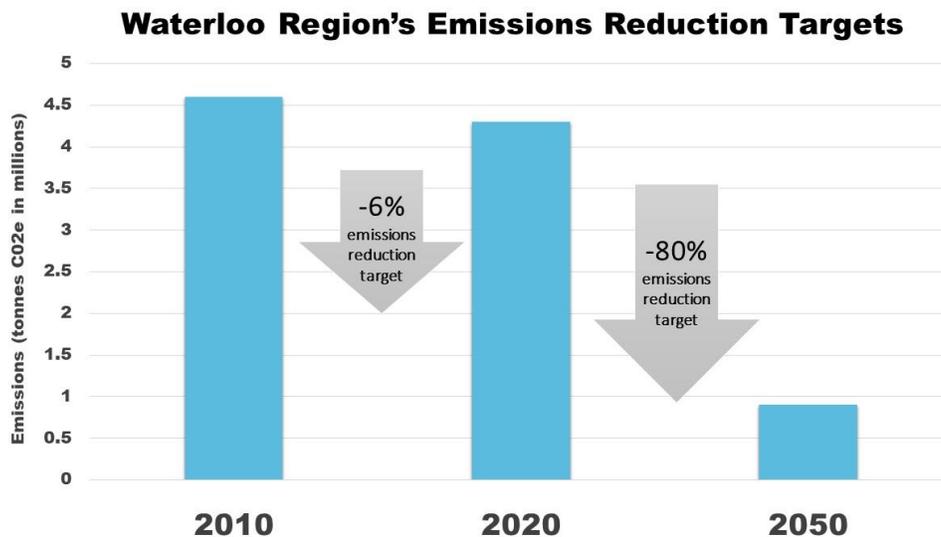


TERMS OF REFERENCE

Program Overview

ClimateActionWR is a collaboration between local organizations focused on supporting actions and developing new opportunities that will lead to a reduction in local greenhouse (GHG) emissions. Led by Reep Green Solutions, Sustainable Waterloo Region, the Region of Waterloo, and the Cities of Cambridge, Kitchener, and Waterloo, ClimateActionWR is leading implementation of the Climate Action Plan for Waterloo Region. Together with community members and local organizations, these partners aim to achieve a community-wide greenhouse gas (GHG) reduction target of 6% by 2020, while supporting local economic development and a higher quality of life throughout the region.

In June 2018, a region-wide 80% greenhouse gas reduction target by 2050 was endorsed! Across Waterloo Region we're putting forward a united effort to take climate action and transition into a low-carbon and sustainable community for "80 by 50."



Before developing our long-term 2050 climate action plan, we still need to achieve our short-term 6% target in the community [Climate Action Plan](#). This plan was developed with input from stakeholders across the community, which provides Waterloo Region with a course of action for addressing climate change at a local level. The recommendations, actions, and strategies detailed in the plan outline how to achieve this target by 2020, while simultaneously improving the quality of life across the region.

Achieving a 6% reduction in emissions by 2020 is the first step toward mitigating the growth of GHG emissions. From 2010-2015, our community has made admirable progress towards its goal, reducing its community carbon footprint by 5.2% during that period. A summary of our community's progress towards its target so far can be found in [Our Progress, Our Path](#) released in May 2017. To achieve the 6% target, we need to continue to engage community members and kick-start additional climate actions!

