

## Climate Change Advisory Committee (CCAC) Terms of Reference

The Town of Oakville's Climate Change Advisory Committee (CCAC or Committee) has been assembled with the strong desire from the Executive Leadership Team (ELT) to have a coordinated response to the climate change emergency.

The Advisory Committee will bring together staff from internal departments to develop strategic direction and collaborate to advance climate change action at the Town of Oakville. Additionally, the establishment of the Advisory Committee addresses the outstanding actions needed to further align to the Task Force on Climate-Related Financial Disclosures (TCFD) framework under the governance pillar of the framework.

In late spring 2024, the Strategy, Policy and Communications (SPC) department will launch the CCAC that will work collectively to:

### Purpose

- Establish a **coordinated organizational effort among staff while strengthening the coordination among program and services.**
- Facilitators will share information, plan and coordinate work, provide climate change guidance to the program area and **support reporting back to Council.**
- **Accelerate the reduction of greenhouse gas emissions** within all programs and services to support the town's 2030 reduction targets – 20% reduction in energy use and 30% reduction in carbon emissions.
- **Streamline reporting and communicate progress** towards achieving GHG reduction targets and increasing resiliency.

### Scope

**The advisory team will work with the Asset Management team as a first task** while continuing ongoing conversations with each program area.

Advisory Committee staff in partnership with asset management staff will review individual programs and apply a climate lens and develop budget for climate considerations.

As projects are identified, Advisory Committee staff will help with identifying specific climate change projects that can be prioritized. Advisory Committee staff will help assemble business cases with management teams to ensure that the work is moved forward.

Once a specific climate change project is approved, the management team will support staff in program areas to carry out the project. Advisory Committee staff will gather and report on climate work that has been completed for input into the Climate Emergency Declaration Progress Report to Council.

The broader scope of the intended work for the committee will be to meet with internal staff in various program areas to have open dialogue about climate action opportunities, further embedding a climate lens within program areas while building capacity at an organizational level. **The main purpose will be**

**for facilitators to connect with management staff identified by the commissioner to better understand where climate considerations are being implemented and where it can be applied.**

Furthermore, the committee will assemble the **Climate Emergency Declaration Progress Report** that will be delivered to Council annually.

An outcome of the is exercise will be creating and documenting processes for how climate considerations are embedded in the town’s programs and services, solidifying and layering in a climate lens in our business practices.

### Roles and Responsibilities

**Advisory Committee:** will **provide recommendations** to management-level staff for awareness and direction, seeking ELT’s direction where necessary.

**Staff:** will support members of the committee by fostering open dialogue and embrace ideas related to climate considerations

**Executive Leadership Team (ELT):** will focus on issues management, strengthening collaboration internally, and supporting mid to senior management to embed a climate lens in decision making.

### Composition:

The establishment of the Advisory Committee will help broaden the climate network across the organization and build capacity on climate-related initiatives. The committee and SPC have separate purposes and function independently from each other. SPC has a climate change workplan with project and initiatives that will be supported by the committee. SPC will facilitate the Advisory Committee and continue to manage its own projects and initiatives separately.

The Advisory Committee will be compromised of the following sections:

- *Facilitators* – the town’s dedicated climate action staff
- *Committee Members* – **Directors/Managers** from select programs areas that are carrying out climate change initiatives.
- *Steering Committee* – Executive Leadership Team
- *Council* – Council Members



**The Facilitators will include eight climate staff members who will represent the Commissions.**

- Corporate Strategy Program Advisor, Strategy, Policy & Communications
- Senior Climate Officer, Strategy, Policy & Communications
- Climate Officer, Strategy, Policy & Communications
- Energy Solutions Manager, Facilities and Construction Management
- Environmental Planner, Planning
- Policy Planner, Planning
- Manager, Transportation Planning
- Manager, Asset Management
- Manager, Infrastructure and Asset Management Planning



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## Background

Climate action work that is being carried out throughout the organization will be streamlined to address the six climate change actions resulting from the declaration of the Climate Emergency in 2019. The six actions are:

1. Address the operations of the corporation of the municipality.
2. Identify the public’s role in the climate crisis and the actions the community can do to fight climate change.
3. embed a climate crisis lens into the Town’s asset management program.
4. Incorporate climate change crisis policies into Livable Oakville, the Town’s official plan.
5. Increase action and ambition for the Town’s climate change crisis-related activities; and
6. Include performance metrics to track progress and timelines for achieving key deliverables/major milestones, and a strategy to report back publicly on progress of municipal and public efforts.

