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# The Regional Municipality of Durham Report

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To: Committee of the Whole  
From: Chief Administrative Officer  
Report: #2022-COW-28  
Date: December 14, 2022

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**Subject:**

Evolution of the Durham Region Roundtable on Climate Change (DRRCC) and Durham Environmental Advisory Committee (DEAC)

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**Recommendations:**

That the Committee of the Whole recommends to Regional Council:

- A) That Regional Council endorse the concept of transitioning the DRRCC from its current role as an advisory committee to Regional Council to a future role beginning in Q1 2023 as an independent multi-stakeholder entity based within OntarioTech University, as described within this report;
- B) That staff be directed to execute a collaboration agreement with OntarioTech University (included as Attachment #1 to this report) governing the mandate, deliverables and resourcing of the independent entity as well as roles and responsibilities of participating organizations;
- C) That the DRRCC be dissolved as an advisory committee to Regional Council effective upon approval of the recommendations in this report;
- D) That the DRRCC's current role as an advisory committee to Regional Council on climate change matters be subsumed within a revised name and mandate of the Durham Environmental Advisory Committee (DEAC), as reflected in the revised committee Terms of Reference included as attachment #2 to this report, and that the revised Durham Environment and Climate Advisory Committee (DECAC) Terms of Reference be approved; and
- E) That all applications received for the DRRCC and DEAC as part of the current recruitment process for the next term of Council (2023-2026) be considered for appointments to the Durham Environment and Climate Advisory Committee (DECAC).

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**Report:****1. Purpose**

- 1.1 The purpose of this report is to seek Regional Council endorsement of changes to two Council advisory committees – the Durham Region Roundtable on Climate Change (DRRCC) and the Durham Environmental Advisory Committee (DEAC).
- 1.2 For the DRRCC this report details a proposed evolution of the mandate, deliverables, and structure from its current role as an advisory committee to Regional Council to an independent entity based within OntarioTech University. Its mandate would be to provide strategic community-based oversight of progress towards climate targets established by the Region, local area municipalities, and other organizations; and to foster collaborative leadership to drive the implementation of climate action strategies.
- 1.3 To maintain advisory committee support for Regional Council on climate change matters, this report proposes that the name and mandate of the Durham Environmental Advisory Committee be changed to incorporate climate change issues.

**2. Background**

- 2.1 In 2009, Regional Council established the DRRCC to lead the development of the Region's first ever climate change plan. Released in 2012 ['From Vision to Action: Region of Durham Community Climate Change Local Action Plan'](#) helped to position the Region of Durham as a leader in addressing climate change.
- 2.2 DRRCC has since supported the Region with the development of two Council-endorsed climate action plans: (1) the 2016 [Durham Community Climate Adaptation Plan](#) (DCCAP) and, (2) the 2019 [Durham Community Energy Plan](#) (DCEP). These plans articulate how Durham Region, and its local area municipal partners can collaborate to advance the transition to a low carbon, climate resilient future. The latter plan is based on a low carbon pathway, which includes a range of ambitious actions designed to achieve community GHG reduction targets set by both Durham Region and local area municipalities.
- 2.3 In early 2020 Regional Council adopted the DRRCC's recommendation to declare a climate emergency, joining local area municipal councils in Pickering, Ajax, Whitby, Oshawa, Clarington, and Brock ("local Councils") and more than 600 Canadian municipalities. Through these declarations Regional and local councils have accepted that urgent action is required to transition Durham Region towards a low carbon, and climate resilient future. The Region and most local area municipalities have established community-level GHG reduction targets that range from 80 per cent to 100 per cent (i.e. net zero) by 2050.

- 2.4 The Council-endorsed climate action plans and climate emergency declaration recognize that the Region has a key leadership role to play in climate action, but also that it needs to work in partnership with local area municipalities, energy utilities, post-secondary institutions, and other public and private sector stakeholders to be successful. For example, the DCEP called for the creation of a central entity to encourage leadership and coordination between municipalities, the Region, and other organizations within the community to ensure the implementation of the DCEP and to take advantage of economies of scale.
- 2.5 Collaborative governance structures are critical to successful implementation of the Region's climate action plans. In November 2020 the DRRCC recommended to Regional Council that "given the ambitious goals of the DCEP, and the need for ongoing coordination among stakeholders in order to achieve these goals, that Regional staff be directed to work with Ontario Tech University and other Durham-based institutions and companies on a needs assessment and scoping exercise, to identify a mandate for a renewed Durham Strategic Energy Alliance." This recommendation was [adopted by Regional Council in December 2020](#).
- 2.6 The Region has a comprehensive and ambitious strategy to reduce GHG emissions in the DCEP. Local area municipalities, energy utilities and other major stakeholders in the Region also have strategies underway to address climate change. There is a recognized need to coordinate efforts amongst various organizations while mobilizing the broader community. Thus, the Region is seeking to implement a community-wide collaborative governance structure that can help to:
- a. coordinate the implementation of Durham's climate strategies across partner organizations;
  - b. build trust and collaboration among partner organizations;
  - c. mobilize citizens and organizations to act; and
  - d. identify opportunities for collective action.

### **3. Process to evaluate Collaborative Governance Options**

- 3.1 The proposed concept for the evolution of the DRRCC that is described in this report was developed through extensive research and stakeholder engagement over the fall 2021 through to summer 2022.
- 3.2 Regional staff engaged academic researchers from Trent University to analyze collaborative governance models used by other municipalities and Regions across the Greater Golden Horseshoe. Research was complemented with key informant interviews to develop a set of case studies.
- 3.3 A multi-stakeholder Governance Task Force was established in January 2022 to work with Regional staff to recommend a community-based collaborative governance model. Regional staff supported the work of the Governance Task

Force, along with three university graduate students who were selected to participate in an Innovation Fellowship at the Region.<sup>1</sup>

