

**TERMS OF REFERENCE
GREEN COMMUNITY ADVISORY COMMITTEE TO COUNCIL**

PURPOSE:

To develop a community strategy that would include local actions, policies, programs, and projects for climate change, energy conservation, clean energy alternatives, and promoting more sustainable development practices.

The Green Community Strategy will encompass local initiatives, private projects, partnerships between the public and private sectors as well as the business community. Some of these initiatives may range from support to the expansion of Darlington Nuclear Facility, engaging developers to include energy conservation initiatives in their projects, advising and promoting energy conservation to businesses to creating community awareness of energy conservation.

MANDATE:

The mandate of the Green Community Advisory Committee is to prepare a Green Community Strategy.

The Green Community Strategy will focus on the community's local response to the interrelations among energy, health, climate change and development.

In preparing the Green Community Strategy, the advisory committee will, on behalf of Council, consult with the public through focus groups, briefs and public meetings. The will also seek partnerships with other levels of government, private sector and non-profit groups.

The Municipality of Clarington has established a staff Committee on energy management and conservation. While the Green Community Advisory Committee may include some recommendations on Municipal operations, the focus of the Advisory committee's work is to be on broader community issues.

OBJECTIVES:

- 1) To undertake research in the following areas:
 - a) Energy Conservation;
 - b) Clean energy alternatives and technologies;
 - c) Local response to Climate Change;
 - d) Alternative development patterns for energy conservation and sustainable development including mixed densities, a mix of use and building types; and,
 - e) Planning and technical innovation for sustainable development such as green infrastructure and low impact development.
- 2) On behalf of Council, to consult with the public through focus groups briefs and public meetings;
- 3) To prepare the Clarington Green Community Strategy;

- 4) To organize educational events to implement the Green Community Strategy;
- 5) In addition, the Committee will provide input to Municipality's Official Plan Review Sustainable Development Component.

COMMITTEE COMPOSITION:

The GCAC shall consist of thirteen (13) voluntary members who are appointed by Council for a term of four (4) years, to coincide with the term of Council. A majority of membership, seven (7) shall constitute a quorum.

The Advisory Committee will consist of the following representatives

- Mayor and a Member of Council (2)
- Ontario Power Generation (1)
- Durham Strategic Energy Alliance (1)
- Veridian (1)
- CBOT Board Member (1)
- University of Ontario Institute of Technology (1)
- Youth (1)
- Community at large (4)
- Developer - Durham Chapter of the Greater Toronto Home Builders Association - Urban Development Institution (GTHBA-UDI) (1)

The Membership shall possess expertise and willingness to devote the necessary time to the Committee.

Openings for community membership shall be publicly advertised and all residents of the Municipality of Clarington may apply. Applicants will submit applications to the Municipality of Clarington Planning Services Department. Members will be formally appointed by Municipal Council.

The Mayor shall sit as the interim Chair for a maximum of 18 months. The GCAC will select a Chair and a Vice-Chair from among its membership. The Chair shall provide leadership to the GCAC, ensure that it carries out its mandate, and act as the primary liaison between the GCAC and Staff.

A staff member shall act as recording secretary. Duties of the recording secretary shall include the taking of meeting minutes and providing these minutes to the Clerk for Council's information.

Regarding conflicts of interest, Members of the Committee must abide by the Municipal Conflict of Interest Act

Green Community Strategy Coordinators

The coordinators for the Community Advisory Committee will be:

- Carlos Salazar - Manager of Community Planning and Design
- Suzanne McCrimmon- Clarington Board of Trade
- Jennifer Cooke, Manager, Communications and Tourism
- Representative from power utility

REPORTING RELATIONSHIPS/DECISION MAKING:

- The Committee will be established as an Advisory Committee of Council under Councils' Protocol for Advisory Committees. Committee members will report to Council through the Committee's Chair.
- Decisions will be reached by consensus where appropriate, or through a simple majority vote.
- Committee members will report, to their respective organizations, decisions reached by the Committee.
- Report to Council on semi-annual basis.

FREQUENCY OF MEETINGS:

- There will be a minimum of one meeting per month of the Committee, supplemented as required by conference etc.
- The meetings will be held at the Clarington Municipal Administrative Centre.

SECRETARIAT COSTS:

- The Secretariat function of the Committee will be provided mainly by the Planning Services Department, the Communications Branch of the Municipality, and the Clarington Board of Trade.
- The operating costs for the first two years of the Committee will be established through contributions from the Municipality, The CBOT, and may include other community partners.
- The Advisory Committee will be allowed to seek other sources of funding and grants for specific initiatives/programs.

WORKING GROUPS:

- The GCAC may establish Working Groups as needed to further study an issue and to make recommendations on that issue to the GCAC. Working groups will have an ad hoc status with a clear mandate and time frame.
- Each Working Group will be chaired by a Committee member, as selected by the Committee and with the agreement of the member. A member of the working group will be responsible for generation of minutes.
- The Working Groups will be comprised of at least one staff member and may have representation from any other interested parties or experts as the Committee may require.
- The Municipality and the CBOT will provide meeting coordination and information distribution support to Working Groups, as appropriate.
- The Committee may establish linkages to other working groups or committees that function on a more permanent basis.