meeting
* A progress report for a project (if applicable)
* Any other documentation to be considered at the meeting or resource documents

The agenda shall also be posted on the City’s website.

4.5 Quorum

A quorum shall consist of a majority of the voting members of the Committee who are in attendance.

4.6 Motions

Decisions of the Committee shall be by majority votes of the voting members in attendance.

4.7 Committee By-law

This Committee is subject to the City of Cornwall’s Committees By-law.

4.8 Code of Conduct

This Committee is subject to the City of Cornwall’s Code of Conduct.

4.8 Public

Committee Meetings are open to the public.

* + 1. Members of the public are welcome to attend Working Group meetings as observers but shall not have an opportunity to speak or participate.
    2. Members of the public are encouraged to talk to staff directly if they have concerns or need information.
    3. Except as provided in the Municipal Act, 2001, all meetings shall be open to the public.

**5. Resources and Budget**

5.1 Members of the Committee shall provide the resources, as required.

* 1. There is no budget established for this Committee.

**6. Reporting**

6.1 Minutes shall be prepared and maintained by administrative staff, and a copy shall be provided to the Office of the City Clerk for retention purposes.

6.2 The Environment and Climate Change Committee may make recommendations to Council on matters that have been referred to this committee for review or as items may arise.