CLIMATE ACTION_{WR}

Sector Committee Volunteer Overview

- **How many committees are there?** There are three sector committees for ClimateActionWR, which represent the highest emitting sectors in the community's GHG emissions footprint. These committees are Transportation, Workplaces (ICI), and Residential.
- **Who are the committee members?** Community members, local experts, students, and concerned citizens, who act as "Connectors" and "Catalysts!" Committee members connect groups/individuals to others working on similar projects and catalyze action owners for climate action that have not reached their full potential.
- **What is the time commitment like?** Committee members attend **12 meetings a year** and commit to an additional **five hours a month** completing tasks or communications.
- **What are examples of what a committee member would do?**
 - ✓ Attend community events and support community members in their climate action work (both ClimateActionWR and external ones)
 - ✓ Connect with the greater community in opportunities such as Street Teams
 - ✓ Establish working groups to address specific concerns in regards to climate action
 - ✓ Share news, funding opportunities, and best practices related to your sector via email or request it to be on meeting agendas
 - ✓ Take the lead! Coordinate meetings between your sector's key or upcoming players to catapult action
 - ✓ Identify new action opportunities in the community that can be taken on by local groups
- **What would a committee not do?**
 - ✗ Start new initiatives or projects that would be owned and operated by ClimateActionWR
 - ✗ Focus on opportunities that are outside of climate mitigation (i.e. reducing GHG emissions). If it is relevant to the sector, it can be brought up in discussions; however, no further actions will be pursued outside of climate mitigation. For example, working on creating a sustainable buildings checklist and meeting with developers on GHG-reduction opportunities would be an appropriate project to take on as a committee.
 - ✗ Speak to media outlets on behalf of ClimateActionWR and disclose confidential information to any individuals or organizations outside of their respective sector committee

CLIMATE ACTION_{WR}

2019 Sector Committee Priorities

Each sector committee sets its priorities and projects that they will take on for a one-year term with guidance from our Management Committee. These projects are subject to change based on new priorities that occur during the committee's mandate. These priorities described below will be used to guide the committee's direction in the 2019 Sector Committee mandate.

Transportations

- Launch a transportation map that will highlight sustainable transportation infrastructure in the Region that is available to the community
- Develop a community of contributing stakeholders that can identify sustainable transportation projects made possible through the use of a map
- Engage the public on celebrating the start of ION service and new sustainable transportation opportunities

Workplaces/ICI

- Find gaps in climate action programming and initiatives in workplaces across Waterloo Region
- Address gaps in climate actions in workplaces by supporting actors and developers in greenhouse gas reduction measures
- Engage and meet with developers and actors in the workplace/ICI sector in Waterloo Region to connect them to resources for sustainable buildings

Residential/Homes

- Finalize the "Catalyze and Connect Stakeholder List" to engage with actors in the residential sector and connect them with influencers who can support actors' initiatives
- Meet with actors in the residential sector who are leading or supporting GHG-reduction initiatives and actions
- Develop a resource list for developers for homes and condo corporations to include resources that can meet their development goals, but also incorporate GHG-reducing measures.



Sector Committee Mandate

Purpose: There are three Sector Committees, representing the sectors that are responsible for the largest portions of the community's greenhouse gas emissions; Transportation, Workplaces (ICI), and Residential. Each Sector Committee takes a 'birds-eye' view of their sector, being aware of all initiatives related to climate change mitigation within the boundaries of Waterloo Region, in order to identify and accelerate progress toward achieving our community's GHG reduction target. They support the achievement of the 6% GHG reduction target by acting as connectors and catalysts.

As **connectors**, you will connect those who are working on similar projects, have similar goals, or those whose efforts could compliment and build on each other's. As connectors you may be asked to:

- Attend community events/stakeholder meetings to build ClimateActionWR's knowledge of new or potential initiatives;
- Establish working groups to address a specific concern (i.e. energy literacy, neighbourhood approaches to energy efficiency, etc.);
- Share funding opportunities with action owners and support them through writing letters of support or reviewing applications as appropriate; and
- Coordinate connecting meetings and introductions between like-minded individuals or organizations to leverage collaboration and remove road blocks.

As **catalysts**, you will catalyze action owners by encouraging them to reach a further level and identify those who are not yet taking action and prompt them to do so. As a catalyst you may be asked to:

- Promote community engagement with existing actions, or opportunities to increase reach and impact;
- Identify areas of new opportunity and advance them towards implementation by prompting new actors to take ownership;
- Share established best practices to overcome challenges or barriers to action; and
- Recognize and publically support those showing leadership in their field through the writing of op-eds, making presentations/delegations or others means.

