

# CLEAN AIR COUNCIL

TERMS OF REFERENCE

2022 - 2026



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## 1. Purpose

The Clean Air Council (CAC) is a forum for municipal members to work collaboratively on the development and implementation of climate change and resilience actions, by sharing information, co-creating approaches and aligning advocacy efforts (where appropriate). Working together, municipalities achieve far more with limited staff-time, resources and fewer risks.

## 2. Term

This Terms of Reference is aligned with the current municipal election cycle and is effective from October 2022 to October 2026.

## 3. Membership

CAC is a municipal network facilitated by Clean Air Partnership (CAP). All members contribute to the CAC's work through membership fees (see section 8) because it is recognized that participation in a collaborative network saves staff time, advancing implementation through the sharing of actions, lessons learned, and resources.

**Members:** Municipalities

**Participants:** Municipal employees tasked with climate change, greenhouse gas (GHG) reduction, and resilience actions from, including but not limited to:

- Climate Change Services
- Energy Management Services
- Fleet Department Services
- Planning Department Services
- Social Housing Agencies
- Finance Services

**Current Clean Air Council members:**







#### 4. Roles and Responsibilities

CAP is the secretariat of the CAC and is accountable for:

- Delivery of evidence-based research in formats that can be immediately adopted by municipal staff
- Facilitation of regular meetings and webinars, where experts and practitioners share experiences and lessons learned
- Monitoring and evaluation to determine the outcomes of actions
- Fostering collaboration and circumventing barriers for all the members in the network
- Maintaining records on actions taken, business cases, costs and benefits, and outcomes

CAC members commit to:

- Attending relevant meetings, webinars workshops, participating in discussions and providing input through consultations on joint submissions
- Paying membership dues in a timely manner
- Sharing information and providing regular updates on the progress of municipal climate planning and implementation

- Share information about any federal/provincial policy changes that might affect CAC member municipalities (for example, Bill 23, natural gas infrastructure expansion, etc.)

CAC Members can expect:

- To be given reasonable time to make key decisions
- Open and honest discussion
- To be treated with respect, empathy, and decency
- The application of an equity, social justice, and anti-oppression lens

## 5. Authority

CAP identifies and acts on opportunities to pool research, expertise and lessons learned. CAP conducts research and distills knowledge on new and evolving environmental areas to serve the CAC members. Deliverables are designed collaboratively with municipal staff and are provided in formats that ensure municipalities can maximize climate action with scarce human and financial resources. The actions, deliverables, and support CAP provides to the network are recommendations only, municipalities are responsible for planning and implementing climate and resiliency actions.

## 6. Meetings

- Meetings are chaired by CAP
- Quorum is 7 municipalities present either virtually or in person; if quorum is not present, CAC will conduct voting with the members present at the meeting and provide an opportunity for an e-vote. CAP will determine the future course of action based on the votes received from the member municipalities

- CAP is responsible for meeting agendas, minutes and follow-up actions
- Meetings will be held virtually, in-person or in a hybrid format

## 7. Fee Determination

All CAC members pay membership fees based on population size:

- Standard rate is a base fee of \$1,200 + 0.014c/person above 50k population
- Regional municipalities pay a base fee of \$13,500 + 0.002c/person above 700k population

## 8. Decision-making

CAC uses two decision-making models to determine the course of action of the network -

**Consent-based decision-making model** - For new and emerging topics without a defined solution or path forward, CAP will identify interest from the network through polls, webinars, workshops, and surveys. CAP will review all input received and determine potential courses of action.

**Vote-based decision-making model** - For advancing work already identified in the Declaration, CAPC will use a vote-based decision-making model. When voting, a majority (50%) rules with quorum present. Opportunity will be provided for proxy or email voting, which CAP will explicitly determine in advance of a vote. In the event of a tied vote, the meeting chair has the casting vote.

**Four year work plan 'Declaration'** – The Declaration on Climate Change, 'the Declaration' serves as the workplan for the CAC. The Declaration identifies common priority areas for collaborative actions and is aligned with Ontario's four-year municipal election cycle. At the start of each council term, member municipalities identify their priority environmental actions. The most common and high-priority actions become Declaration commitments until the next council term. For each Declaration item, targets are set, and results are tracked to show progress toward achieving Declaration goals. Ongoing tracking is visible on CAP's website – Progress Report portal.

## **9. Amendment, Modification or Verification**

This Terms of Reference may be amended, varied, or modified after consultation and agreement between CAC members and CAP.



