

TERMS OF REFERENCE - COMMUNITY WORKING GROUP

Manitoba's Road to Resilience: Community Climate Action for a Net Zero Future

PROJECT OVERVIEW

The goal of this project is to implement evidence-based strategies for community action towards Canada's commitments to reduce GHG emissions. It works from the grassroots up to support local leadership and implement tangible initiatives, while communicating the urgency and possibility of moving to net zero based on "Manitoba's Road to Resilience: A Community Climate Action Pathway to a Fossil Fuel Free Future".

Activities related to support community actions include:

1. Building community capacity through train-the-trainer sessions with a community building green audit; community workshops; and a community working group.
2. Delivering climate change education to community members through workshops drawn from a variety of topics, such as composting, food waste, sustainable transportation, energy and buildings, etc.
3. Completing a sustainability audit and report for one community building that evaluates operations, management and practices.
4. Developing a Community Climate Action Plan in collaboration with the working group through research, discussion, education, training tools, and services.
5. Supporting local climate actions with the implementation of small-scale infrastructure (\$7,500) related to findings from the community building audit, such as community compost bins, bike racks, etc.; and providing funds (\$50,000) to the community for a larger scale climate initiative identified by the working group based on discussions and community input.

Broader scale activities include identifying:

6. Key Performance Indicators for the principal subject areas of "Manitoba's Road to Resilience: A Community Climate Action Pathway for a Fossil Fuel Free Future".
7. Policy and regulation changes that would enable progress.
8. Opportunities for GHG emissions drawdown and GHG emission reductions.

OBJECTIVE OF TERMS OF REFERENCE

The Terms of Reference outline the role of the Community Working Group members and Manitoba's Climate Action Team, with the ultimate goal of ensuring the successful undertaking of the project, for which funding is being provided by Environment and Climate Change Canada (ECCC).

COMMITTEE MANDATE & ROLES

The Working Group, led by the Community Champion, will collaborate to develop a Climate Action Plan for the community. Information gathered from the workshop that took place in phase one of this project as well as additional consultations through the community building audit and community workshops in phase two will be considered by the Working Group in developing this plan.

The Working Group will operate in a manner that demonstrates inclusiveness and respect for diversity of opinions. Members will be expected to participate actively and constructively in the Working Group, and contribute their expertise and leadership in support of the project goals.

Community Working Group members will:

- Provide community perspective, knowledge, experience, feedback, and guidance in developing the local Community Climate Action Plan and assist with its implementation.
- Approve and implement the larger scale climate initiative identified through Working Group discussions and community input.
- Be responsible for implementing and reporting on the funded larger scale climate initiative.
- Continue the work to carry out the remaining recommendations in the Community Climate Action Plan beyond March 31, 2024.

Manitoba's Climate Action Team will:

- Provide advice, guidance, problem-solving assistance, and technical expertise.
- Ensure coherence in project delivery, and support transparency and communication.
- Provide a draft framework of a Community Climate Action Plan to help guide discussion.
- Prepare the Community Climate Action Plan based on input from the Working Group members and community input.
- Provide feedback on actions selected for implementation to achieve GHG emissions reductions.
- Support identified climate action efforts by providing educational resources, training, tools and services to help achieve selected actions.
- Provide financial and logistical management for the project up to the point of distribution of funds for the larger scale climate initiative identified by the Working Group based on their discussions and community input.

HONORARIUM

The Project Manager will provide the Community Champion with a \$4,000 honorarium in each fiscal year (2022-23 and 2023-24) for a total of \$8,000 to support the Working Group members in recognition of their time and effort. It will be the responsibility of the Community Champion to determine distribution of this funding and to provide the Project Manager with an invoice detailing how the honorariums have been allocated.

STRUCTURE & OPERATION

The Working Group will function until March 31, 2024, though members may choose to extend beyond this date on its own volition. Membership is voluntary; however, members will be asked to commit to participate at least until March 31, 2024, to support continuity of the project.

Role of Members

- The Community Champion will be the primary contact for the Working Group.

- Membership of the Working Group will include 5-7 representatives from the community to allow for a diversity of input while promoting efficiency of operation and continuity.
- Other individuals may be called upon as needed to inform and assist the group.
- Manitoba's Climate Action Team will be responsible for taking, reviewing and formalising meeting notes, and the distribution of materials in advance of meetings, in collaboration with the Community Champion.
- The Climate Action Team Project Manager, Community Champion, or a designate will act as Chairperson.

Operation of Meetings

- The Working Group will meet at least 5 times before March 31, 2024, for approximately 1.5 hours per meeting; additional meetings may be required from time to time.
- Members are expected to participate in every meeting.
- Meetings will be held in person or online, as appropriate.
- Timing of meetings will be identified jointly by the Project Manager and Community Champion.
- Notes from each meeting will be created and circulated to Working Group members.
- Correspondence by email between meetings may also be used.
- Decisions will be made by consensus as a first step; if agreement is not possible, a vote will be held.

Conflict of Interest

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of advice and guidance related to committee activities. A conflict of interest may be real, potential or perceived in nature. Members must declare potential conflicts to the Chairperson and are expected to recuse themselves from relevant discussion.

REPORTING REQUIREMENTS, DELIVERABLES & INFORMATION RESPONSIBILITIES

Agenda Items in Preparation of Committee Meetings

The Project Manager and Community Champion will be responsible for preparing an agenda, securing a meeting location, and circulating all materials at least one week in advance of scheduled meetings.

Meeting Notes

All recommendations and advice shared, and decisions or approvals made at the time of a Working Group meeting will be detailed in meeting notes for distribution to all members. Members will be invited to provide additional information relevant to the items discussed. Any such additional information will be provided first to the Project Manager, who will distribute this information together with the meeting notes.

Meeting notes of the Working Group will include:

1. The questions posed or list of items put forward for discussion;
2. The meeting dates and list of attendees where the items were provided;
3. The instances when any member did not participate in all or part of discussion of an item due to a conflict of interest;

4. A summary of discussions, considerations and decisions or approvals; and
5. The recommendations or decisions of the Working Group, including next steps, and a summary of any differences of opinion when all members did not agree with the recommendations or decisions.

Access to Information

Requests to share the meeting notes or other project-related information with non-committee members will be sent to the Project Manager, who will circulate to the Working Group members for consideration and approval. The Working Group reserves the right to amend the information as needed to ensure privacy.