

## Terms of Reference

### Mandate

The purposes of the Climate Advisory Group (CAG) are to:

- Enable advice and peer review from Toronto's diverse community to inform community-wide implementation of the TransformTO Net Zero Strategy and the Short-term Implementation Plans;
- Ensure ongoing two-way information sharing and collaboration between the City and external parties; and
- Help mobilize all sectors and communities to move toward our shared goal of a zero-carbon, healthy, equitable, prosperous and resilient Toronto.

The Climate Advisory Group is:

- A non-legislative committee;
- Under the authority of, and accountable to, the Executive Director of the Environment and Climate 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.

### Membership

The CAG will have approximately 25 Members, with the final number determined by the City based on the representation of key sectors, and other factors such as geographic and demographic representation. The CAG will be comprised of representatives of organizations as well as individual Members. The CAG will include Members representing the sectors with the greatest emission-reduction in the coming years in order to meet Toronto's 2030 community-wide interim targets. These sectors include buildings, energy, transportation, waste, environment, labour, resilience and economic development. The City will prioritize the inclusion of representation from equity-deserving groups such as Indigenous communities, youth and members of visible minority and equity-deserving communities.

The City will seek interested parties to participate on the CAG, and Members will be selected through the City's public appointment recruitment mechanism.

## **Qualifications for membership**

Members should collectively bring the following skills and experience to the CAG:

- Understanding, skills, expert knowledge or experience with a sector that emits GHGs in Toronto;
- Lived experience and an understanding of diverse neighbourhoods and communities;
- Knowledge in one or more areas of GHG emission reduction, climate resilience or climate planning;
- Reflect the cultural and social diversity of Toronto's community;
- A climate champion mindset and a desire to inform and mobilize sectors and communities to collectively achieve a future Toronto that is zero-carbon, equitable, healthy, prosperous and resilient.

Qualification for membership of all CAG Members must include approval by the City of Toronto.

It is the responsibility of all CAG members to notify the Secretariat should their qualifications or eligibility for membership change during their term.

## **Support for Members**

Participation in the Climate Advisory Group is voluntary and an unpaid civic duty. However, to reduce barriers to participation, an honorarium will be made available to Members for each meeting they attend. Honoraria are not intended for Members who do not require support nor for Members who are participating as a representative of an organization where they are employed.

Support will also be made available to Members in order to reduce other barriers to participation. This may include compensation for care of children or other dependents during meetings, transportation cost reimbursement, translation, accessibility supports, as well as cultural and other supports.

## **Resignation/Replacement**

Any Member wishing to resign from the CAG will submit their resignation in writing to the CAG Secretariat. CAG Members who miss three (3) consecutive meetings without notifying a Co-Chair and/or the CAG Secretariat will be deemed to have resigned.

Replacement of membership will be led by the CAG Secretariat. If a replacement is required, City staff would endeavor to find a new member who represents a similar constituency, focus area, and demographic of the departing member, such that the overall makeup of the CAG is not significantly altered. Replacement of members will prioritize those who were previously interviewed and highly qualified candidates. If no suitable candidate can be found from previous interviewees or shortlists, the City may choose to review previous applications, consider a candidate from the outgoing member's organization and/or issue a call for more applicants.

## **Term**

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. CAG Members may be re-appointed for up to two additional 2.5-year terms. Membership on the CAG is voluntary and a public service.

## **Roles and Responsibilities**

Climate Advisory Group Members:

- Act as advisors to the City on effective implementation of the TransformTO Net Zero Strategy and the Short-term Implementation Plan 2022-2025, with a focus on community-wide greenhouse gas (GHG) emission reductions, climate resilience and equity;
- 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 the TransformTO Net Zero Strategy Short-term Implementation Plan 2026-2030 in advance of the Plan's consideration by Infrastructure and Environment Committee;
- Provide CAG advice and reports to the Executive Director, Environment and Climate Division;
- Engage as a group with the City's TransformTO Climate Leadership Table as appropriate, facilitated by the Executive Director, Environment and Climate Division;
- Share information with, lead and mobilize their communities and sectors to move quickly toward shared net zero goals;
- Identify emerging issues and topics for discussion;
- Review CAG accomplishments and completed deliverables annually, as required;
- Attend meetings and participate in CAG activities, as required;
- Adhere to the City's policies including conflict of interest, confidentiality and privacy; and
- Ensure diverse perspectives are considered and discussed.
- Periodically review the Terms of Reference to ensure they continue to reflect the priorities and governance protocols of the CAG, and bring forward draft amendments for consideration.

The CAG will have two Co-Chairs, who will be appointed or elected by the members at the first meeting of each year or after a Co-chair seat is vacated. CAG Members wishing to serve as Co-Chair may nominate themselves, or have another Member nominate them. If more than one Member is interested and one position is available, an

election with a simple majority will be held. CAG Co-Chair terms will be one year in duration. with the opportunity to serve additional terms.

