

Joint TransformTO Implementation Committee – Draft Terms of Reference

Mandate

The purposes of the Joint TransformTO Implementation Committee (JTIC) are to:

- Collaboratively identify barriers and actionable solutions to enable City operations and facilities to reach TransformTO Net Zero Strategy goals and interim targets;
- Provide expert advice and peer review on implementation of the TransformTO Net Zero Strategy and the Short-term Implementation Plans for City operations and facilities;
- Ensure ongoing two-way information sharing and collaboration on climate between the City and its labour unions; and
- Champion and share best practices in climate action among City staff and labour union members in relevant trades across the community to move toward our shared goal of a zero-carbon, healthy, equitable, prosperous and resilient Toronto.

Accountability:

The Executive Director of the Environment and Energy Division will be responsible for reporting on the work of the JTIC.

Timeframe:

It is anticipated that the mandate of the JTIC will extend until the end of 2030. This corresponds to the timeline for meeting the interim 2030 targets of the TransformTO Net Zero Strategy. The term for individual JTIC Members is defined below.

Roles and Responsibilities

Joint TransformTO Implementation Committee Members:

- Act as advisors to the City on effective implementation of the TransformTO Net Zero Strategy and the Short-term Implementation Plan 2022-2025 for City operations and facilities, with a focus on greenhouse gas (GHG) emission reductions, climate resilience and equity;
- Review existing policies and practices in City operations and facilities; and provide information, advice, collaboration and problem-solving to help identify barriers and propose solutions to reach TransformTO Net Zero Strategy goals and interim targets;

- Provide JTIC advice and reports to the Executive Director, Environment and Energy Division;
- Engage as a group with the City's TransformTO Climate Leadership Table as appropriate, facilitated by the Executive Director, Environment and Energy Division;
- Share information with, lead and mobilize colleagues, staff, members and industries, to collaboratively move toward meeting TransformTO Net Zero Strategy goals and interim targets;
- Review proposed TransformTO Net Zero Strategy implementation policies and programs presented by the City and provide advice, documented through meeting minutes or reports;
- Review and provide advice on relevant elements of the TransformTO Net Zero Strategy Short-term Implementation Plan 2026-2030 in advance of the Plan's consideration by Infrastructure and Environment Committee;
- Identify emerging issues and topics for discussion;
- Document JTIC accomplishments and completed deliverables annually, in *[month]*;
- Attend meetings and participate in JTIC activities, as required;
- Adhere to the City's policies including conflict of interest, confidentiality and privacy; and
- Ensure diverse perspectives are considered and discussed.

Joint TransformTO Implementation Committee Secretariat Staff:

City of Toronto Environment and Energy Division (EED) will act as a Secretariat for the JTIC. The JTIC Secretariat staff will:

- Perform the role of JTIC Secretary;
- Set JTIC agendas, in collaboration with the Co-Chairs;
- Provide support staff as needed. This includes providing discussion materials, presentations as needed, agendas, and minutes and working with the Co-Chairs to prepare for meetings;
- Facilitate development of written advice from the JTIC in the form of minutes or reports;
- Convey reports and advice from the JTIC to the Executive Director, Environment and Energy;
- Provide topics for discussion and feedback by the JTIC. Topics will be TransformTO Net Zero Strategy implementation questions on which the City requires the JTIC's expertise. Topics will be substantial issues, decision points and program/policy proposals;
- Attend JTIC meetings to hear discussions and advice;
- Provide capacity-building training to JTIC Members as deemed necessary by the Executive Director, Environment and Energy Division in consultation with the Co-Chairs; and

- Periodically review the Terms of Reference to ensure they continue to reflect the priorities and governance protocols of the JTIC, and bring forward draft amendments for consideration.

Executive Director, Environment and Energy Division:

- Is accountable for the establishment and effective functioning of the JTIC;
- Is responsible for reporting out on the JTIC external to the Environment and Energy Division. This reporting includes but is not limited to reporting to the City's senior leadership (TransformTO Climate Leadership Table), and reporting to the Infrastructure and Environment Committee through annual TransformTO Net Zero Strategy progress reports;
- Facilitates engagement of the JTIC with the City's TransformTO Climate Leadership Table as appropriate; and
- Ensures, along with relevant Divisions and Agencies, JTIC advice is incorporated into TransformTO Net Zero Strategy implementation reporting, programs and policies.