- 3.4 A design sprint process was used to complete issue mapping, identify goals and success criteria, conduct interviews, sketch rough prototype models, discuss and vote on best solutions, and finally develop a governance model prototype.
  - 3.5 Regional staff presented the proposed concept for the evolution of the DRRCC to the DRRCC advisory committee in June 2022, and to the Durham Environmental Advisory Committee (DEAC) in July 2022. Both committees endorsed the concept of transitioning the DRRCC from an advisory committee of Regional Council to an independent entity, as described in this report, as well as related changes to the mandate of DEAC.
- 4. Proposed Evolution of the Durham Region Roundtable on Climate Change – Mandate, Functions and Deliverables**
- 4.1 The Governance Task Force arrived at a consensus on the need for an independent university-based entity to provide strategic community-based oversight of progress towards climate targets established by the Region, local area municipalities, and other organizations. Through this the new entity would help to foster collaborative leadership to drive the implementation of climate action strategies across the Region.
  - 4.2 This entity is envisioned as an evolution of the current DRRCC mandate and structure, moving from being an internal advisory committee reporting to Regional Council to becoming an independent voice with the capacity to provide authoritative information and advice to a wide range of organizations beyond the Regional Municipality, including local area municipalities, energy utilities and others.
  - 4.3 If approved, Regional staff will work with OntarioTech University’s recently launched [Brilliant Energy Institute](#) on mechanisms to monitor progress related to GHG reduction targets established by Regional Council and local area municipal councils and recommend strategic actions to keep the community on track. Regional Staff and the University will also work with corporate entities located in Durham Region that have set GHG reduction targets to align reporting methodologies and progress tracking. An annual forum will be held where organizations within the Region can exchange ideas, research findings, information, and best practices on GHG reduction and climate resilience. The proposed DRRCC will deliver on the approved DCEP action item for a central

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<sup>1</sup> The Innovation Fellowship program, piloted this summer, aims to build capacity to innovate solutions to complex municipal challenges that improve the lives of Durham Region residents. Supported by Durham Region’s Innovation Team, the program focuses on solving complex municipal challenges through design thinking, learning and cross-functional collaboration. Innovation fellows gain immersive and place-based workplace experience, engaging full time as a member of the team in a municipal setting. The Fellows from the inaugural year were drawn from Ontario Tech, Trent and York Universities.

entity to support leadership and coordination between the Region, local area municipalities, and other organizations in the community. This proposed update to the DRRCC's structure and mandate also responds to Council's direction to explore a renewed mandate for the former Durham Strategic Energy Alliance.

- 4.4 The DRRCC's role as an advisory committee to Regional Council on climate change matters is proposed to be subsumed within a revised Terms of Reference for the DEAC, a draft of which is included as attachment #2 to this report and is recommended for adoption. The proposed updates to the DEAC Terms of Reference include an updated committee name, an expanded scope to provide advice on environmental sustainability and climate change-related impacts of regional matters, and updates to the composition and technical expertise of members. The committee's reporting relationship to the Region's Planning and Economic Development Committee may also require updates following any key changes resulting from *Bill 23, More Homes Built Faster Act, 2022*, which is expected to have implications for upper-tier planning-related advisory committees.
- 4.5 The mandate of the updated DRRCC would be to:
- a. Build a sense of common ownership and shared responsibility regarding climate action, helping to turn an overwhelming challenge into practicable, deliverable activities.
  - b. Encourage inclusive processes that involve and empower participation from government, residents, businesses, and public institutions including academia.
  - c. Be a positive voice, emphasizing how climate action can be an opportunity to deliver on other social, economic, and environmental objectives.
  - d. Support the implementation of climate action by government and non-governmental actors.
  - e. Track progress towards GHG targets and promote transparency.
  - f. Review current activities, celebrate successes, and promote both the replication and upscaling of different forms of best practice.
  - g. Provide on-going, longer-term support for climate action that spans electoral cycles and variations in public awareness and business support.
- 4.6 The updated DRRCC will fulfill the following key functions and associated deliverables:
- a. Oversee the execution of the DCEP low carbon pathway and progress towards climate targets:
    - Produce an annual report evaluating progress across the Region towards GHG reduction targets, advising on future measures and updating community emissions data at the Region-wide scale, and by local area municipality;
    - Deliver an annual presentation to Regional Council and local area municipal Councils to share relevant results from the annual report; and

- Produce an Updated Low Carbon Pathway in alignment with the planned reassessment of the DCEP strategy in 2024.
- b. Engage the community by facilitating multi-stakeholder dialogue:
  - Establish a communications platform which leverages a website and social media presence that will set out the DRRCC's objectives, outline its program and projects and provide key contact information;
  - Organize and host an annual multi-stakeholder forum where ideas and best practices are shared, and success is celebrated; and
  - Provide engagement opportunities for community and stakeholders to provide input on progress, programs, and initiatives.
- c. Develop coordinated implementation plans
  - Develop a five-year implementation plan aligned with the DCEP low carbon pathway with clear roles and responsibilities established between the Region, local area municipalities, and others;
  - Develop a financing strategy to support the implementation plans; and
  - Develop monitoring and evaluation plans.

## **5. Proposed Evolution of the Durham Region Roundtable on Climate Change – Governance and Management Structure**

- 5.1 The functions and deliverables of the independent DRRCC are proposed to be executed through a governance and management framework, as described below and illustrated in attachment #3.
- 5.2 A **DRRCC Leadership Committee** is envisioned to be comprised of between 19 to 21 members as follows:
- a. Co-chairs (one from academia, and the Regional Chair or designate),
  - b. One Regional Councillor representative from each of the eight local area municipalities and the elected Council of the Mississaugas of Scugog Island First Nation
  - c. Eight to ten representatives from organizations based or operating within Durham Region that have demonstrated a commitment to advancing Durham's low carbon pathway, such as:
    - Public agencies focused on energy, housing, transportation and conservation (e.g., local electricity distribution companies, Durham Region Non-Profit Housing Corp, and/or Conservation Authorities)
    - Academia (e.g., Ontario Tech University, Durham College, Trent Durham University, and/or local school boards)
    - Professional and Industry Associations (e.g., Durham Labour Council, Durham Region Homebuilders Association, etc.)