The role of the Co-Chairs is as follows:

- Approve agendas in advance of the meetings, in coordination with the CAG Secretariat
- Approval of CAG reports and communications, as applicable
- Be the primary contact for the CAG and CAG Secretariat
- Act as a liaison with other CAG members, which may include:
  - Routine check-in with members and coordination of ongoing feedback from members
  - Ensure all members have an opportunity to share and contribute
  - Raise any issues of concern amongst the CAG with the CAG Secretariat
  - Solicit member input for meeting agendas
- Represent the CAG externally. This may include:
  - At other City climate-focused meetings or advisory groups, such as the Net Zero Climate Leadership Table and Joint TransformTO Implementation Committee
  - In media releases and other communications

City of Toronto Environment and Climate Division (E&C) will act as a Secretariat for the CAG. Some functions of the Secretariat may be carried out by third party facilitators. The CAG Secretariat staff will:

- Perform the role of the CAG Secretariat;
- Set CAG agendas, in coordination 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 the development of reports from the CAG;
- Convey reports and advice from the CAG to the Executive Director, Environment and Climate;
- Provide topics for discussion and feedback by the CAG. Topics will be TransformTO Net Zero Strategy implementation questions on which the City requires the CAG's expertise. Topics will be substantial issues, decision points, and program/policy proposals;
- Attend CAG meetings to hear discussions and advice;
- Share meeting materials publicly as appropriate;
- Lead the recruitment and appointment process for determining membership;
- Provide capacity-building training to CAG Members as deemed necessary by the Executive Director, Environment and Climate 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 CAG, and bring forward draft amendments for consideration.

Executive Director, Environment and Climate Division:

- Is accountable for the establishment and effective functioning of the CAG;
- Is responsible for reporting out on the CAG external to the Environment and Climate 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 CAG with the City's TransformTO Climate Leadership Table as appropriate; and
- Ensures, in collaboration with other Divisions and Agencies, CAG advice is incorporated into TransformTO Net Zero Strategy implementation reporting, programs and policies.

## **Governance and Reporting**

The CAG will advise and report to the Executive Director, Environment and Climate Division.

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

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

## **Meetings**

- The CAG will meet a minimum of four times per year;
- The CAG Secretariat will set meeting dates in advance and send out agendas, materials and minutes of previous meetings in advance of meetings;
- Meetings will be participatory and will involve discussion and feedback. Attendance at meetings will be restricted to CAG Members, staff and guests as invited;
- CAG support staff will attend all CAG meetings and provide support as required;
- Each meeting of the CAG and any working groups will have an agenda and a

meeting summary. In the event that working group meetings are held without CAG support staff, agendas and minutes will be provided by the Co-Chairs to the CAG Secretariat within one week of the meeting taking place.

### **Attendance and Delegates**

- Members may send a delegate twice per year.
- Members are required to provide a minimum of one week of notice to the CAG Secretariat about sending a delegate.
- Members sending a delegate are responsible for ensuring the delegate is informed on the relevant past discussions, CAG community agreements and has everything they need to participate.
- Sending a delegate is equivalent to missing a meeting.
- Members who miss 2 meetings within a calendar will be contacted by the Chair or CAG Secretariat to confirm their continued commitment. Members who miss 3 meetings in a row, without notice, will be deemed to have resigned from the CAG.

### **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.

### **Procedures & Decision-making**

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 CAG to provide a diversity of opinions, and working towards consensus will not be necessary. Voting will only take place in exceptional circumstances.

### **Confidentiality**

- Members may put forward proposals for in-camera sessions (i.e. discussions not shared publicly), and discussions without City staff on an ad-hoc basis, to be approved by the CAG membership.
- All information shared with CAG members may be shared publicly, unless specified.
- If the City has information that cannot be shared publicly (eg. information about projects before they go public), CAG members will be informed of this.
- Members agree not to communicate beyond the CAG any information that's been identified as confidential.

### **Committees/Working Groups**

The CAG will have the opportunity to create sub-working groups. Any working group will:

- Be established as deemed necessary by the CAG to fulfill its mandate

effectively, with the approval of the Executive Director, Environment and Climate Division;

- Be made up of Members from the CAG;
- Be established from time-to-time to achieve a specific objective;
- Be time-limited; and
- Report through the CAG.
- Establishment
  - CAG members will submit a proposal to form a working group to the CAG secretariat for the establishment of a working group
  - The application will describe the proposed mandate, resources required, proposed membership and proposed objectives
  - Establishment of working groups will require final approval from the Executive Director, Environment & Climate
- Functioning:
  - Working group membership is on a volunteer basis and is not compensated
  - Working groups self-organize to hold meetings
  - Working groups select Chairs or Co-Chairs if deemed necessary
  - Working groups present the proposed objectives and outcomes of their work, and support they will need, for approval by CAG members and CAG Secretariat
  - Working groups will inform the CAG Secretariat of all meetings and invite CAG support staff to attend

**Reporting:**

- Working groups will be added as a standing item to the CAG meeting agendas in order to facilitate updates and reports from working groups, depending on time availability
- Space on the internal CAG website will be set aside to post working group updates

All CAG working groups do not have delegated authorities to make recommendations, provide advice to staff, or make requests of the CAG Secretariat staff, without the CAG'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 external advisory groups to provide valuable advice and a forum for collaboration.

