

TERMS OF REFERENCE

COUNTY OF RENFREW

CLIMATE ACTION AD HOC COMMITTEE

Purpose:

The Climate Action Ad Hoc Committee (hereinafter referred to as “the Committee”) is established to guide the implementation of the County of Renfrew’s Climate Action Plan. The Committee will focus on identifying priorities, facilitating stakeholder engagement, recommending actionable strategies, and ensuring alignment with the County's climate action plan for both the County of Renfrew goals and community goals for reducing greenhouse gas emissions. The goal is to achieve a 20% decrease in emissions from County operations and a 20-25% reduction in community-wide emissions by 2030 with 2021 as the baseline year.

Mandate:

The Committee is mandated to:

1. Review the County of Renfrew’s Climate Action Plan and identify key priorities for immediate and long-term action.
2. Develop a roadmap for implementing the Plan, including timelines, resource requirements, and performance metrics.
3. Engage with stakeholders, including municipal councils, community groups, businesses, and residents, to build support and gather input for implementation efforts.
4. Identify funding opportunities, partnerships, and innovative approaches to support climate action initiatives.
5. Provide regular updates and recommendations to Corporate Services Committee on progress, challenges, and adjustments required for successful implementation.
6. Ensure that implementation efforts are equitable, inclusive, and consider the unique needs of the county’s diverse communities.
7. Track greenhouse gas emission reductions
8. Suggest a budget each year for County Council consideration.
9. Annual climate action plans to see where a climate lens could be applied will be reviewed through the Green Operations Committee.

Membership:

The Committee will consist of up to 5 members, including:

- 2 County Councillors (appointed by Council).
- 2 members from local environmental organizations or advocacy groups.
- 1 members representing the business community or industry sectors.
- The Chair and Vice-Chair of the Committee will be determined annually upon recommendation of the Striking Committee and appointed by County Council.
- The selection process for members will be conducted through an application review, which will be evaluated and scored by elected officials and staff.

Term of the Committee:

The Committee will be an Ad Hoc and operate for a term of two years from the date of its first meeting or until the Climate Action Plan's initial implementation phase is complete, whichever occurs first. The term may be extended by County Council if deemed necessary.

The Terms of Reference will be reviewed annually.

Meetings:

- Meetings will be held quarterly or as required, at the discretion of the Chair.
- A quorum for meetings will consist of 50% plus one of the appointed members.
- Minutes will be recorded and submitted to Corporate Services Committee following each meeting.

Reporting Structure:

The Committee will report directly to Corporate Services. Interim progress reports will be provided bi-annually, with a final report summarizing achievements, challenges, and recommendations at the conclusion of the Committee's term.

Resources and Support:

The County of Renfrew will provide administrative support to the Committee, including meeting coordination, minutes, and access to relevant data and resources. Additional funding requests for specific initiatives will require approval from County Council.

Evaluation of Success:

The success of the Committee will be evaluated based on its ability to:

- Deliver actionable recommendations aligned with the Climate Action Plan.
- Achieve measurable progress in reducing greenhouse gas emissions and enhancing climate resilience.
- Engage stakeholders effectively and foster a collaborative approach to climate action.

Dissolution:

The Committee will be dissolved upon the completion of its mandate, unless otherwise extended by County Council.

Approval:

These Terms of Reference were approved by the County of Renfrew Council on March 12, 2025.