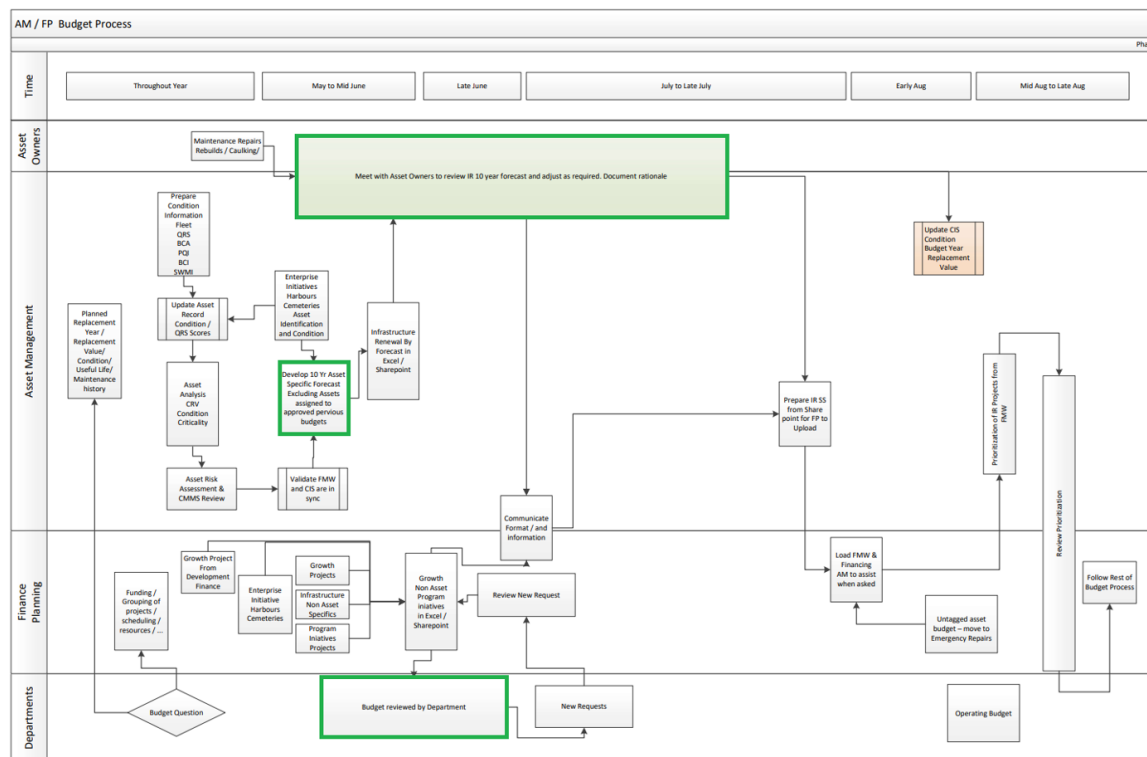
The Advisory Committee has three roles – planning, implementation, and reporting. Facilitators will meet with managers to support the planning and implementation of climate action initiatives and gather insight that will inform the annual Climate Emergency Declaration Progress report that is delivered to Council. Facilitators will also be able to offer guidance on climate initiatives where needed.

## Business Process

Asset Management and Finance have developed a combined process that integrates the financial planning cycle with the asset management planning process. Synchronizing these processes allows for reduced financial risk when planning for the longevity of the town's assets. Applying a climate lens to this process mitigates potential financial risks to the town's assets posed by climate change and allows identification of climate-associated costs as part of the capital planning process.