- Community organizations (e.g., Durham Community Foundation, Community Development Council Durham, Rotary Club, Climate Justice Durham, etc.)
- 5.3 Regional Councillors will be solicited by Regional Staff for their interest in participating on the DRRCC Leadership Committee following endorsement of the recommendations in this report. Appointments of Regional Councillors are expected to be confirmed during the January 2023 Regional Council meeting.
- 5.4 Recommendations for Individuals representing key organizations will be developed by the University and Regional Staff and presented to Regional Council for endorsement at the January 2023 Regional Council meeting. Recommendations will be developed on the following basis:
- a. That they represent a significant organization or sector within the Region;
  - b. That they will engage with their organization and sector to make commitments to and promote the work of the DRRCC where possible;
  - c. That they can deliver useful, accurate and timely data to the DRRCC;
  - d. That they can demonstrate expertise, knowledge, leadership and skills to contribute effectively to the work of the DRRCC;
  - e. That they can commit a required amount of time to the DRRCC;
  - f. That they have access to networks and connections that will add value to the DRRCC; and
  - g. That they are available to attend meetings as required. Alternative representatives would not usually be allowed to attend, barring exceptional circumstances. If a member is absent for three successive meetings their membership will be reviewed and possibly revoked.
- 5.5 DRRCC Leadership Committee members will be appointed for a term that corresponds with the term of Regional Council (i.e. ending in November 2026).
- 5.6 The role of the Leadership Committee will be to receive the Annual Report produced by the University-based DRRCC secretariat, participate in the annual forum, and strive to develop a consensus around key priorities for action. Leadership Committee members are also envisioned to be champions of climate action within their respective Councils and organizations. It is anticipated that the Leadership Committee would meet a minimum of twice annually. Elected Officials representing Durham Region communities at senior levels of government (provincial and federal) would be invited to participate in these Leadership Committee meetings in an ex officio, non-voting capacity.
- 5.7 **A DRRCC Implementation Management Committee** will be formed and comprised of senior leadership level staff from the Region, local area municipalities, and energy utilities. The role of the Implementation Management Committee will be to provide executive level oversight and guidance regarding the strategic and change management elements of inter-organizational climate and energy transition initiatives. It will guide the work of a set of staff-level inter-

organizational working groups, organized around the key sources of GHG emissions sectors in the Region (e.g., buildings, transportation, and energy generation/distribution). These working groups will develop and maintain coordinated inter-organizational action plans. The Implementation Management Committee will act as champions within their respective organizations to ensure that assigned action items are delivered. It is anticipated that the Implementation Management Committee will meet a minimum of twice annually, and that its work would be supported by Regional Staff in the Office of the CAO.

## **6. Next Steps**

6.1 Upon Council endorsement of the proposed concept for the evolution of the DRRCC as described in this report, the next steps would include:

- a. Approve the revised DEAC Terms of Reference which integrate the DRRCC's current role as an advisory committee to Regional Council, and dissolve the DRRCC as currently constituted;
- b. Adjust the membership selection process currently underway for DEAC and DRRCC to consider all applications received for appointment to the Durham Environment and Climate Advisory Committee (DECAC);
- c. Execute a collaboration agreement between the Region and OntarioTech University to govern the mandate, deliverables, and resourcing of the independent entity as well as roles and responsibilities of participating stakeholder organizations. The attached agreement has been developed in collaboration with OntarioTech University, and has been reviewed by staff in the Regional Solicitors Office, Legislative Services, and Risk management.

## **7. Relationship to Strategic Plan**

7.1 This report aligns with/addresses the following strategic goals and priorities in the 2020-2024 Durham Region Strategic Plan:

- a. Goal #1 – Environmental Sustainability
  - Accelerate the adoption of green technologies and clean energy solutions through strategic partnerships and investment.
  - Demonstrate leadership in sustainability and addressing climate change.
- b. Goal #3 – Economic Prosperity
  - Position Durham Region as the location of choice for business.
- c. Goal #5 – Service Excellence
  - Optimize resources and partnerships to deliver exceptional quality services and value.
  - Demonstrate commitment to continuous quality improvement and communicating results.



- Drive organizational success through innovation, a skilled workforce, and modernized services.

## 8. Conclusion

- 8.1 Implementation of Durham's climate action strategies requires deep engagement and collaboration between the Region, local area municipalities, energy utilities, conservation authorities and other key public and private sector organizations. Current governance and management structures do not fully support the level of coordination and collaboration required, thus limiting community mobilization towards a low carbon and climate resilient future.
- 8.2 Following Regional Council direction, staff have convened a multi-stakeholder task force to evaluate options to evolve Durham's climate and energy governance structure to better suit the current and forward-looking Regional context.
- 8.3 Staff recommend that the DRRCC be dissolved in its current form as an advisory committee to Regional Council and be re-established as an independent entity based within OntarioTech University. The DRRCC's role as an advisory committee to Regional Council is proposed to be subsumed within an update to the mandate and Terms of Reference for the DEAC, which has historically integrated climate change and sustainability in its programming and workplan (e.g. [DEAC climate resilience guide for residents](#)). The DRRCC and DEAC have both endorsed the concept presented in this report.

## 9. Attachments

- Attachment #1: Durham Region Roundtable on Climate Change Collaborative Agreement
- Attachment #2: Proposed Update to DEAC Terms of Reference
- Attachment #3: Proposed DRRCC Governance and Management Framework

Prepared by: Ian McVey, Sustainability Manager, at 905-668-7711, extension 3803.

Approved by: Sandra Austin, Director of Strategic Initiatives, 905-668-7711, extension 2449.

Respectfully submitted,

Original signed by

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Elaine C. Baxter-Trahair  
Chief Administrative Officer

# Durham Region Roundtable on Climate Change Collaboration Agreement

THIS Durham Region Roundtable on Climate Change **COLLABORATIVE AGREEMENT** (the “Agreement”) made the \_\_\_ day of \_\_\_, \_\_\_ (the “Effective Date”)

**BETWEEN:**

**Ontario Tech University**

(herein referred to as the “University”)

and

**The Regional Municipality of Durham**

(herein referred to as “the Regional Municipality”)

**RECITALS**

- A. WHEREAS the University and the Regional Municipality have a shared commitment to take a leadership role locally as part of the global effort to transition towards net zero greenhouse gas (GHG) emissions by mid-century;
- B. AND WHEREAS achieving net zero GHG emissions in Durham Region requires leadership and coordinated action by many actors, including all levels of government, public institutions, energy utilities, and non-governmental actors and an annual assessment of progress towards targets;
- C. AND WHEREAS while many public and private sector organizations in Durham Region, including the Regional Municipality and the University have made commitments to take action on climate change, there does not exist a standardized platform to track progress towards climate targets and enable evaluation, comparison and continuous improvement;
- D. AND WHEREAS the Regional Municipality and the University wish to establish a collaboration platform that enables assessment of progress towards net zero GHGs and to work collaboratively to identify strategic priorities and coordinated actions that can accelerate climate ambition.