Committee Composition: Each Sector Committee will have no fewer than 5 and no more than 11 members. Members must endorse the vision and target of ClimateActionWR, outlined in its [Climate Action Plan](#). Membership will consist of a mix of organizational representatives (public, private, not for profit), sector or subject matter experts and engaged community members.

Time commitment: Sector Committees will meet monthly for 1.25 hours during working hours with the understanding that members are willing to devote additional time between meetings to accomplishing necessary tasks; other work of the committee may take place via email or similar communications.

CLIMATE ACTION WR

SECTOR COMMITTEE TIME REQUIREMENT		
Activity	Frequency Per Year	Length (hrs.)
Monthly meetings	12	1.25
Meeting preparation and assigned tasks	12	5
ClimateActionWR events & socials – <i>optional, encouraged</i>	2	2
TOTAL APPROXIMATE HOURS/MONTH:		±6

Term: Sector Committee members are asked to sign on for a two-year term to stagger recruitment. Renewals can be granted to existing members for a one-year period. The next term begins January 1st, 2019, with onboarding occurring in November/December 2019.

Conduct of the committee:

- A Committee Chairperson shall lead the committee through the agenda items, keep meetings on time, and facilitate discussion. If the Chair is unavailable, the Vice-Chair assumes this role.
- Each member of the Sector Committee will be respected equally, and have the opportunity to share their opinion.
- Although each Sector Committee does not have a designated budget, there is a program budget that can be utilized for events, marketing and meeting facilitation. If a Sector Committee task requires use of ClimateActionWR budget or resources, a request will be made to and considered by the Plan Manager.
- No member of the Sector Committee should act as a media spokesperson for ClimateActionWR unless approved by the Plan Manager and the Management Committee in advance.
- Committee members are expected to attend meetings and actively participate in discussions and complete tasks as assigned to them.
- Each committee member will be asked to sign a confidential and nondisclosure policy (see Appendix A).

Absenteeism:

- Committee members are to inform the Committee Coordinator, Committee Chair, and Plan Manager that they will not be able to attend a meeting, at least 24 hours in advance, when foreseeable circumstances do not allow the member to attend a meeting.
- If a committee member has missed two meetings consecutively with no advanced warning, the Plan Manager will discuss with the committee member alternate options for providing feedback at meetings in light of their absence.
- If a committee member misses more than 3 consecutive meetings, or the SC Chair or PM feels a committee member is not adequately contributing, their seat may be offered to the next-best candidate from the original pool of applicants.



Appendix A: Confidentiality & Nondisclosure Policy

Background: We want to ensure that each Sector Committee is a forum to converse and share information openly in the interest of effective collaboration and forwarding the Climate Action Plan. Sector Committee members may be privy to information that is not general public knowledge and which should not be disclosed, and this policy is intended to protect that confidentiality while still facilitating dialogue. The policy below outlines the expectation of staff, volunteers, and committee members handling information regarding ClimateActionWR and its collaborative partners.

Policy:

During the Sector Committee term of appointment, and any time thereafter, each committee member must agree to keep confidential the business or affairs of the ClimateActionWR initiative, its collaborative partners and other committee members. In greater detail:

- Confidential information should be considered as any document, communication (verbal or written), image, or idea that is marked or explicitly identified as confidential.
- Confidential information can also include items that are not necessarily marked as confidential, but are not yet public knowledge (drafts, works-in-progress, concepts, brainstorming, etc.).
- Committee members will not perform any act which is reasonably likely to disclose confidential information.
- Committee members will take reasonable measures to protect confidential information that they have access to through ClimateActionWR.
- Committee members will immediately notify the committee Chair or the Plan Manager in the event that they discover a breach of confidentiality.
- Intentional breach of this policy will be considered grounds for removal from the committee.
- Committee members will sign a Confidentiality form upon commencement of joining any Sector Committee, stating they have read and agree to comply by the terms of this policy.
- Committee members will re-sign this Confidentiality form on an annual basis.
- The Plan Manager will immediately alert the Management Committee of any breaches of this policy.

Name (Print) _____

Date _____

Signature _____