Climate Action and Resilience Committee
Terms of Reference

1. INTERPRETATION

In this document:

"**Committee"** means the Climate Action and Resilience Committee;

"Citizen" means a person, other than a Councillor, who is a resident of and is entitled to vote in the municipal elections of The City of Winnipeg;

"Citizen Member" means those members of the Committee appointed under Section 7 hereof;

"Council" means the council of The City of Winnipeg;

"Committee Member" means a member of the Committee appointed under Section 7 (5) hereof;

"Organizational Meeting of Council" means that meeting of Council held in November each year as set out by Procedure By-law No. 50/2007.

2. AUTHORITY

The Climate Action and Resilience Committee is a Citizen Advisory Committee, established by Winnipeg City Council and reporting to the Standing Policy Committee on Water and Waste, Riverbank Management and The Environment (SPC WWRME).

3. FUNCTION

The Committee's function is to:

A. Advise the Mayor and Council on climate change issues;

B. Engage community to help shape implementation and updates to the Winnipeg Climate Action Plan;

C. Support the work of the community in advancing climate action. As per the Winnipeg Climate Action Plan, this will include advising on funding opportunities, providing technical expertise, and facilitating organization/industry/government linkages to encourage multi-sector and strategic approaches to advance climate action;

D. Submit to the SPC WWRME:

   i. An annual report, which includes a review of work done over the previous year by the Committee and updates on the progress of City departments in

implementing Climate Action and Resilience Committee recommendations;

ii. An annual workplan for approval by the SPC WWRME, which includes proposed committee activities and action items; and

iii. An operating budget detailing projected expenditures and revenue sources for the upcoming calendar year, for approval by SPC WWRME and Council.

4. ACTIVITIES

Climate Action and Resilience Committee activities is determined in two ways:

A. Through Council or SPC WWRME and

B. Through the creation of an annual workplan, which should detail how activities align with committee function and responsibilities, OurWinnipeg2045 and/or Winnipeg Climate Action Plan objectives and indicators.

5. RESPONSIBILITIES

Climate Action and Resilience Committee Responsibilities are as follows:

Responsibilities Related to City Council

A. Review and offer advisory input into steps City Council can take for climate action and resilience, including transportation, green buildings, land use, waste, food security and sustainable development goals.

B. Receive referrals from Council or SPC WWRME for review and recommendation.

C. Recommend, through SPC WWRME, areas of research or work to be undertaken by the Winnipeg Public Service.

Responsibilities Related to City Departments

A. Support the updating, implementation and evaluation of the Winnipeg Climate Action Plan.

B. Support climate action and resilience opportunities within and between City departments, including related actions from relevant plans (including OurWinnipeg2045, Complete Communities 2.0, and the Winnipeg Transit Master Plan).

C. Assist the City of Winnipeg to respond to climate adaptation and mitigation related issues within its jurisdiction to reach net-zero carbon emissions for 2050.

D. Monitor progress of City departments in implementing Winnipeg Climate Action Plan targets.

Responsibilities Related to the Public

A. Promote communication and involvement between the City and the community.

B. Enhance and connect climate change-related initiatives from various sectors.

C. Engage citizens, industry, other levels of government, and community groups on climate action and resilience as required.

Responsibilities Related to Climate Action and Resilience Committee Members

A. Climate Action and Resilience Committee members are responsible to keep themselves informed about:

   i. Other cities' climate action related policy initiatives;

   ii. Current best practices in multi-sectoral approaches to issues; and

   iii. Individuals and organizations who deal with climate action policy and programming.

B. Members are expected to attend meetings regularly, be punctual, prepared, respectful, engaged, open to others' opinions, and willing to work together.

C. Members are also expected to participate in working groups if applicable, and commit approximately 5-6 hours/month to regular and working group meetings, material preparation, and other tasks if applicable.

6. CHAIRPERSON

The Climate Action and Resilience Committee will be led by a Chairperson and Vice-Chairperson.

A. The Chairperson shall be a member of Council, appointed by Council at the annual Organizational Meeting of Council.

B. The Vice-Chairperson of the Climate Action and Resilience Committee shall be the Chief Administrative Officer (or designate named from the Public Service).

C. The role of the Chairperson is:

   i. To approve agenda items for meetings;

   ii. To call meetings to order;

   iii. To maintain order;

iv. To state all motions, to put them to a vote and announce the results of voting;

v. To represent The Committee at public functions when necessary.

D. The role of the Vice-Chairperson is to substitute for the Chairperson when required.

7. COMMITTEE COMPOSITION

The Climate Action and Resilience Committee membership shall not exceed 8 Members.

A. The membership shall include the following:

i. One member of Winnipeg City Council to serve as Chairperson;

ii. The CAO (or designate) to serve as Vice-Chairperson;

iii. An additional six (6) members who together can demonstrate experience with climate change issues in research, energy, transportation, green buildings, land use, waste management, food security and sustainability or sustainable development goals.

B. The Climate Action and Resilience Committee's membership should as much as possible reflect Winnipeg's diverse population.