**1. PURPOSE**

This Agreement shall formally establish the Durham Region Roundtable on Climate Change (DRRCC) as an independent entity hosted within the University with a mandate to enhance leadership capacity, transparency and mutual accountability of progress towards net zero GHG emissions by mid-century (see Schedule A – Durham Region Roundtable on Climate Change Terms of Reference – for more details).

**2. TERM AND TERMINATION**

- 2.1.** This agreement will commence on the Effective Date and will end on the 14<sup>th</sup> day of November 2026 (the “Term”). Unless otherwise terminated in accordance with the provisions of the Agreement, the Regional Municipality will seek Council approval to renew this Agreement for another four-year term. Upon Council approval, this Agreement will renew automatically. Either

party may provide written notice that it does not wish for the Agreement to renew, 30 days prior to the end of the Term.

**2.2.** Each Party may terminate this Agreement for convenience upon sixty (60) calendar days prior written notice to the other Party. Each Party may terminate this Agreement for the other Party's material breach of the Agreement, on thirty (30) calendar days prior written notice to the other Party. If the material breach is not cured or waived within the thirty (30) calendar day notice period, the effective date of termination is the end of such thirty (30) calendar day period.

**2.3.** This Agreement may be amended or terminated on mutual agreement by the Parties at any time.

### **3. FINANCIAL CONTRIBUTIONS**

#### **3.1. FEES PAYABLE**

Subject to sections 3.2 and 3.3 hereof, the Region will provide the University with financial contributions to support the fulfilment of its responsibilities and deliverables as outlined in Schedule A.

Total financial contributions provided by the Region to the University in the initial year following execution of this agreement shall be One Hundred Thousand Dollars (\$100,000.00) per annum, plus all applicable taxes. Increases or decreases to financial contributions from the Region to the University will be considered based on the performance review described in section 3.2.

#### **3.2. PERFORMANCE REVIEW AND INCREASES AND DECREASES TO FEES**

After the initial year of this Agreement and not later than July 31<sup>st</sup>, 2024, the Region will conduct a performance review of the University in fulfilling the scope and deliverables outlined Schedule A, including but not limited to, timeliness and quality of deliverables, delivering certain outputs such as events, meetings, reports, and maintenance of a website and social media presence. The University agrees to provide the Region with such information and documentation as may be necessary for the purposes of such performance review. Upon completion of such review the University shall submit a budget forecast for the 2024 – 2026 period. It is understood that any change in annual funding provided by the Region under this Agreement is subject to approval of Regional Council.

#### **3.3. INVOICING**

Throughout the term of this Agreement, the University shall submit quarterly invoices for one quarter of the total fees payable annually in a form acceptable to the Region. The Region shall pay all invoices within 30 days of receipt provided that the University is in compliance with the terms and conditions of this Agreement.

### **4. COLLECTION AND USE OF DATA**

Both parties agree to establish data acquisition or data sharing agreements to govern the collection of data from any third party. Both parties will immediately advise all relevant parties of any breach of agreements, where a breach includes but is not limited to: (i) any unauthorized use of the data; (ii) any loss or stolen data files by the University, or by a third party for whom the University is responsible, together with information of the breach and steps taken to correct the breach; or (iii) any loss or stolen data files by the Region, or by a third party for whom the Region is responsible, together with information

of the breach and steps taken to correct the breach; or (iv) any loss or stolen data files by the DRRCC, or by a third party for whom the DRRCC is responsible, together with information of the breach and steps taken to correct the breach.

## **5. INTELLECTUAL PROPERTY**

**5.1.** Any materials or documentation written, designed, or produced by or for the University pursuant to or in connection with this Agreement in any medium or format, including but not limited to, reports, studies, templates, compilations and collections of data, and related documentation (herein the "Intellectual Property"), shall be owned by the University.

**5.2.** The University grants to the Regional Municipality a perpetual, world-wide, non-exclusive, irrevocable, transferable, royalty-free, right and licence to use any of the Intellectual Property and to incorporate the same as part of any derivative works created by or for the Regional Municipality. This license includes the right for the Regional Municipality to transfer any of the Intellectual Property to any of the other levels of government, public institutions, energy utilities, and non-governmental actors who are members of the DRRCC, for their use.

**5.3.** In its fulfillment of its responsibilities outlined in Section 6.1, the University shall not incorporate or develop anything that would restrict the right of the Region to modify, further develop or otherwise use the Intellectual Property.

## **6. CONFIDENTIALITY**

**6.1.** The Region and the University shall treat as confidential any information received concerning the other party which is not generally known to the public. Each party shall use reasonable precautions to prevent any confidential information from being acquired by an unauthorized person. Confidential information should only be limited to that which the disclosing party marks or otherwise identifies as confidential at the time of disclosure.

## **7. INDEMNITY**

**7.1.** Each party shall defend, indemnify and save harmless the other party and its elected officials, officers, employees and agents from and against all claims of any nature, actions, causes of action, losses, expenses, fines, costs, interest or damages of every nature and kind whatsoever, arising out of or allegedly attributable to the negligent acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the indemnifying party, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Agreement. This indemnity shall be in addition to and not in lieu of any insurance in accordance with this Agreement and shall survive this Agreement.

## **8. INSURANCE**

**8.1.** The University shall continuously maintain throughout the term of the Agreement and pay for the following insurance coverage:

- Commercial General Liability insurance including personal injury, broad form contractual liability, owners and contractors protective, completed operations, and non-owned automotive liability in an amount of not less than five million dollars (\$5,000,000.00) applying to all contracts for claims arising out of one occurrence, and,
- Professional Liability (Errors and Omissions) in an amount of not less than two million dollars (\$2,000,000.00) per claim.

The Commercial General Liability policy shall include the Region as an additional insured and be endorsed to endeavour to provide the owner with not less than thirty (30) days written notice in advance of any cancellation. The University shall provide a Certificate of Insurance to the Region.

