



Community Emissions Reduction Strategy

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

- Development of project vision and goals.
- Development of community engagement plan including formation of other advisory groups.
- Ensuring alignment with other programs, processes and policies.
- Providing comments on project schedule, deliverables and outcomes.

Delegated Authority

The SAG will have no decision-making authority. Recommendations made by the group will be presented to County of Wellington CAO, Planning Committee or Council for consideration, as appropriate.

SAG recommendations will be developed through open discussions and consensus.

Membership

Steering Advisory Group will be comprised as follows:

External Membership

- 1 representatives from each of County of Wellington's partner municipalities (Erin, Guelph/Eramosa, Puslinch, Mapleton, Centre Wellington, Wellington North, Minto).

Internal Membership

- 1 representative from County of Wellington Economic Development
- 1 representative from County of Wellington Solid Waste Services
- 1 representative from County of Wellington Planning

Roles and Responsibilities

Chair: The chair of the SAG 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 recommendations and next steps.

Members: Responsibilities of SAG Members include:

- Attending each meeting or sending a proxy.
- Preparing appropriately prior to each meeting and actively participate in meeting discussions.
- Encouraging open discussion and contributions by other SAG members. Seek consensus in decision-making.
- Ensuring alignment between the Community Emissions Reduction Strategy and existing community programs and processes.
- Representing the diverse interests of the community.
- Acting on opportunities to communicate positively about the Community Emissions Reduction Strategy.

Internal Members: In addition to the Member responsibilities above, responsibilities of Internal Members include:

- Ensuring alignment between the Community Emissions Reduction Strategy and County of Wellington programs, processes and policies.
- Ensuring alignment between the Community Emissions Reduction Strategy and Provincial policies.

Compensation

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

Meetings

Meetings will occur on an as-needed basis as determined by the Chair. Meeting summaries or minutes will be circulated to members and brought forward to County of Wellington CAO, Planning Committee or Council, as appropriate. Final decisions will be posted under separate cover.

Disbandment

The SAG 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.