**Municipalities Acting on Climate Together (Municipalities ACT) Network**

**Draft Terms of Reference (as of April 13th, 2020)**

**What is the Municipalities ACT Network**

The Municipalities ACT Network is coherent group of like-minded municipal elected officials from Ontario municipalities (with an initial focus on the Greater Toronto and Hamilton Area municipalities) peer-to-peer network focused on supporting/enabling municipal climate action initiatives.

The Network focuses on:

* sharing experiences;
* addressing challenges;
* increasing the transferability of climate actions across the region;
* mentoring additional network participants; and
* advocating to other orders of government

in order to increase the ability of GTHA municipalities to implement climate change actions. The Municipalities ACT network is directed by Network members and facilitated via secretariat support from Clean Air Partnership (CAP).

**Value Proposition for the Municipalities ACT Network**

The Municipalities ACT Network is a forum for elected officials to network and share experiences and learn from each other’s experiences in order to build a consistent approach to advancing priority climate goals and actions across the GTHA region. It also serves to build a consistent approach and ensure strength in numbers to advance provincial and federal policies and actions that are necessary to enable municipal climate action implementation.

The Municipalities ACT network will ensure that it works in partnership with other complimentary networks and addresses gaps rather than duplicating the role and function of complimentary networks such as those mentioned below in Appendix A.

**Who is Involved in the Municipalities ACT Network**

All mayors, regional chairs and councillors from municipalities across the GTHA and region were invited to join the inaugural Network gathering held on October 4th, 2019. The purpose of that meeting was to gage interest in participation in such a Network and to develop the Terms of Reference for the Network. Initial Network members are those that joined the October 4th meeting and are identified in Appendix B.

Network members will be asked to confirm their interest to continuing to participate in the Network on an annual basis.

Additional members can volunteer to join the Network based on a commitment to the Terms of Reference for the Network.

**What Will the Municipalities ACT Network Work On**

Priority Action Areas for the Network include (but are not limited to) advancing:

1. Retrofitting of Existing Building
2. Active Transportation/Complete Streets/Vision Zero Plans/Policies/Actions
3. Transition to Net Zero Emission Buildings though the use of Municipal Green Development Standards; advocating for improvements to Building Codes; and other actions that increase developer uptake of Net Zero Carbon Buildings.
4. Urban Forestry and Green Infrastructure Plans and Projects
5. Corporate and Community Electric Vehicle Strategies
6. Climate Resilience/Adaptation Plan Development and Implementation
7. Climate Lens Application and Municipal Plan Alignment

**How Will the Municipalities ACT Network Work?**

The actions of the Network participants do not require consensus approval but will instead be based on a coalition of the willing governance structure, with members joining actions that they self-select as most appropriate/of highest interest to them. In order to advance the above action priorities network members will identify actions they would like to advance; share their suggested approach with other Network members and then Network members would self-select for the actions they would most like to participate in. Network members are encouraged to develop and share their suggestions for actions to undertake. CAP will serve to facilitate Network discussion and consideration of proposed actions.

Upon identification of actions that the Network would like to move forward on, CAP will work with Network working teams to facilitate discussions, identification of priority actions, and support Network working groups.

Due to limited resources available at present for core Network functioning, CAP commits to supports the MACT network communication and workplan development. However, this Network’s mandate and actions will be determined by Network participants. CAP will work with Network members to facilitate discussions across the MACT network, but the work of the Network will be member driven. CAP will however work with MACT working groups to identify and aim to secure funding opportunities once priority action/project areas have been identified by MACT working group members.

Two Network Co-Chairs will be selected by Network members for two-year terms. Chairs will be nominated and voluntarily agree to serve. If there are more than 2 nominations/volunteers an online vote will occur whereby Network members select the Co-Chairs. There will be a steering committee of at least 5 members who will work with the Co-Chairs to support the governance and activities of the Network. CAP’s role will be to support Co-Chairs and Steering Committee.

Priority actions items will be led by working groups made up of network members who self-select for participation in working groups.

This Terms of Reference will be reviewed and updated by Network members on an annual basis.

Steering Committee and Working Group communications will be facilitated by CAP and will occur remotely via webinars. It will be the responsibility of the Steering Committee and the Working Groups to inform CAP of their needs (via the Chairs).

Network meetings providing an update of the Network and Working Group activities will take place twice a year. These discussions will be recorded and will be summarized and shared with all network members via email and available on Network document repository.

The Network will aim to deliver an annual face to face event for Network members.

**Questions and What If Scenarios for Discussion**

*What should be the structure of the confirmation of participation in Network? How often should that occur? If not that as a mechanism how do we ensure continued involvement/participation?*

*Should there be different levels of engagement offered or should there be a minimum level of engagement required?*

*How do additional members join the Network? Signed pledge/Terms of Reference? Should there be a public pledge that is made?*

*How would disagreement re approaches or actions be handled within the Network?*

*What might warrant removal of someone from the Network? How would that be handled?*

*What additional scenarios should be considered?*

**Appendix A: Complimentary Networks to the Municipalities ACT Network**

[Clean Air Council](https://cleanairpartnership.org/cac/)

[Climate Caucus](https://www.climatecaucus.ca/)

[Municipal Leaders for the Greenbelt](https://www.greenbeltleaders.org/)

[C40 Network](https://www.c40.org/)

**Appendix B: Municipalities ACT Network Participants (as of April 2020)**

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| --- | --- | --- | --- |
| First Name | Last Name | Job Title | Municipality  |
| Bradley | Marks | Councillor | City of Oshawa |
| Clark A | Somerville | Regional Councillor | Town of Halton Hills and Region of Halton |
| David | West | Councillor | City of Richmond Hill |
| Debbie | Chapman | Councillor | City of Kitchener |
| Debbie | Schaefer | Councillor | King Township |
| Deidre | Newman | Councillor | Town of Whitby |
| Don | Mitchell | Mayor | Town of Whitby |
| Elizabeth | Peloza | Councillor | City of London |
| Godwin | Chan | Councillor | City of Richmond HIll |
| James | Gordon | Councillor | City of Guelph |
| Jane | Fogal | Councillor | Town of Halton Hills |
| Jane | Twinney | Councillor  | Town of Newmarket  |
| Jeff | Bowman | Councillor | City of Brampton |
| Jennifer | McKelvie | Councillor | City of Toronto |
| Johanna | Downey | Councillor  | Town of Caledon |
| John | Henry | Regional Chair  | Region of Durham |
| Karen | Cilevitz | Councillor | City of Richmond Hill |
| Kathryn | McGarry | Mayor | City of Cambridge |
| Kemi | Akapo | Councillor  | City of Peterborough  |
| Leanne | Piper | Councillor | City of Guelph |
| Lisa | Kearns | Councillor | City of Burlington |
| Marianne | Meed Ward | Mayor | City of Burlington |
| Marilyn | Crawford | Regional Councillor | Town of Ajax & Region of Durham  |
| Michael | Thompson | Deputy Mayor | City of Toronto |
| Mike | Layton | Councillor  | City of Toronto |
| Paul | Sharman | Councillor  | City of Burlington  |
| Reid | McAlpine | Councillor | City of Markham |
| Rhonda | Mulcahy | Deputy Mayor | Town of Whitby |
| Rowena | Santos | Councillor | City of Brampton |
| Stephen | Dasko | Councillor | City of Mississauga  |
| Sterling | Lee | Regional Councillor | Town of Ajax and Region of Durham |