**8.2.** The Region shall continuously maintain throughout the term of the Agreement and pay for the following insurance coverage:

- Commercial General Liability insurance including personal injury, broad form contractual liability, owners and contractors protective, completed operations, and non-owned automotive liability in an amount of not less than five million dollars (\$5,000,000.00) applying to all contracts for claims arising out of one occurrence, and,
- Professional Liability (Errors and Omissions) in an amount of not less than two million dollars (\$2,000,000.00) per claim.

The Commercial General Liability policy shall include the University as an additional insured and be endorsed to endeavour to provide the owner with not less than thirty (30) days written notice in advance of any cancellation. The Region shall provide a Certificate of Insurance to the University.

## **9. GENERAL**

**9.1.** This Agreement, including any amendments and supplements hereto, constitutes the entire agreement between the parties with respect to the subject matter hereof. This Agreement supersedes all prior or contemporaneous agreements, negotiations, representations, proposals, discussions and understandings, oral or written, relating to the subject matter hereof. This Agreement may be amended, supplemented or modified in writing only.

**9.2.** This Agreement shall be governed by and interpreted in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

**9.3.** All notices required or permitted to be given under this Agreement shall be in writing and either delivered personally or by pre-paid courier or transmitted by confirmed electronic communication:

To the Regional Municipality at:

Attention: Ian McVey, Manager of Sustainability  
Address:

e-mail: Ian.McVey@durham.ca

To the University at:

Attention:

Address:

e-mail:

or to such other address and as either party may notify to the other from time to time. All notices shall be effective when actually received.

- 9.4. Nothing in this Agreement shall be interpreted to create any partnership, joint venture, or similar relationship, or subject the parties to any implied duties or obligations respecting the conduct of their affairs which are not expressly stated herein.
- 9.5. This Agreement shall be binding upon and inure to the benefit of each of the parties hereto. This Agreement may not be assigned.
- 9.6. The failure of either party at any time to require performance of any provision shall not affect the right to require performance at any other time, nor shall the waiver by either party of a breach of any provision be a waiver of any succeeding breach or a waiver of the provision itself.
- 9.7. If any provision of this Agreement is declared illegal, void or unenforceable for any reasons, such provision shall be severed from the balance of this agreement and the remaining provisions hereof shall continue in full force and effect.

IN WITNESS WHEREOF the parties hereto have executed this Agreement by their duly authorized officers in that behalf.

ONTARIO TECH UNIVERISTY

Per: \_\_\_\_\_

I/We have authority to bind the Corporation

THE REGIONAL MUNICIPALITY OF DURHAM

Per: \_\_\_\_\_

I have authority to bind the Corporation.

# Schedule A – Durham Region Roundtable on Climate Change

## Terms of Reference

### 1. BACKGROUND

- 1.1. The Durham Region Roundtable on Climate Change was formed by Regional Council in 2009 to help develop climate action plans that position the Region of Durham as a leader in addressing climate change issues. It was formed as an advisory committee to Regional Council composed of Regional Councillors, the Chief Administrative Officer (CAO) of the Region, citizen members, and industry representatives.
- 1.2. DRRCC has since supported the Region with the development of three Council-endorsed climate action plans: the Community Climate Change Local Action Plan (LAP) endorsed by Council in 2012, the Durham Community Climate Adaptation Plan (DCCAP), endorsed by Council in 2016 and, the Durham Community Energy Plan (DCEP), endorsed by Regional and Local Councils in 2019.
- 1.3. These plans articulate how Durham Region, and its local area municipal partners can collaborate to advance the transition to a low carbon, climate resilient future. The latter plan is based on a low carbon pathway, which includes a range of ambitious actions designed to achieve community GHG reduction targets set by both Durham Region and local area municipalities.
- 1.4. Endorsement of Durham's low carbon pathway by Regional and Local Councils recognizes the important role of municipal climate action as part of a coordinated multi-level government effort to transition to a decarbonized clean energy economy. Local governments are estimated to have direct or indirect control over more than half of Canada's greenhouse gas (GHG) emissions – with particularly high influence in sectors like buildings and transportation.
- 1.5. Through the course of 2019 to 2021 Regional Council and Local Councils in Pickering, Ajax, Whitby, Oshawa, Clarington, and Brock declared climate emergencies, joining more than 600 Canadian municipalities. Through these declarations Regional and Local Councils have accepted that very urgent action is required to make a meaningful contribution to transitioning Durham towards a low carbon, and climate resilient future. The Region and most Local Area Municipalities have established GHG reduction targets that range from 80 per cent to 100 per cent by 2050. These targets are complemented by targets set by the Province of Ontario and Government of Canada, as well as the United Nations brokered Paris Agreement to limit global temperature increases below 2°Celsius, which has been ratified by more than 190 countries across the globe.
- 1.6. The Council-endorsed climate action plans and climate emergency declarations recognize that the Region has a key leadership role to play in climate action, but also that it needs to work in partnership with local area municipalities, energy utilities, post-secondary institutions, and other public and private sector stakeholders to be successful in reducing energy consumption and enabling fuel shifting to low or zero carbon sources of energy. Accordingly, the DCEP called for the creation of a central entity to encourage leadership and coordination between municipalities, the Region, and other organizations within the community to ensure the implementation of the DCEP and to take advantage of economies of scale.

**1.7.** As the focus shifts from developing climate plans towards implementation by the Region, Local Area Municipalities, and a wide range of collaborating organizations across the Region, the role of the DRRCC must likewise shift if it is to fulfill its objectives. This means evolving from its original role as an advisory committee to Regional Council, to becoming an entity independent of the Region with a mandate to enhance the leadership capacity, transparency, and mutual accountability of a wide range of organizations across the Region of Durham.

## **2. OBJECTIVE**

**2.1.** The objective of the Durham Region Roundtable on Climate Change (DRRCC) is to support the leadership and coordination between the Region, Local Area Municipalities, the University, and other key organizations within the community on actions required to transition towards a net zero clean energy economy in the Region.

**2.2.** More specifically, as an entity independent of the Region and Local Area Municipalities and hosted by the University, the DRRCC will serve to foster collaborative leadership and strategic, community-based oversight of the implementation of Durham's low carbon pathway. The DRRCC will monitor progress related to carbon reduction targets established by Regional Council and Local Councils and recommend strategic actions to keep the Region and Local Area Municipalities on track. Moreover, the DRRCC will provide a forum where organizations within the community can exchange ideas, research findings, information and best practice on carbon reduction and climate resilience. As such, the DRRCC will support leadership and coordination between the Region, Local Area Municipalities, other levels of government, and community organizations and will thus play an integral role in supporting the shift to a clean energy economy in Durham Region.

