



Durham Region Roundtable on Climate Change

Terms of Reference

March 2022

1. Context and Introduction

- 1.1 In 2009, the Regional Council of Durham established the Durham Region Roundtable on Climate Change (DRRCC) to lead the development of the Region's first ever climate change plan, released in 2012 and titled 'From Vision to Action: Region of Durham Community Climate Change Local Action Plan', and to position the Region of Durham as a leader in addressing climate change issues.
- 1.2 In 2016, the Paris Agreement on climate change, which was signed by 195 countries including Canada, sets out that all Governments, citizens, businesses and other organizations will work together to limit global average temperature increases to 'well below 2°C', aiming for 1.5°C, relative to pre-industrial temperatures.
- 1.3 DRRCC has since overseen the development of a Community Climate Adaptation Plan (Towards Resilience, 2016) and a Community Energy Plan (Seizing the Opportunity, 2019) to more clearly articulate how Durham Region and its local area municipal partners will collaborate on the transition to a low carbon, climate resilient Region. The latter plan is based upon a low carbon pathway, which charts a trajectory towards achieving an 80 per cent reduction in greenhouse gas emissions by 2050.

2. Goal

- 2.1 To work with Regional staff, and other relevant partners to ensure that Durham Region successfully implements its climate change plans in a manner consistent with the Paris agreement and Durham's aim to demonstrate leadership in addressing climate change. Furthermore, to ensure that implementation plans are built on the views of Regional stakeholders and citizens and reflect the latest science.

3. Mandate

- 3.1 The Durham Region Roundtable on Climate Change (DRRCC) will act in an advisory role to Regional Council through the Finance and Administration Committee on issues related to climate change.
- 3.2 The DRRCC is a volunteer Advisory Committee established by Regional Council in accordance with these Terms of Reference.

4. Scope of Activities

- 4.1 The scope of activities that the DRRCC may undertake include, but are not limited to:
- provide advice, feedback and guidance to Regional staff and Council on implementation of Durham's community-facing climate change plans, including the Durham Community Climate Adaptation Plan and the Durham Community Energy Plan;
 - support and enable successful implementation of Durham Region's climate change plans by engaging and influencing relevant stakeholders and networks;
 - provide accurate and transparent reports to Regional Council on progress with implementation of Durham Region's climate change plans; and
 - provide a forum for residents to learn more about what the Region and its partners are doing to address climate change.

5. Composition

- 5.1 The DRRCC will be composed of between 15 to 20 members as follows:
- Five Regional Councillors – the Regional Chair, ex-officio, and one Councillor representing each of the four Regional Standing Committees;
 - Eight to ten representatives from industry, association and public institutions such as:
 - Public agencies focused on energy, housing, transportation and conservation (e.g. local electricity distribution companies, Durham Region Non-Profit Housing Corp, and/or Conservation Authorities)
 - Academia (e.g. Ontario Tech University, Durham College, Trent Durham University, and/or local school boards)
 - Professional and Industry Associations (e.g. Durham Labour Council, BILD Durham Chapter, etc.)
 - Community and socially-focused organizations (e.g. Durham Community Foundation, Community Development Council Durham, etc.)
 - 1 to 6 citizen at-large representatives with specialized expertise, including youth representatives (aged 16-25); and
 - The Chief Administrative Officer (CAO) of the Region.

- 5.2 Members of Parliament (MP) and Members of Provincial Parliament (MPP) representing Durham Region shall also be invited to participate in the DRRCC meetings as Ex-officio members in a non-voting capacity.
- 5.3 The DRRCC may invite individuals with specialized expertise to attend meetings on an as needed basis in a non-voting capacity.
- 5.4 The term of membership shall correspond with the term of Regional Council. If a member chooses to resign the Region will seek a replacement in accordance with Section 6.
- 5.5 At the discretion of the DRRCC, non-attendance of three consecutive meetings will be sufficient grounds for replacement.