C. Membership should consist of individuals with the following qualifications:

i. Professional or community work that reflects their interest in municipal energy efficiency and emissions reductions, active or green transportation, land use planning, and/or waste management issues;

ii. Skills and experience in specific areas (such as change management, project evaluation and strategic planning) that allow them to contribute to policy development and influence change;

iii. Ability to help the Climate Action and Resilience Committee establish and build relationships and partnerships with specific sectors, networks, and demographics;

iv. Ability to work effectively within a diverse group to collaboratively address a common goal, understand the complexity involved with inter-sectoral work, are able to use their unique skills and expertise to adapt to evolving priorities and group dynamics, and are willing to work within City of Winnipeg systems and protocols to address municipal issues; and

v. Ability to attend monthly meetings on a regular basis, and participate in working group meetings as needed.

D. Members shall participate as independent members, not as a representative of

another body of which they may be a member or employee.

8. APPOINTMENTS

Nominations will be made in accordance with the City's policy on citizen appointments to Boards and Commissions.

A. The initial terms of office for half the membership shall expire December 31, 2023.

B. The initial terms of office for the remaining members shall expire December 31, 2024.

C. Following the initial terms of office, as the terms for positions expire, Council shall appoint members in alternate years for two-year terms.

D. The Council member shall be appointed annually at the Organizational Meeting of Council.

E. No member shall serve more than three consecutive terms. For greater certainty, a "term" includes both full, two-year tenures, as well as shorter terms assumed due to vacancies.

9. MEMBERSHIP CHANGES – RESIGNATIONS, REPLACEMENTS, VACANCIES

Vacancies shall be advertised in accordance with the City's policy on citizen appointments to Boards and Commissions.

A. Members may resign at any time by giving written notice to the Chair of The Committee and the City Clerk's Department.

B. Missing three regularly scheduled meetings a year, without prior discussion and approval from the Chairperson, is deemed equivalent to a resignation.

C. Mid-term vacancies may be filled, using resumés on file from the annual Boards and Commissions recruitment process, or recommendations from the current membership, at the discretion of the Chair. Final recommendations shall be submitted to Council through the SPC WWRME for appointment.

D. Current members who are eligible and interested in applying for additional terms must re-apply through the City of Winnipeg Boards and Commissions application process. Memberships do not automatically renew.

10. SUB-COMMITTEES AND WORKING GROUPS

A. The Climate Action and Resilience Committee may form sub-committees, working groups and/or action teams as it deems necessary, to undertake tasks requiring in-depth work on behalf of the Climate Action and Resilience Committee or to inform,

provide advice, and bring additional perspectives to the group

B. Each sub-committee, working group, and/or action team, shall have at least one Climate Action and Resilience Committee member, responsible for bringing forward issues and requests from the sub-committee or working group and providing regular progress updates to the Climate Action and Resilience Committee. Nevertheless, sub-committees, working groups and action teams should include participants who are not Climate Action and Resilience Committee members

C. If requested, the City's Administration may provide Public Service participation/support/expertise to the sub-committees, working groups, or action teams.

11. MEETINGS

A. All Climate Action and Resilience Committee meetings shall be open to the public, and are governed by Council's Procedure By-law No. 50/2007.

B. It is expected that the Climate Action and Resilience Committee shall meet a minimum of four (4) times annually, including regular and special meetings.

C. Meetings may be called by the Chair or Vice-Chairperson.

D. Meetings shall only be held at locations accessible to members and guests with disabilities.

12. VOTING

A. A vote of the majority of members in attendance is necessary to approve a motion or decision.

B. A tie vote means that a motion or decision is defeated.

C. A member who may be in a conflict-of-interest situation is required to declare the conflict and refrain from voting and participating in the discussion with respect to that particular issue.

13. SUPPORT

A. The Climate Action and Resilience Committee Coordinator shall be a member of the Winnipeg Public Service and is responsible for providing administrative support to the Climate Action and Resilience Committee and liaise with the Public Service as needed.

B. A staff member of the City Clerk's Department shall be assigned to clerk the Climate Action and Resilience Committee meetings.

14. BUDGET

A. The budget for the Climate Action and Resilience Committee should allow for proper function of the Committee as laid out in the Terms of Reference, and is comparable to that of other citizen committees working with cross departmental issues impacting all citizens (namely the Human Rights Committee of Council and the Winnipeg Food Council). Pending approval of the budget by Council, this amount will be included in the 2023 operating budget and be reviewed annually thereafter.

B. The draft budget shall be prepared by the Climate Action and Resilience Committee Coordinator for consideration and approval by the Climate Action and Resilience Committee, which shall submit it (along with an annual report) to SPC WWRME and Council for approval. Expenses to be covered by the budget may include those related to:

   i. public consultations;

   ii. strategic planning;

   iii. production, printing and distribution of materials;

   iv. training opportunities as approved by the committee; and

   v. membership in relevant organizations.

15. COMMUNICATIONS AND PUBLIC ENGAGEMENT

All official correspondence and media communication from the Climate Action and Resilience Committee shall be communicated by the Chairperson or Vice-Chairperson.

16. AMENDMENTS

The Climate Action and Resilience Committee may submit suggested amendments or updates to the Terms of Reference to Council for approval.