**2.3.** At a high level, the purpose of the DRRCC shall be to:

- a. Build a sense of common ownership and shared responsibility among government and non-governmental actors in Durham Region regarding climate action, helping to turn an overwhelming challenge into practicable, deliverable activities.
- b. Encourage inclusive processes that involve and empower participation from government, residents, academia, and the private sector.
- c. Be a positive voice, emphasizing how climate action can be an opportunity to deliver on other social, economic, and environmental objectives.
- d. Support the implementation of climate action by government and non-governmental actors.
- e. Track progress towards GHG targets set by the Region and Local Area Municipalities and promote transparency.
- f. Review current activities, celebrate successes, and promote both the replication and upscaling of different forms of best practice through inter-jurisdictional benchmarking that looks at comparator communities outside of Ontario and Canada.
- g. Provide on-going, longer-term support for climate action that spans electoral cycles and variations in public awareness and business support.

## **3. FUNCTIONS AND DELIVERABLES**

**3.1.** The DRRCC will aim to fulfill the following key functions and associated deliverables:

**3.1.1.** Monitor action and report measurable results:



- a. An annual report evaluating progress across the Region towards GHG emissions reduction targets, advising on future measures and updating data on emissions at the Region-wide scale, by sector and by local area municipality.
  - b. An annual presentation to Regional Council and Local Councils on request to share relevant results from the annual report.
  - c. A strategic reassessment and update of Durham's Low Carbon Pathway in 2024.
- 3.1.2.** Engage the community by facilitating multi-stakeholder dialogue:
- a. Establish a communications platform which leverages a website and social media presence that will set out the DRRCC's objectives, outline its programme and projects and provide key contact information;
  - b. Organize an annual multi-stakeholder forum where organizations and community members can receive an update on progress towards GHG targets, share ideas and best practices, and celebrate successes.
  - c. Provide engagement opportunities for community and stakeholders to provide input on progress, programs, and initiatives

## **4. GOVERNANCE**

### **4.1. DRRCC Leadership Committee**

**4.1.1.** A DRRCC Leadership Committee will be formed comprised of 19 to 21 members as follows:

- Co-chairs (Regional Chair and an official from the University)
- One Regional Councillor representing each local area municipality (eight in total)
- One representative of the Mississauga's of Scugog Island Band Council
- Eight to ten representatives from organizations based or operating within Durham Region that have demonstrated a commitment to advancing Durham's low carbon pathway.

**4.1.2.** Recommendations for representatives from organizations based or operating within Durham Region will be developed by the University and presented to the DRRCC Leadership Committee for selection. Recommendations will be developed on the following basis:

- They represent a significant organization or sector within the Region;
- They will engage with their organization and sector to make commitments to and promote the work of the DRRCC where possible;
- They can deliver useful, accurate and timely data to the DRRCC;
- They can demonstrate expertise, knowledge, leadership and skills to contribute effectively to the work of the DRRCC;
- They can commit the required amount of time to the DRRCC;
- They have access to networks and connections that will add value to the DRRCC;
- and
- They are available to attend meetings as required. Alternative representatives would not usually be allowed to attend, barring exceptional circumstances. If a member is absent for three successive meetings their membership will be reviewed and possibly revoked.

- 4.1.3.** The DRRCC Leadership Committee will meet formally 2 times per year. At each formal meeting, the Chair, or in their absence, the Vice-Chair, shall preside. A formal meeting will be quorate if at least half of the total sitting members are present. The DRRCC Leadership Committee will establish a meeting schedule at its inaugural meeting, considering the business needs and schedule of participating members. Unless otherwise determined, all meetings will be open to the public.
- 4.1.4.** The term of membership shall correspond with the term of Regional Council (i.e. ending in November 2026). If a member chooses to resign the University will recommend a replacement to the DRRCC Leadership Committee in accordance with Section 6.1.2. At the discretion of the DRRCC Leadership Committee, non-attendance of three consecutive meetings will be sufficient grounds for replacement.
- 4.1.5.** Decisions reached by the DRRCC Leadership Committee will be made jointly with a preference for a consensus-based approach to decision-making. If a vote is taken, each member of the DRRCC Leadership Committee will be entitled to one vote, with a majority being required to issue deliverables, make substantive changes to any reports, or make any other decision that has bearing on the operation of the DRRCC or may impact its members.

## **5. RESPONSIBILITIES OF THE REGION**

The Region shall be responsible for the following:

- 5.1.** Providing annual funding contributions to the University, as set out in the Durham Region Roundtable on Climate Change Collaboration Agreement, to enable it to fulfill its responsibilities, as outlined in section 5;
- 5.2.** Appointing the Regional Chair as a representative of Regional Council to serve as Co-Chair of the DRRCC Leadership Committee, as set out in section 6.1;
- 5.3.** Appointing one Regional Councillor to represent each of the eight local area municipalities to participate on the DRRCC Leadership Committee as set out in section 6.1;
- 5.4.** Providing the University with, or facilitating its access to, relevant data to assist in fulfilling the functions and deliverables described in section 3, including but not limited to:
- 5.4.1.** Data on building permits issued across the Region
  - 5.4.2.** Utility energy consumption data for buildings (electricity and natural gas)
  - 5.4.3.** Transportation data (e.g. traffic counts, fuel consumption, vehicle registrations, mode share, vehicular kilometres travelled, transit trips, etc.)
  - 5.4.4.** Data on waste generation and wastewater treatment volumes
- 5.5.** Such further and other obligations as may be mutually agreed upon by all parties hereto in writing

## **6. RESPONSIBILITIES OF THE UNIVERSITY**

The University shall be responsible for the following:

- 6.1.** Developing an annual GHG inventory for the Region, with data disaggregated by local area municipalities and by sector, prepared according to global best practices (e.g. Global Protocol for Community-Scale Greenhouse Gas Inventories)
- 6.2.** Publishing an annual report with the annual GHG inventory data and accompanying sectoral and jurisdictional analysis, as well as key recommendations for the Region and local area

municipalities. This report should be prepared by the 1<sup>st</sup> day of September each year, subject to availability and timeliness of data provision from the Region and relevant third parties.

