

TANTRAMAR– TERMS OF REFERENCE

SUBJECT: Climate Change Advisory Committee

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BACKGROUND

The Mayor of Sackville, New Brunswick established the Mayor’s Roundtable on Climate Change in September 2019, in response to student Climate Change strikes, the Town’s April 2019 declaration of a climate crisis, and increasing concerns of many Sackville residents. The Roundtable was an invited group of town residents, university members, professional experts, environmental groups, and other community stakeholders assembled by the Mayor as a pilot effort, with an interest in assisting the Town to immediately improve its efforts to mitigate and adapt to climate change, and to design longer term structures to sustain those efforts.

The Roundtable initially operated as an *ad hoc* committee. In 2021, the Town of Sackville created the Climate Change Advisory Committee (the “Committee”) to formalize the structure of the Roundtable. With the creation of the new entity of Tantramar on January 1st, 2023, the terms of reference for the Committee are being updated to reflect the new entity and expanded boundaries of the community. The intent of the terms of reference is to provide clarification and guidance on the Committee’s responsibilities and operational procedures.

MANDATE

- To engage community expertise and interest in support of Tantramar’s Council’s efforts with local-level climate change adaptations, and to advance ways to mitigate Tantramar’s corporate and community greenhouse gas emissions.
- Provide expertise (not found with staff) and advise Council and Staff on matters relating to climate change.
- Provide recommendations to Council on climate change initiatives as part of Tantramar’s annual priority planning and budget process.

STRUCTURE

Building on past efforts, Tantramar’s Climate Change response structure is based on two levels of organization:

- The former Mayor’s Roundtable on Climate Change (now “the Roundtable”) continues as an informal volunteer group that brings together the expertise and perspectives of environmental experts, stakeholders, Mount Allison representatives and community sector representatives, and supports the Committee.
- The smaller Climate Change Advisory Committee is established as a Committee of Council for Tantramar, serving as a steering group focused on administration and organization of the Roundtable and its activities, and linking the Roundtable with Tantramar Council and key community sectors.

RESPONSIBILITIES

The Committee is responsible for the following:

- The Committee will share expertise and perspectives of the Roundtable and offer collective advice related to Climate Change to Council.
- The Committee and Roundtable will support the review and implementation of Sackville's *Corporate Climate Change Adaptation Plan*, *Dorchester's Climate Change Adaptation Plan*, and other supporting plans, providing input on the status of strategic directions and actions and, where appropriate, providing advice on how to address any gaps between the actions and intended outcomes.
- Input from the Committee and Roundtable will enable a climate change adaptation and mitigation planning process that is open, transparent, and meaningful to the community.
- The Committee will identify and recommend special actions, studies and/or research on climate change initiatives and collaborate with local groups where partnership opportunities exist.
- The Committee and Roundtable will assist Council by undertaking various projects and reviews as requested by, or proposed to, Council. This may include identifying funding/grant options, evaluating materials/resources, and hosting community events. Administration will be provided by Tantramar staff with support from committee members.
- The Committee will provide a minimum of two (2) updates to Council per calendar year.
- The Committee and Roundtable will actively assist Council by fostering and promoting:
 1. Environmental and climate change awareness;
 2. Partnerships within the community;
 3. Community engagement; and,
 4. Specific actions as required by Tantramar within the community to respond to the effects of climate change and minimize further greenhouse gas emissions.

COMMITTEE MEMBERSHIP

The Committee shall consist of no more than ten (10) and no fewer than seven (7) members. Membership shall include representatives from the community at large, and interested community-based organizations, such as:

- Local conservation and environmental groups
- Community stakeholders
- Business community
- A minimum of one (1) student

With an emphasis on representation from the expanded boundaries of Tantramar. The Mayor shall appoint a Tantramar Council member to the committee. The Chief Administrative Officer (CAO) shall delegate appropriate staff resources to the Committee as non-voting members of the committee.

SUBCOMMITTEES

The Committee and Roundtable may establish informal subcommittees from time to time to deal with specific issues, actions, or initiatives. Subcommittee structure and purpose will be clear and requirements in place for a subcommittee to report back to the Committee.

ROUNDTABLE ON CLIMATE CHANGE

The Committee will meet with the larger Roundtable group of experts and stakeholders as required, to make effective use of Roundtable members' expertise and perspectives and engage the Roundtable in community climate change actions.

OFFICERS

The Committee shall, by resolution of simple majority of all Members, appoint Members as Chair and Vice-Chair for a renewable term not exceeding two (2) years. The Vice-Chair shall assume the roles and responsibilities of the Chair should the latter be absent or otherwise temporarily unable to act.

QUORUM

A quorum shall consist of the majority of current members on the Committee. Meetings may be held without a quorum present; however, a quorum is required for decision-making purposes (e.g., In instances where a formal recommendation is made to Council). The Committee shall follow Robert's Rules of Order.

MEETINGS

The Committee as a whole will meet a minimum of six (6) times per year. If there is an urgent need to meet, the Chair or a majority of members of the Committee can request an additional meeting of the Committee.

COMMITTEE SUPPORT

The CAO or her/his designate will delegate appropriate staff resources to the Committee to provide technical and administrative support to the Chair and Committee members that is necessary in preparation and follow-up for all meetings, including the recording of meeting minutes.

APPOINTMENTS

Tantramar Council is responsible for confirming all appointments to the Committee with the exception of a councillor, who will be appointed by the Mayor. The Committee may recommend members to Council for appointment from the larger Roundtable or outside the Roundtable.

Committee appointments shall be for a maximum of a three (3) year term and shall be timed in such a manner as to maintain continuity, ensuring that the turnover of new members shall be less than half of the total membership in any given year. Members may be reappointed for no more than three (3) consecutive terms. Appointments shall be staggered at beginning of Committee formation.

RESIGNATIONS

Any resignation from the Committee shall be tendered in writing to the Chair, who will advise Council through the CAO. When approved by Council, replacement appointees may serve the remainder of the term of the member whom they are replacing or begin a new term.

ABSENTEEISM

Should any member miss three (3) consecutive meetings without the consent of the Committee, that member shall be deemed to have resigned.

PROCEDURE

Decisions of the Committee shall ordinarily be reached by consensus. In the event that a vote is required to resolve a question, the voting procedure shall follow Robert's Rules of Order.

REPORT TO COUNCIL

The Committee is expected to provide an update to Tantramar Council on its activities a minimum of two (2) times per calendar year. The Chair of the Committee, or a designate, will report to Council on the activities of Committee as necessary, or as requested by Council, together with such other presentations as the Committee may deem advisable.

AMENDMENTS

The Committee's Terms of Reference should be reviewed on a regular basis (minimum every three (3) years). The Committee may from time-to-time recommend that Council amend these Terms of Reference, following an appropriately worded resolution backed by consensus of the committee or a majority vote in favour. Council would then pass a motion to accept revised terms of reference.