

THE CORPORATION OF THE TOWN OF SMITHS FALLS

BY-LAW NO. 10507-2023

BY-LAW TO AUTHORIZE AN AMENDMENT TO BY-LAW 10432-2023 BEING A  
BY-LAW TO ADOPT THE TERMS OF REFERENCE FOR THE  
CLIMATE PROTECTION WORKING GROUP

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WHEREAS Section 8 of the Municipal Act, SO 2001, as amended provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 9 of the Municipal Act, SO 2001, as amended provides that Section 8 shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS Council of the Corporation deem it appropriate to amend the Terms of Reference in effort to increase membership for the committee.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Smiths Falls enacts as follows:

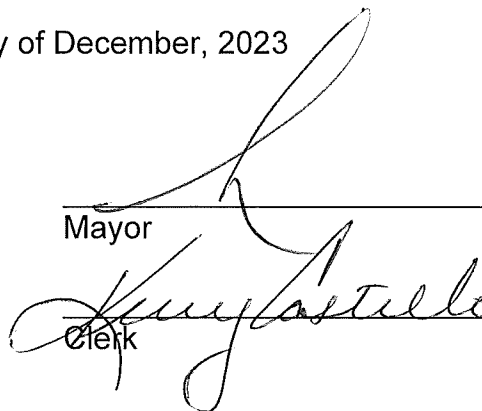
1. THAT the AMENDED Climate Protection Working Group Terms of Reference for the Town of Smiths Falls is attached as "Schedule A" forming part of this by-law.
2. THAT all other provisions remain in force and effect.
3. THAT this by-law shall take effect on the date of its passing.

Read a first and second time this 18<sup>th</sup> day of December, 2023

Read a third time and passed this 18<sup>th</sup> day of December, 2023

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The image shows two handwritten signatures. The top signature is for the Mayor, and the bottom signature is for the Clerk. Both signatures are written in cursive and are positioned above their respective titles, which are printed below the signature lines.



# Smiths Falls Climate Protection Working Group Terms of Reference

Adopted via By-law 10432-2023, Effective March 6<sup>th</sup>, 2023  
Amended via By-law 10507-2023, Effective December 18, 2023

## **1. Purpose**

The purpose of the Climate Protection Working Group is to provide advice and recommendations to Council to assist in the development of the Town's Climate Action Plan in fulfillment of the Partners for Climate Protection Milestones. Through this work, the Working Group will assist Council and the residents of the Town of Smiths Falls in formulating and taking actions to reduce community-wide greenhouse gas (GHG) emissions and to improve the adaptive capacity and resiliency of the community to cope with and adapt to the local impacts of climate change events.

## **2. Mandate:**

The Working Group is advisory in nature and established by Council to, among other things;

- Recommend, through stakeholder and public consultation, greenhouse gas emissions reduction targets for the Town of Smiths Falls (corporate and community based)
- Assist and guide the development of a local Climate Action Plan as well as regional initiatives in coordination with the Lanark County Climate Action Committee;
- Investigate opportunities and provide advice for corporate actions to reduce greenhouse gas emissions arising from municipal buildings, infrastructure or fleet;
- Encourage and facilitate green economy initiatives, energy conservation initiatives, green energy programs, sustainable garden initiatives and other projects and initiatives that are geared towards all parts of the community;
- Identify and develop partnerships with stakeholders, residents and community groups to champion, support and implement the purpose and mandate of the Working Group;
- Identify funding and grant opportunities, including the preparation of grant applications, that may be available to the Town to implement greenhouse gas reduction initiatives;
- Provide advice and recommendations to staff and Council regarding projects and policies that promote resilience and mitigate impacts of climate change and severe weather events; and
- Monitor, support and guide the implementation of the Town's Tree Canopy Preservation and Vegetation Enhancement Policy.

## **3. Membership**

### **3.1 Appointment**

Working Group members will be appointed by Council, the term of which shall coincide with the term of Council. Members of the Working Group will remain members until new members are appointed via resolution when a new term commences.