6. Membership Selection

- 6.1 Durham Region will place an advertisement seeking individuals interested in volunteering for appointment to the DRRCC. Interested individuals will be required to submit an application form to the Regional Clerk outlining their interest and qualifications.
- 6.2 The CAO's Office shall contact community, academic and industry leaders and invite them to volunteer for the DRRCC. Interested individuals will be required to submit an application form to the Regional Clerk and provide a brief resume outlining their interest and qualifications.
- 6.3 The CAO's office will review the applications received and recommend individuals for appointment to the DRRCC. In nominating members to the DRRCC, regard shall be given to the aim of achieving a diversity in age, gender and ethnicity. Regard shall also be given to previous community and/or professional involvement, knowledge of climate change issues, residency within the Region and availability to attend meetings.
- 6.4 All members of the DRRCC shall be appointed by the Finance and Administration Committee and Regional Council.
- 6.5 Regional Council shall appoint a representative and an alternate to the DRRCC from each of the four Regional Standing Committees.
- 6.6 Regional Council shall appoint the Chief Administrative Officer (CAO) and a Regional staff member as an alternate for the Chief Administrative Officer (CAO) to the DRRCC.
- 6.7 In the case of a vacancy, the approach described in Section 6 will generally be followed.

7. Officers

- 7.1 A chair and a vice-chair will be elected by the DRRCC at the beginning of each term of Council. The Region's CAO shall chair the inaugural DRRCC meeting of each term.

8. Support Services

- 8.1 A staff liaison from the Office of the CAO shall be appointed to support the activities of the DRRCC. The staff liaison will provide administrative, procedural and technical support to the DRRCC. Day-to-day activities of the staff liaison will be supported by the Office of the CAO.
- 8.2 A Regional Staff Working Group, consisting of appropriate staff from all Regional departments shall be established to develop a Corporate Climate Change Master Plan which would detail actions that the Region as a corporation and as a community service provider can take to address climate change mitigation and adaptation measures. The Regional Staff Working Group will also provide technical advice and expertise to the DRRCC and the staff liaison as needed.
- 8.3 The staff liaison shall keep the Region's Department Heads apprised of the activities of the DRRCC and the Regional Staff Working Group.
- 8.4 The Legislative Services Division of the Corporate Services Department will provide secretarial and other support services. Regional Council will provide a budget to cover the operational expenses of the DRRCC, and this budget will be administered by the Office of the CAO.

9. Meetings

- 9.1 The DRRCC will establish a meeting schedule at its inaugural meeting, taking into account the business needs and schedule of Regional Committees/Council. Special meetings may be held at the call of the Chair.
- 9.2 Unless otherwise determined, all meetings will be open to the public. As an Advisory Committee to the Region, the DRRCC is subject to the Regional Procedural By-law, unless otherwise specified in the Terms of Reference.
- 9.3 A quorum for DRRCC meetings shall be a majority of sitting members.

10. Minutes and Agendas

- 10.1 The minutes of each DRRCC meeting will be approved at the following meeting. The unapproved minutes will be circulated to members of Council as part of the Council Information Package prepared by the Regional Clerk.

- 10.2 The DRRCC agendas will be prepared by the Staff Liaison and/or the Legislative Services Division, along with the DRRCC Chair or Vice Chair, with input from other DRRCC members.

11. Delegations and Presentations at Committee Meetings

- 11.1 Any person(s) wishing to appear before the DRRCC as a delegation must submit a request to delegations@durham.ca, advising of the topic or item to which they wish to speak, which will then be forwarded to the staff liaison in the Office of the CAO. All requests for delegations must be received at least one week prior to the meeting to ensure the inclusion in the agenda. Any person wishing to address the DRRCC as a delegate, who has not previously arranged to do so, may be granted permission to do so only by Committee resolution. Five minutes is allotted for a delegation to speak.
- 11.2 When the DRRCC has requested a presentation on a particular topic, the time frame allotted will depend on the subject under discussion.

12. Committee Resolutions

- 12.1 The DRRCC will seek to achieve consensus on decisions. Recommendations are “carried” if supported by a majority. Only resolutions as they appear in the adopted Minutes may be considered as officially representing the position of the DRRCC.