The facilitators will assist asset management, finance and asset owners with the application of the climate lens to the following areas as outlined in the AM/FP Budget Process:

- Department: Budget Reviewed by Department
- Asset Management: Develop 10 Yr. Asset Specific Forecast Excluding Assets assigned to approved previous budgets.
- Asset Management / Asset Owners: Meet with Asset Owners to review IR 10 year forecast and adjust as required. Document Rationale.



### Term:

The initial term will be a two-year term. The Advisory Committee will be facilitated by staff in the Strategy, Policy and Communications Department. At the end of the first year, committee members will convene to reflect and make recommendations on improvements that can be made to improve the value of the Advisory Committee.

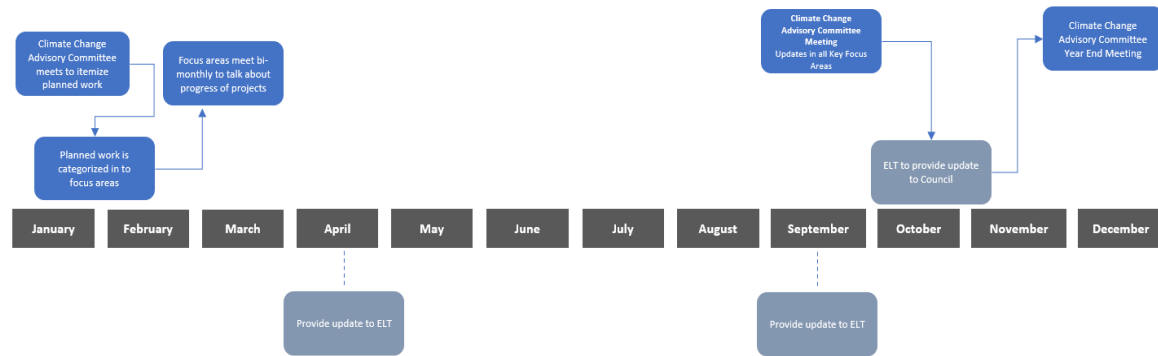
### Time Commitment

The Advisory Committee will meet quarterly to share updates and insights to ongoing climate-related project work. Bi-annual updates on the progress of climate initiatives will be shared with the Steering Committee. These meetings will provide the Steering Committee the opportunity to hear from staff on projects underway, successes and challenges that are experienced and at times. **The directors/managers will deliver their respective sections of the annual Climate Emergency Declarations Progress Report to Council**, or as needed to provide updates on the progression of climate-related initiatives at the Town.

### Prioritizing Climate Change Initiatives at Oakville

Implementation of climate-related solutions at the Town will be at the discretion of the management team, with guidance and support from the Steering Committee.

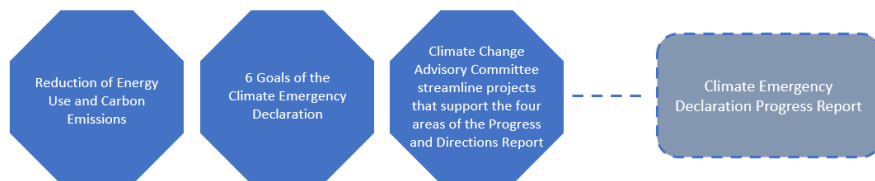
Process Map for Embedding and Prioritizing Climate Change Initiatives



### Reporting on Climate Change Action

The Committee will facilitate a coordinated effort and formalize a process on how the Town reports on climate change action. The **recommendation** is to continue reporting to Council annually, with **ELT bringing forth the Climate Emergency Declaration Progress Report** which would address progress on the six goals of the climate emergency, reduction of energy use and carbon emissions, and provide a broader update on significant climate change initiatives taking place at the town addressed through the committee.

Reporting on Climate Change Action



The Corporate Strategy and Government Relations department will lead the development of the Climate Emergency Declaration Report, with contributions from the Advisory Committee. The report will highlight climate action work that has progressed throughout the organization and will be presented to Council annually.