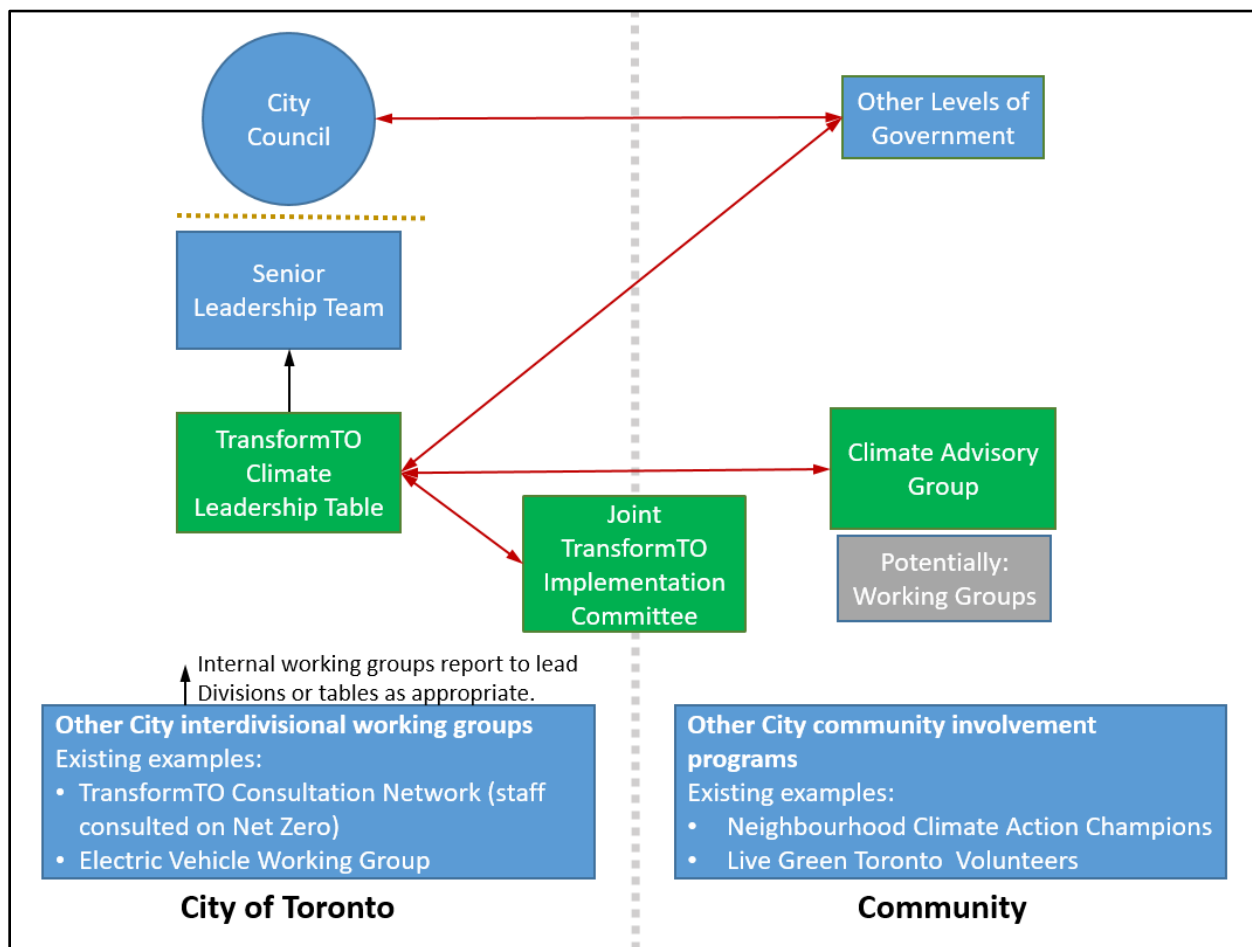
Governance and Reporting

The JTIC will meet every three months, at a minimum. The JTIC will report to the Executive Director, Environment and Energy Division.

The JTIC will report out annually, at a minimum. They may report out more frequently if deemed necessary by the JTIC to fulfill its mandate effectively.

The JTIC will provide advice on a more frequent basis when requested by the Executive Director, Environment and Energy Division or the City's TransformTO Climate Leadership Table. Advice will be documented, for example through a report or meeting minutes.

Overview of TransformTO Net Zero Strategy Accountability and Management Framework (Program Governance and Delivery Model):



<p>Legend:</p> <p>Blue – Existing structure</p> <p>Green – Recommended new structure</p> <p>Grey – Potential new structure</p>	<p>→ Direct reporting relationship</p> <p>→ Flow of information</p>
--	---

The Joint TransformTO Implementation Committee is:

- A non-legislative committee;
- Under the authority of the Executive Director of the Environment and Energy Division;
- Established to act in an advisory capacity. It may not direct City staff or make binding decisions on the Toronto government. Any advice or recommendations that require formal action or implementation by City of Toronto staff must be considered and approved by City Council.

The JTIC will be led by two Co-Chairs, one representing labour organizations and one representing City staff.

