

## **Climate Action Plan Working Group Terms of Reference**

### **Mandate**

The Climate Action Plan Working Group will support the Environmental Advisory Committee (Committee) and the Corporate Green Task Force in the development of the community focused initiatives of the Partners for Climate Protection (PCP) program. The Climate Action Plan Working Group would be responsible for the quantification of greenhouse gas (GHG) emissions in our community.

### **Goals/Purpose**

The goals and purpose of the Climate Action Plan Working Group are to work concurrently with staff on the five Milestones of the PCP program within the community initiatives.

The community focused information will support the production of a comprehensive PCP program as the Working Group can work in a complimentary fashion with staff who is currently focused on the corporate information for the program.

Developing the building blocks of municipal climate resilience as detailed by FCM in The Building Blocks of Municipal Climate Resilience (FCM.ca).

Identify projects that qualify for Federal climate adaptation funding through FCM.

### **Scope of Activities/Roles**

1. Members will actively participate and provide support and expertise.
2. The Working Group will act as liaison between the Corporate Green Task Form and the Committee. The Working Group members will serve as voting members and count towards meeting quorum for Working Group meetings.
3. The Working Group will comply with the County of Prince Edward's Strategic Plan, Official Plan, secondary plans, and any applicable policies or procedures.
4. Identify community outreach opportunities.
5. Consult with key stakeholders as required.

### **Membership**

1. Up to three (3), Environmental Advisory Committee Member(s). One member will be elected as Chair of the Working Group.
2. Up to four (4) members of the public.

## **Responsibilities of the Working Group**

1. It is the responsibility of all appointed members to comply and work with County procedures, by-laws and Provincial legislation, with guidance from staff:
  - a. Council's Code of Conduct
  - b. County Accountability and Transparency Policy
  - c. County Procedural By-Law
  - d. Other applicable County By-Laws and policies
  - e. *Municipal Act*
  - f. *Municipal Freedom of Information and Protection of Privacy Act*
  - g. *Municipal Conflict of Interest Act*
  - h. Partners in Climate Protection,
  - i. County's energy management plan,
  - j. Strategic Asset Management Policy, *O. Reg 588/17*

## **Term**

The term of the Working Group will coincide with the term of the 2022-2026 Environmental Advisory Committee.

## **Staff Support and Resources**

Upon request from the Chair of the Committee, staff support and resources may be provided to the Working Group with the approval of the CAO.

External Agencies and Technical members may be called upon at key stages of the project to provide technical input / advisement as required, and include:

- Community utility providers
- Regulatory bodies or technical agencies
- Environmental groups and associations
- Mohawks of the Bay of Quinte

## **Reporting Relationship to Council**

The Working Group will act as a resource to the Committee and does not have any delegated authority.

Recommendations will be provided to Council via the Committee.

The Chair and/or Vice-Chair of the Working Group shall report on behalf of the Working Group to the Committee.

## **Finances**

No member shall receive remuneration for services. A member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been pre-approved by the CAO or Council.

## Meetings

The Working Group shall meet as required. Should a public meeting be required, staff will provide support, on direction from the Chief Administrative Officer.

## References

### PCP Milestones:

PCP Milestone 1: Creating a greenhouse gas emissions inventory and forecast focused on community energy.

1. Completing a community inventory which follows the PCP [protocol](#);
2. Providing the emissions intensity values or coefficients for all energy types that were used to complete the emissions inventory;
3. A summary of data sources;
4. A description of any assumptions or omissions made with respect to the data; and
5. A Business-As-Usual (BAU) forecast of emissions approximately 10 years into the future.

PCP Milestone 2: Setting community emissions reduction targets.

1. Description of your community targets, including baseline year, target year and percentage change from baseline year; and
2. A council resolution that adopts the targets set, including the baseline year, target year and percentage change from baseline year.

PCP Milestone 3: Develop a local community action plan.

1. Description of activities that will be taken to achieve target reductions;
2. Stakeholder engagement;
3. Description of cost and/or funding sources; and
4. Description of where the overarching responsibilities for the plan are contained.

PCP Milestone 4: Implement the local community action plan.

1. A description of the degree to which measures in the local action plan have been implemented; and,
2. An outline of the implementation schedule.

PCP Milestone 5: Monitor & verification guidelines.

1. Tracking the community GHG reduction impact of individual measures;
2. Updating the inventory; and
3. Engaging stakeholders and decision makers.

Adopted by Council on October 10, 2023

Approved by Motion 2023-518

FCM - The Building Blocks of Municipal Climate Resilience:

Level One – Develop local climate awareness

Level Two – Talk to the community about the impacts of climate

Level Three – Build partnerships with stakeholders

Level four – Make data-driven decisions

Level five – establish climate resilience as a key part of asset management planning

[Link](#) to more info.