- 6.3.** Providing a communications platform described in provision **3.1.2a**
- 6.4.** Organizing and hosting an annual forum described in provision **3.1.2b**. This forum shall be planned as an *in-person* event hosted at the University unless stipulated otherwise.
- 6.5.** Designate a university representative to participate as a Co-Chair of the DRRCC Leadership Committee.
- 6.6.** Coordinating recruitment of members of the DRRCC Leadership Committee as outlined in sections 6.1.1. and 6.1.2.

## **7. RESPONSIBILITIES OF LOCAL AREA MUNICIPALITIES AND OTHER ORGANIZATIONS REPRESENTED ON THE DRRCC LEADERSHIP COMMITTEE**

- 7.1.** Providing the University with, or facilitating its access to, relevant data to assist in fulfilling its deliverables.
- 7.2.** Designating a representative to participate on the DRRCC Leadership Committee

## **8. EXTERNAL COMMUNICATIONS**

- 8.1.** In any external communications (ex. website, presentation slides, and printed material) the parties involved with this collaborative organization will be referred to by the primary name of: *“Durham Region Roundtable on Climate Change”*. The DRRCC may also be described as: *“a leadership accelerator hosted by OntarioTech University with a mandate to track progress towards a low carbon, climate resilient future in Durham Region and promote accountability amongst local organizations and stakeholders”*. All external communication should clearly and prominently display the logos of the Region, the University, and branded logo of the DRRCC, and any additional funding partners brought into a project or opportunity. Any usage of logos and names must be used in accordance with branding or design guidelines of each respective organization.
- 8.2.** With the exception of media releases or requests from media organizations, either the Region or the University may speak on behalf of the DRRCC using good judgement to communicate in a way that does not undermine the objectives of the DRRCC or negatively impact the other party, either directly or indirectly. For improved coordination, media releases referencing reports prepared by the University must be forwarded by the University to the chair and vice chair and must be approved in writing by the corporate communications division of the Region. Any interview requests made by the media or other third-party organizations to the Region, or the University will be dealt with in a manner as agreed upon by all parties to this Agreement, acting reasonably.



**Durham Environmental and Climate Advisory  
Committee  
Terms of Reference**

March-September 2022

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**1. Goal**

- 1.1 To provide advice to the Region of Durham on environmental sustainability and climate change-related impacts of planning-Regional matters, as expressed in Regional policies and plans including the Durham Regional Official Plan and climate declaration.

**2. Mandate**

- 2.1 The Durham Environmental Advisory Committee (DEAC) is a volunteer Advisory Committee established by Regional Council in accordance with these Terms of Reference. Committee members are guided by these Terms of Reference.

- 2.2 The Terms of Reference provide for a balance between activities referred from ~~the Planning and Economic Development a Regional Department, or the Standing Committee, or Council Planning and Economic Development Committee~~ and a provision for DEAC to be proactive and advise on matters identified on its own initiative.

- ~~2.3 Environmental matters may be referred to the DEAC from the Regional Planning and Economic Development Department or the Planning and Economic Development Committee Regional staff or Council. DEAC shall report directly to the Regional Planning and Economic Development Committee and/or Regional Planning and Economic Development Department, as appropriate.~~

- ~~2.3.4~~ Regional staff, Standing Committees, or Council may refer environmental sustainability and climate change-related matters to DEAC. DEAC shall report directly to the Planning and Economic Development Committee and/or the Regional Planning and Economic Development Department.

**3. Scope of Activities**

- 3.1 The scope of the DEAC may include activities such as:

- a) providing advice on environmental and climate-change related policy directions and initiatives pursued by the Region. This may include providing advice, feedback, and guidance to Regional staff and Council on official plan policies through Official Plan amendments ~~related to environmental policies~~

~~or providing advice on Regional environmental policies or through via~~ an Official Plan review process, or providing advice on Durham's climate change-related plans and initiatives;

- b) providing advice in the identification and implementation of new or existing programs, approaches, or policies relating to the protection, sustainability, and enhancement of natural resources and systems, and climate change adaptation and mitigation within the Region in co-operation with other organizations where appropriate. This may include investigating conservation easements, land trusts, tree planting, environmental stewardship, new provincial directions, and funding grants; or providing advice, feedback, and guidance to Regional staff and Council on Durham's climate change plans;
- c) providing advice in identifying and implementing community outreach activities which support the growth of environmental awareness and appreciation in Durham Region in co-operation with other organizations where appropriate. This may include recommending and assisting with educational workshops or homeowner guides which can be used by the public in areas such as tree cutting, fertilizer use, erosion control and general enhancement of the environment;
- d) providing advice on Regional environmental data in co-operation with other organizations where appropriate;
- e) providing advice on the state of environmental resources such as water resources and natural heritage features such as wetlands, forests, and wildlife within Durham Region in co-operation with other organizations where appropriate;
- f) appointing a member of DEAC to participate on steering committees for environmental impact studies related to Regional Official Plan Amendment applications. In accordance with the Region's approved EIS Guideline, a DEAC representative would participate in Regionally co-ordinated EIS's and peer reviews; and
- g) at the request of ~~the Planning and Economic Development Committee~~ Regional Standing Committees or departments ~~or the Regional Planning and Economic Development Department~~, provide advice on miscellaneous matters as they arise.

#### **4. Composition**

4.1 The DEAC will be comprised of ~~thirteenseventeen~~ members in total, as follows:

- ~~ThirteenTen~~ (103) citizen members (eight (8) municipally appointed, two (2) at-large).
- One (1) Post-Secondary Student member.
- ~~TwoOne~~ (21) youth members.
- One (1) member of the Planning and Economic Development Committee.

4.2 All members are regarded as private citizens and do not represent their respective employers or advocacy group in their capacity as a DEAC member.

4.3 Membership for citizen members shall correspond with the term of Regional Council. However, citizen members shall continue to serve until their replacements are appointed by Regional Council. If a member chooses to resign, the Region will seek a replacement in accordance with Section 5.

4.4 Membership for Post-Secondary Student members shall be up to a 4-year term, generally corresponding with the length of their college or university program.

