

1. Official Name

The official name of this committee is the Climate Action Committee. It may be referred to as CAC.

2. Members/Composition

The Committee consists of eleven (11) members:

- three (3) Councillors;
- two (2) resident members, who are not members of Council
- Chief Administrative Officer or designate;
- Director of Public Works or designate;
- Director of Planning and Development or designate;
- Director of Community Development or designate;
- Director of Finance or designate;
- Protective Services Manager or designate.

All members of the Committee are appointed by resolution of Council, and each member appointed serves the Committee for a two-year term. Members are eligible for reappointment.

Resident members are chosen through an evaluation process and recommendation to Council.

All positions, whether or not an existing member has re-offered, will be reviewed through the evaluation process when the specified term is over.

In the case of an unexpected vacancy, previous applications on file may be considered by the Chair and staff, or the option to re-advertise may be applicable. A recommendation will be made to Council for appointment. That new person's appointment will serve the remainder of the term of the person replaced or as deemed appropriate.

The Chair and the Vice-Chair are elected by a majority of the members and hold office for a two-year term. The Chair acts as the liaison with Council.

CAC may recommend to Council that a Committee member who fails to attend three (3) consecutive meetings of CAC, without good reason accepted by the CAC Chair be dismissed from the Committee.

3. Goals

The Climate Action Committee provides a forum for all municipal departments and Council representatives to work co-operatively on implementing and evaluating the adaptation and mitigation actions outlined in the Municipal Climate Change Action Plans of the Municipality hereafter referred to as “the MCCAP”. These policy and adaptation procedures help protect people, properties, special places, and municipal infrastructure from the negative impacts of climate change.

The Committee will strive to reflect the best interests of the Region in any recommendation.

4. Deliverables

The Committee will:

- develop an annual Work Plan of actions based on the MCCAP. This work plan will include the estimated timeline and cost for the action, anticipated partners, and recommendations for funding sources such as the Gas Tax Agreement or other provincial and federal funding programs. The annual Work Plan will summarize actions completed in the previous year;
- submit the Work Plan annually to Council to be placed on file;
- keep Council fully informed on the progress of MCCAP implementation;
- undertake, as it determines appropriate, pilot projects that carry out actions outlined in the MCCAP, funded in part or in whole through the Committee’s approved annual budget;

5. Jurisdiction

CAC was formed pursuant to the Meeting and Committee Procedural Policy dated March 23, 2020.

The Committee's duration is indefinite, based on:

- Council's continued support of the above Goals and Deliverables.

6. Resources/Budget

Following their appointment, new Committee members will be given an introductory workshop organized by staff to assist them in their duties.

CAC resident members are remunerated in accordance with the Councillor Remuneration Policy.

Municipal planning staff will provide ongoing support to the Committee. Staff will:

- arrange meeting times and venues and take Committee minutes;
- circulate meeting agendas and minutes;
- provide reports or status updates on identified projects or applications; and
- make public presentations on behalf of the Committee as required.

7. Governance

CAC meetings will generally take place the morning of the second Wednesday of the month in February, April, September, and November but additional meetings may be called by the Chair on an as-needed basis or as directed by Council. Members will be informed of all meetings and supplied with an agenda prior to each scheduled meeting date.

A quorum is a majority of the number of appointed members at the time of the meeting.

Orders and rules of conduct for debate for MCCAP meetings are the same as those for Council in the Meeting and Committee Procedural Policy.

8. Communications

CAC members and staff will communicate with each other at meetings (in person or electronic), by telephone or by email.

Draft minutes of CAC meetings are available to the public and will be approved at the next meeting.

All CAC meetings are open to the public, except as specified Section 203 of the *MGA*.

CAC agendas may set aside a period of time during the meeting for public comment or presentation.

9. Related Policies, Procedures and Legislation

West Hants MCCAP
Hantsport MCCAP
Windsor MCCAP



WEST HANTS REGIONAL MUNICIPALITY
CLIMATE ACTION COMMITTEE
TERMS OF REFERENCE

RADPL-003.04

- West Hants ICSP
- Hantsport ICSP
- Windsor ICSP
- Meeting and Committee Procedural Policy
- Council Remuneration Policy

Approved by: _____
Committee Chair

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| <i>Adoption</i> | |
| <i>Notice to Council:</i> | Not Applicable |
| <i>Approval:</i> | September 9, 2020 |
| <i>Description:</i> Initial approval of the MCCAP Committee Terms of Reference | |
| <i>1st Amendment</i> | |
| <i>Notice to Council:</i> | Not Applicable |
| <i>Approval:</i> | February 9, 2022 |
| <i>Description:</i> Amended MCCAP Committee Terms of Reference | |
| <i>2nd Amendment</i> | |
| <i>Notice to Council:</i> | <i>Not Applicable</i> |
| <i>Approval:</i> | <i>January 23, 2024</i> |
| <i>Description:</i> Amended MCCAP Committee Terms of Reference: Changed Committee name | |