Council decision Part 1h, resulting from Council adoption of the report, directed the Director, Environment and Energy:

*to centre the voices of equity-deserving groups, including youth, civil society organizations, labour and workers' rights organizations, academia, Indigenous rights holders and urban Indigenous communities by:*

*1. establishing a Climate Advisory Group that centres the voices of equity-deserving groups, and includes youth, civil society organizations, labour and workers' rights organizations, and academia and work with Indigenous rights holders and urban Indigenous communities to share knowledge and learnings to inform climate action and reporting back to City Council on a terms of reference developed by city staff and the Climate Advisory Group.*

### **Background Report**

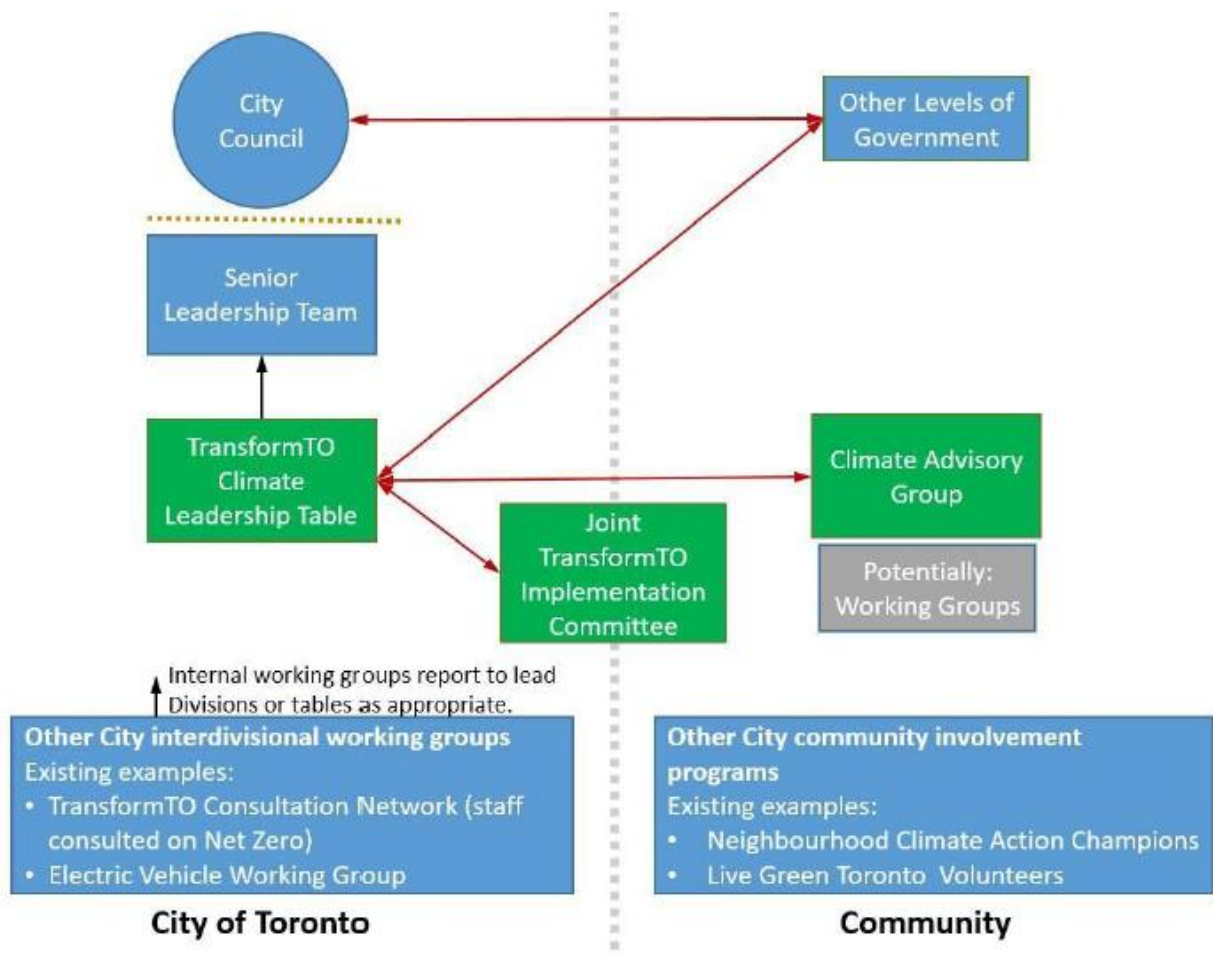
The following report resulted in the creation of the Climate Advisory Group: *TransformTO – Critical Steps for Net Zero by 2040* (report [2021.IE26.16](#)).

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

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



## Appendix 2: Overview of TransformTO Net Zero Strategy Accountability and Management Framework (Program Governance and Delivery Model)



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