



# **CLIMATE ACTION IMPLEMENTATION WORKING GROUP**

## **TERMS OF REFERENCE**

## Table of Contents

MISSION STATEMENT .....	3
VISION .....	3
PURPOSE .....	3
COMMITTEE STRUCTURE .....	4
MEETINGS.....	5
REPORTING PROCESS.....	5
STAFF AND SUPPORT SERVICES .....	5
BUDGET .....	5
TERM .....	5

## **MISSION STATEMENT**

To provide direction for the implementation and reporting of Lanark County's Climate Action Plan.

## **VISION**

To make Lanark County an environmentally sustainable place to live, work and play. To fulfill Council's mandate to implement the Climate Action Plan.

## **PURPOSE**

The purpose of the Climate Action Working Group is to:

- Provide direction to the implementation and monitoring of the Climate Action Plan (CAP)
- Provide reports and recommendations to County Council about climate action and the CAP
- Liaise and engage with the community, stakeholders, and lower-tier municipalities in Lanark County, and the Climate Network Lanark (CNL) Working / Advisory Groups about climate action and the CAP
- Assist, if needed, the lower-tier municipalities in Lanark County with their corporate CAP
- Respond to climate change concerns from the community by finding opportunities for climate action that address community concerns
- The committee will work to build a consensus on direction and recommendations for staff to present to the reporting Committee of the Whole meeting

# WORKING GROUP STRUCTURE

## Members

Three (3) Elected Official Representatives from Lanark County Council

Members of the Executive Management Team of the County as required dependent on topic and scope of item discussed

Climate Environmental Coordinator

County CAO

County Clerk or Deputy Clerk

## Other Resources:

Other resources will be included as needed dependent on the topic and scope of item discussed:

One (1) Representative from Climate Network Lanark

One (1) Representative from Smiths Falls

One (1) Representative from each Local Municipality

## **MEETINGS**

Meetings will be held as needed to a maximum of 6 meetings per year. The meetings will be held on the second Thursday of the month at 10:00 a.m. Generally, there will be no meetings in the month of July; however, the chair may use his/her discretion in scheduling meetings. The meetings will be held in a meeting room at the County of Lanark Administration Building, 99 Christie Lake Road, Perth, Ontario.

## **REPORTING PROCESS**

The Climate Action Working Group will provide updates and/or recommendations to County Council through the Public Works Committee.

## **STAFF AND SUPPORT SERVICES**

The Clerk's Office shall provide staff support for Climate Action Working Group Agendas and Minutes.

## **BUDGET**

Council remuneration will be paid in accordance with the Elected Official – Meeting and Professional Development Remuneration Policy. Travel reimbursement shall be paid in accordance with Travel Management and General Expenses Policy. All amounts will be expended to the Governance Budget for salaries and wages and travel expense.

## **TERM**

The term of the Climate Action Working Group will continue for the remainder of this Council term.