

Climate Change Working Group

Terms of Reference

1. Purpose

The Bruce Grey Climate Change Working Group meetings provide a mechanism for members to communicate, collaborate and network, to share climate change resources and program ideas, and to discuss professional issues.

2. Objectives

1. To share climate change information, data, and resources.
2. To receive regular updates from local organizations engaged in climate change initiatives.
3. To discuss and respond to climate change issues as they arise.
4. To identify common topics of interest and discuss potential collaborations on climate change initiatives.

3. Membership

Open to all individuals and organizations whose interests align with the Work Group efforts to address climate change in Bruce Grey.

4. Frequency of Meetings

Meetings will be held monthly or as deemed appropriate by the Climate Change Working Group Co-Chairs. The dates of the following year's meetings will be established at the September meeting.

5. Location of Meetings

Meeting locations will alternate between Grey and Bruce Counties. Teleconferencing will be made available as requested.

6. Length of Meeting

Meetings will typically run 90 to 120 minutes.

7. Deliverables

Periodically the Climate Change Work Group may initiate projects. Members involved in these projects will define and maintain plans and deliverables for all initiatives.

8. The Co-Chairs

The Climate Change Working Group will be co-chaired by individuals from separate organizations. Co-chairs will be elected on alternate years to serve a two-year term. Co-Chairs will:

- a. Establish meeting dates
- b. requests agenda items at least two weeks prior to the meeting
- c. confirms the number of members who plan to attend, meeting location, and teleconference number
- d. prepares and distributes the agenda via email at least one week in advance of the meeting
- e. updates the contact list and shares the list with the co-chairs
- f. reviews and distributes both the meeting minutes and contact list to the working group
- g. chairs the meeting

9. The Secretary

The Climate Change Working Group Secretary will be elected annually. The Secretary will:

- a. records meeting notes with action items
- b. Share draft minutes with the Co-Chairs via email within 2 weeks after the meeting

10. The Host

- a. ensures that appropriate facilities are available for the meeting
- b. ensures that teleconferencing options are available
- c. confirm meeting room
- d. provide travel and parking directions if needed

11. Decision Making

Decisions will be made preferably by consensus, but if consensus cannot be reached, a vote will be taken.

12. Review

Terms of Reference will be reviewed annually