The role of the Co-Chairs will be to:

- Jointly approve agendas in advance of the meetings;
- Chair meetings of the JTIC; and
- Be the primary contact for the JTIC and JTIC Secretary

Membership

The JTIC will be made up of representatives of the City's labour unions and City staff, and its focus will be on City operations and facilities. The City's labour unions will be represented on the JTIC by one Co-Chair and JTIC Members. Similarly, the City will be represented by one Co-Chair and JTIC Members. The City's Members will be staff of those Divisions with accountability for GHG emission reductions from City operations and facilities. Collectively, the Members of the JTIC will bring a range of perspectives and a wealth of knowledge to the City's climate challenges and opportunities.

Term

At the discretion of participating Divisions, labour unions and organizations:

It is anticipated that Members will be appointed for a term of just over three years, ending December 31, 2025. This term is set to coincide with implementation of the TransformTO Net Zero Strategy Short-term Implementation Plan 2022-2025. JTIC Members may be re-appointed for up to two additional 2.5-year terms. Membership on the JTIC is voluntary and a public service. JTIC Members may not send a delegate.

Meetings

- 1) The JTIC will meet a minimum of every three months;
- 2) JTIC support staff will set meeting dates in advance and send out agendas, materials and minutes of previous meetings in advance of meetings;
- 3) Meetings will be participatory and will involve discussion and feedback. Attendance at meetings will be restricted to JTIC Members, staff and guests as invited;
- 4) *[Time of day when meetings will be held and/or a location(s) where meetings will be held];*
- 5) JTIC support staff will attend all JTIC meetings and provide support as required;
- 6) Each meeting of the JTIC and any sub-groups will have an agenda and minutes. In the event that sub-group meetings are held without JTIC support staff,

agendas and minutes will be provided by the Co-Chairs to JTIC support staff within one week of the meeting taking place.

Procedures

It is recommended that JTIC meetings and business be conducted in accordance with the City of Toronto's Simplified Rules of Procedures for Advisory Bodies.

(<https://www.toronto.ca/legdocs/mmis/2019/di/bqrd/backgroundfile-131426.pdf>)

(It should be noted that, in contrast to the Simplified Rules, the JTIC does not provide its recommendations directly to a Council Committee or City Council. The JTIC's reporting relationship is outlined in the Mandate and Roles and Responsibilities sections of these Terms of Reference.)

In the event the JTIC wishes to adopt alternative Rules of Procedures, it is recommended that the JTIC's support staff consult Governance & Corporate Policy staff prior to final approval by the JTIC.

For decision making, where possible Members will work towards consensus (a group decision-making process in which group Members develop and agree to support a decision in the best interests of the whole). In some circumstances it will be beneficial for the JTIC to provide a diversity of opinions, and working towards consensus will not be necessary. Voting will only take place in exceptional circumstances.

The JTIC Member Co-Chairs will be appointed or elected by the JTIC at the first meeting of the JTIC or after the seat is vacated. JTIC Members representing the City's labour unions will identify one Co-Chair, and JTIC Members representing the City will identify one Co-Chair.

Quorum

The minimum number of Members required to be present at a meeting in order to do business will be half of the regular membership plus one.

Committees

The JTIC will have the authority to create working sub-groups. Any sub-groups will:

- Be established as deemed necessary by the JTIC to fulfill its mandate effectively, with the approval of the Executive Director, Environment and Energy Division;
- Be made up of Members from the JTIC;
- Be established from time-to-time to achieve a specific objective;
- Be time-limited;
- Report through the JTIC.

All JTIC sub-groups do not have delegated authorities to make recommendations, provide advice to staff, or make requests of the JTIC Secretariat staff, without the JTIC's prior approval.

Appendix 1: Background

City Council Direction

At its meeting December 15 to 17, 2021, City Council endorsed the TransformTO Net Zero Strategy and Short-Term Implementation Plan 2022-2025 by adopting the report, *TransformTO – Critical Steps for Net Zero by 2040* (report [2021.IE26.16](#)).

The TransformTO Net Zero Strategy envisions a future Toronto that is zero-carbon, equitable, healthy, prosperous and resilient. Through the Strategy, City Council set a target of net zero greenhouse gas (GHG) emissions community-wide by 2040 and ambitious interim targets for 2030. City Council also directed staff to establish advisory groups to provide valuable advice and a forum for collaboration.

Council decision Part 37, resulting from Council adoption of the report, requested the City Manager and the Director, Environment and Energy:

to strike a Joint TransformTO Implementation Committee with appropriate City Staff and trade unions representing workers employed by the City, including construction trades, to provide expert advice on implementation of the TransformTO goals for City operations and facilities, starting in 2022.

Background Report

The following report resulted in the creation of the Joint TransformTO Implementation Committee:

TransformTO – Critical Steps for Net Zero by 2040 (report [2021.IE26.16](#)).

The report can be found on the City's website at:

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2021.IE26.16>