



Community Emissions Reduction Strategy

Community Advisory Group

Terms of Reference

Purpose and Mandate

County of Wellington is developing a community greenhouse gas emissions reduction strategy. The strategy will include a greenhouse gas emissions inventory, reduction targets and practical actions to be taken by the municipalities and community members to achieve the set targets.

The Community Advisory Group (CAG) will provide support to County of Wellington staff on the development of the Community Emissions Reduction Strategy. The CAG may be consulted on items related to:

- Ensuring alignment with community programs and activities.
- Providing insights on community culture and behaviour change.
- Providing comments on deliverables and outcomes.

Delegated Authority

The CAG will have no decision-making authority. Feedback provided by the group will be considered by County of Wellington staff and the Steering Advisory Group, as appropriate.

CAG feedback will be developed through open discussions and consensus.

Membership

Community Advisory Group will be comprised (at a maximum) of the following local representatives:

- Conservation Authority (Maitland Valley, Saugeen Valley, Grand River, Credit Valley, Halton, Hamilton)
- natural gas sector
- electricity sector
- local health organizations
- agricultural sector
- industrial sector
- commercial business sector
- young adult member (age 18 to 25)
- school board (public and catholic)
- members-at-large

Members will be required to complete an application process. Member feedback will be brought to Steering Advisory Group for support and Planning Committee for approval.

Roles and Responsibilities

Chair: The chair of the CAG will be County of Wellington's Climate Change Coordinator. The responsibilities of the chair include:

- Setting the agenda and distributing appropriate materials to members a minimum of one week prior to meeting.
- Facilitating discussions and ensuring participation of all members.
- Ensuring meeting agenda and objectives are met.
- Concluding the meeting with a summary of feedback and next steps.
- Presenting feedback to Steering Advisory Committee, as appropriate.

Members: Responsibilities of CAG Members include:

- Attending each meeting.
- Preparing appropriately prior to each meeting and actively participate in meeting discussions.
- Encouraging open discussion and contributions by other CAG members. Seek consensus in decision-making.
- Ensuring alignment between the Community Emissions Reduction Strategy and diverse community interests, programs and activities.
- Representing the diverse interests of the community.

Compensation

Participation as a member for the CAG is voluntary. It is the expectation that CAG members, or their affiliated organizations, will cover the cost of travel and other expenses incurred through their participation on the CAG.

Meetings

Meetings will occur on an as-needed basis. Meeting summaries or minutes will be circulated to members and brought forward to County of Wellington staff and Steering Advisory Group, as appropriate.

Disbandment

The CAG will be disbanded upon completion of the work plan as determined by the Climate Change Coordinator. The scheduled completion of the project is spring 2021.