

Town of Perth			
Climate Change Sustainability Advisory Panel			
Subject:	Terms of Reference	Effective:	January 23, 2018
Applies to:	Climate Change Sustainability Advisory Panel	Replaces:	
Issued by:	Chief Administrative Officer	Approval:	By-law No. 2018-4708

A. Background

Increased global average temperatures will increase the probability of extreme weather events, including heat waves, drought, wildfire, cyclones, earthquakes and heavy precipitation that could cause floods and landslides, as witnessed in recent years. Such events can create significant public health needs that can exceed local capacity to respond. Such is the need for Council to continue to look at potential impact and response strategies to protect the health of our economies, communities, children and future by thinking globally and acting locally.

B. Authority

Authority transfer is restricted to the scope described herein, unless an amendment is explicitly authorized by Council.

The Climate Change Sustainability Advisory Panel (CCSAP):

1. Shall provide environmental best practices recommendations to Council as required;
2. Shall focus their quarterly meetings on identifying environmental granting opportunities that may be available to the Town of Perth;
3. Shall have the authority to assign special projects, research or matters that arise from time to time to its members that are within the scope of these Terms of Reference.
4. Shall not communicate externally on behalf of Council except as related to the scope;
5. Shall not authorize any expenditures outside of the approved panel budget;
6. Shall understand that the Town of Perth wishes to operate the annual budgetary process at the Consumer Price Index (CPI) or less and thus any recommendation to Council for budgetary expenditure needs to take this financial imperative into consideration.

C. Scope

The CCSAP shall review and make recommendations to Council, by thinking globally and acting locally in reference to our local climate change concerns.

D. Reports To

The CCSAP shall report to the Council of the Town of Perth through the Committee of the Whole.

E. Composition

1. Membership

a. Qualifications:

Citizen members shall be residents or property owners in the Town of Perth who qualify for membership as per Schedule 'A' of the Town's Procedure By-law, as amended from time to time. Preference will be given to persons demonstrating knowledge or experience with respect to climate change.

b. Voting Members:

The CCSAP shall consist of 4 citizens, 1 Councillor and the Mayor.

c. Non-Voting Members:

None.

d. Absence:

Any member who is absent from three (3) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Recording Secretary/Technical Advisor shall advise the Clerk.

e. Resignation of Citizen Members:

Any member wishing to resign shall provide their resignation in writing to the Chair with a copy to the Clerk.

f. Filling Vacancies:

Vacancies shall be filled per the Procedure By-law.

g. Term:

1. Membership: See Procedure By-law, s. 4.4.2.

2. The Climate Change Sustainability Advisory Panel (CCSAP) is an adhoc Advisory Panel of the Council. The term of the Advisory Panel is finite and it shall be disbanded upon completion of its mandate in two years.

2. Responsible Department:

The Chief Administrative Officer shall be responsible for all actions and financial undertakings of the CCSAP.

3. Structure:

a. Chair:

The Mayor shall be the Chair of the CCSAP.

4. *Support Resources:*

- a. Technical Advisor: The Chief Administrative Officer shall be the Technical Advisor to the Advisory Panel to ensure compliance with Town policy.
- b. Recording Secretary: The Chief Administrative Officer shall be responsible for ensuring that a Recording Secretary is available for meetings.
- c. Attendance by the Technical Advisor and Recording Secretary shall be mandatory for all meetings.

F. Procedures

All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to, the Town of Perth's:

1. Accountability and Transparency Policy
2. Procedure By-law
3. Procurement By-law

In addition to the above general provisions, the following shall be required:

- a) Establish a quarterly meeting schedule and publish same. The schedule shall include four regular meetings every year with allowances for summer and Christmas hiatuses.
- b) All sitting members eligible to vote, including the Chair, must vote.
- c) Distribute the agenda as per Procedure By-law, s. 11.1.5 and send the agenda, with any associated reports attached, to its members and the members of Council, through the Clerk, in a timely fashion.
- d) Distribute the minutes as per Procedure By-law, s. 15.2.2 and send draft minutes to members of the Council, through the Clerk, in a timely fashion.
- e) Provide the approved minutes, signed by the Chair and Recording Secretary, to the Clerk for the official records. With respect to the last meeting, the minutes shall be approved as per the Procedure By-law.

G. Quorum

Ref. Procedure By-law, s. 10.2.

H. Remuneration

There is no annual stipend for members of the Climate Change Sustainability Panel.