- a) A maximum of two (2) Council members, a minimum of three (3) and maximum of six (6) citizen members and a maximum of two (2) youth members (age 16 or 17) shall be appointed to represent the Town of Smiths Falls at large. A cross section of individuals that are representative of the community as a whole shall be chosen and appointed by Council in order to build strong advocacy, communication and organizational skills. Priority shall be given to property owners or renters in Smiths Falls and applicants with relevant technical expertise or demonstrated experience on climate or environment related matters;
- b) Additional citizen members may be appointed to the Working Group by Council throughout the duration of the Term of Council up to the maximum membership prescribed; and,
- c) Youth members shall be sought at the beginning of the Term of Council or when there is a vacancy for youth member(s). Youth membership shall expire before the age of 18 is reached. Upon successful recruitment of new youth(s) the committee is delegated authority to appoint new youth members as they deem appropriate.

### **3.2 Administration**

- a) All members of the Working Group appointed by Council shall be considered voting members.
- b) The membership will appoint one voting member as Chair for the term of the Working Group.
- c) A majority of members shall constitute quorum. (inclusive of youth membership)

### **4. Staff Resource**

The Senior Planner or designate will act as a non-voting resource and liaison to the Working Group. The Staff Resource shall provide clerical, administrative and technical assistance to the Committee. The staff resource shall provide the following resources to the Committee:

- Preparing and forwarding meeting materials to members
- Preparation of meeting minutes and correspondence
- Professional advice on matters within the mandate of the Committee
- Assist the Committee in participating in events and activities related to its mandate.
- Coordinating the participation of subject matter experts (including municipal staff and external) in the work of the Committee where needed.

The Staff Resource is provided only to assist the Committee in undertaking their mandate. Additional requests of the staff resource shall be at the discretion of the Chief Administrative Officer. Time restraints, budget and workload will be taken into consideration.

## **5. Meetings**

### **5.1 Regular Meetings**

The Working Group will meet on a regular basis as determined by the Working Group with at least one meeting per quarter. Special meetings may be held, as required, at the call of the Chair.

All meetings will have a formal agenda. Agenda packages will include the meeting agenda, minutes from the previous meeting, staff reports and applicable reference materials and will be circulated to members in accordance with the Procedural By-law.

Members are encouraged to contribute to the preparation of agenda packages by recommending agenda items to the Chair and the staff liaison in advance of agenda circulation. A "roundtable" item will be included on each agenda to facilitate the free exchange of ideas between appointed members.

Meetings should be under two (2) hours in length, however it is acknowledged that special circumstances may arise when this time limit is exceeded.

### **5.2 Task Force**

The Work Group may appoint a task force to advance a particular purpose in accordance with the Working Group's mandate. Task forces must consist of a minimum of three (3) appointed members from the Working Group.

As a task force, formal agenda packages are not required; however, task forces are responsible for reporting their proceedings to the Working Group. Any direction, motion or recommendation related to expenditures or responsibilities within the task force's mandate can only be done at the direction of the Working Group.

## **6. Reports to Council**

The Climate Protection Working Group will communicate its findings and recommendations to Council based on its mandate. The advice and recommendations solicited from the Working Group as well as any other correspondence will be provided to Council on a regular basis via the following processes:

- a) Meeting minutes or motions included in or appended to staff reports;
- b) Reports to Committee of the Whole; or,
- c) Council representative reports and updates in accordance with the Procedural By-law;
- d) Through Director Updates or correspondence items to Committee of the Whole.

## **7. Budget**

The Working Group budget will be determined and approved by Council annually. Recommendations adopted by Council will be incorporated into the operational or capital budget in the appropriate area recommended by the Treasurer.

## **8. Working Group Remuneration**

Membership in the Working Group is a volunteer position. Where budget is available, and where pre-approved by the Chief Administrative Officer or designate, conferences, workshops and other Working business that allows for the continued education and

training of members may be reimbursed as per established Town By-laws and policies and as applicable to the Working Group's mandate.

### **9. Code of Conduct**

Council of the Corporation of the Town of Smiths Falls established a Code of Conduct for Members of Council and its local boards (By-law 9973-2018).

The Town of Smiths Falls is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the Town's goal to provide a healthy and safe work environment that is free from any form of harassment or violence.

All Committees of Council are also subject to the Policy Respecting the Appointment of Citizen Members for the Town of Smiths Falls Boards and Committees.

### **10. Monitoring**

Prior to the end of each term of Council, the Terms of Reference for the Climate Protection Working Group will be reviewed, with updates, if necessary adopted by by-law.