

Woolwich Climate Justice Ad-hoc Working Group Terms of Reference

1. Name

The Ad-hoc Working Group will be called the “Woolwich Climate Justice Ad-hoc Working Group”.

2. Purpose/Mandate

The purpose and mandate are to provide advice to Council with regards to the initial planning, development and execution of the actions identified in the Woolwich Climate Action Plan with a specific focus on equity, diversity, inclusion and belonging perspectives, and to provide advice on the implementation of the Woolwich Climate Action Plan once approved by Council.

3. Operation

The Ad-hoc Working Group operates recognizing the Township’s commitment to create a safe, welcoming, and inclusive community for all residents and rejects all discrimination and hate directed towards any person or group of people guaranteed protection under the Ontario Human Rights Code.

4. Committee Composition

The Ad-hoc Working Group will be comprised of 4-10 equity deserving members appointed by the Senior Management Team on the on basis of lived experience and interest. The majority of members should be residents of Woolwich. Members shall serve in a volunteer capacity, with no remuneration.

Council may appoint 1 or more members of Council to sit on the Ad-hoc Working Group. The Mayor, as an ex-officio member, may attend any meeting of the Ad-hoc Working Group.

Members will choose a chair among the members at their first meeting. The duties of the Chair shall be as set out in the Township’s Procedural By-law with necessary modifications.

One Woolwich Township staff support person will schedule meetings, create agendas, take minutes, act as a liaison with Township administration and provide other support to the Ad-hoc Working Group.

5. Meeting Frequency

The Ad-hoc Working Group will meet as needed to fulfill their mandate with 4-8 meetings expected.

6. Term of Office

Members will be appointed until their mandate is completed or the end of the term of Council, whichever is sooner.

7. Meeting Procedures

The Ad-hoc Working Group will follow the Township's Procedural By-law with necessary amendments, including public observers must pre-register to observe meetings. Agendas will be prepared by the staff support, posted online and circulated to members before to the meeting. Minutes will be prepared by the staff support and provided to Council for information.