4.5 Membership for youth members shall be up to a 3-year term, generally corresponding with the school year.

4.6 At the discretion of the DEAC, non-attendance of three consecutive meetings will be sufficient grounds for replacement.

4.7 DEAC will strive to maintain a high level of relevant technical expertise and competence in environmental issues within its membership.

#### **5. Membership Selection**

5.1 Durham Region will place an advertisement seeking individuals interested in volunteering for appointment to the DEAC. For post-secondary student and youth members, the Region shall also contact colleges, universities, and secondary schools in Durham Region to request that students be notified about the opportunity to volunteer with DEAC. Interested individuals will be required to submit an application form to the Regional Clerk outlining their interest and qualifications.

- 5.2 The Regional Planning and Economic Development Department will review the applications received. Applications from qualified applicants will be forwarded to the respective area municipality with a request that the local Council nominate one representative. The Regional Planning and Economic Development Department, from the remaining applications received, will nominate a sufficient number of citizen members at large in order to bring the citizen membership to ~~ten~~thirteen. The Regional Planning and Economic Development Department will also nominate one Post- Secondary Student member and two youth members from the applications received.
- 5.3 In nominating citizen members to the DEAC, regard shall be given to the aim of achieving a combination of technical experts and community representatives with knowledge of environmental and land use planning matters. Regard shall also be given to residency within the Region and availability to attend meetings. An elaboration of the selection criteria is provided in Appendix 1 of the Terms of Reference. The nomination of members at large will help to achieve the desire of a diverse and balanced DEAC. All residents of Durham Region are eligible for membership.
- 5.4 In nominating a Post-Secondary Student member, consideration shall be given to the individual's interests, level of participation and knowledge of environmental issues in Durham Region and the planning process. The member must be enrolled full-time in a college or university program and express an interest in environmental matters. The relevance of their interests to the mandate of DEAC will be an important consideration. Regard shall also be given to residency within Durham Region for the school year and availability to attend meetings. An elaboration of the selection criteria is provided in Appendix 1 of the Terms of Reference.
- 5.5 In nominating youth members, consideration shall be given to ensure representation from both the urban and rural communities. An elaboration of the selection criteria is provided in Appendix 1 of the Terms of Reference.
- 5.6 All members of the DEAC shall be appointed by the Regional Planning and Economic Development Committee and Regional Council.
- 5.7 Regional Council shall appoint a representative and an alternate to the DEAC from the members of the Planning and Economic Development Committee. The role of the Council representative will be to champion DEAC's mandate, support and advocate DEAC's interests at Planning and Economic Development Committee and Council meetings, and take a lead role in presenting updates to the Planning and Economic Development Committee and Council, including, but not limited to, DEAC's annual report and workplan in partnership with DEAC's chair.
- 5.8 In the case of a vacancy, the approach described in Section 5 will generally be followed.

## **6. Officers**

- 6.1 A chair and two vice-chairs (first and second) will be elected annually by the membership of the DEAC. The Planning and Economic Development Committee representative will chair the inaugural DEAC meeting.
- 6.2 Post-Secondary Student members and youth members are not eligible to sit as chair or vice-chair.

## **7. Support Services**

- 7.1 The Commissioner of Planning and Economic Development or designate shall serve as staff liaison to the DEAC. The staff liaison will provide administrative, procedural and technical support to the DEAC.
- 7.2 The staff liaison will co-ordinate all requests for advice from the DEAC, through meeting agendas. DEAC responses to such requests shall be co-ordinated by the staff liaison to the Planning and Economic Development Department.
- 7.3 The Region will provide secretarial and other support services. Regional Council will provide a budget to cover the operational expenses of the DEAC, and this budget will be administered by the Planning and Economic Development Department.

## **8. Meetings**

- 8.1 Regularly scheduled meetings of DEAC will be held at the Durham Regional Headquarters. The DEAC, will establish a meeting schedule taking into account the business needs and the schedule of Regional Council and the Planning and Economic Development Committee. Special meetings may be held at the call of the Chair.
- 8.2 Unless otherwise determined, all meetings will be open to the public. As a formal Advisory Committee to the Region, the DEAC is subject to the Regional Procedural By-law, unless otherwise specified in the Terms of Reference.
- 8.3 A quorum for DEAC meetings shall be a majority of the sitting DEAC members.

## **9. Delegations of Committee Meetings**

- 9.1 Any person(s) wishing to appear before the DEAC as a delegate must submit a request to [delegations@durham.ca](mailto:delegations@durham.ca), advising of the topic or item to which they wish to speak, which will then be forwarded to the staff liaison in the Regional Planning and Economic Development Department. All requests for delegations must be received at least one week prior to the meeting to ensure that the delegation is included on the agenda. Any person wishing to address the DEAC as a delegate, who has not previously arranged to do so, may be granted permission to do so only by Committee resolution.



**10. Minutes and Agenda**

- 10.1 The minutes of each DEAC meeting will be approved at the following meeting. The unapproved minutes will be circulated to members of Council as part of the Council Information Package (CIP) by the Regional Clerk.
- 10.2 The DEAC agendas will be prepared by the staff liaison and the DEAC chair or vice-chair with input from other DEAC members. At the beginning of every meeting, the Committee shall approve its agenda.

**11. Committee Resolutions**

- 11.1 The DEAC will seek to achieve consensus on decisions. Recommendations are “carried” if supported by a majority. Only resolutions as they appear in the adopted Minutes may be considered as officially representing the position of the DEAC.

**12. Annual Reports and Workplan**

- 12.1 An annual report summarizing the activities completed in the previous year shall be prepared by the DEAC. The annual report shall be forwarded to the Planning and Economic Development Committee.
- 12.2 An annual workplan with an estimate of the resources necessary and any suggested revisions to the Terms of Reference for the coming year shall also be prepared by the DEAC for consideration and approval by the Planning and Economic Development Committee and Regional Council. To avoid duplication, the DEAC shall ensure that the workplan is co-ordinated with other environmental initiatives in the Region.
- 12.3 An annual review of the DEAC by the Planning and Economic Development Committee will be completed to examine the effectiveness of the Committee and to ensure continued improvements.

## Appendix 1: Membership Eligibility Criteria

### 1. Citizen Membership Eligibility Criteria

1.1 To facilitate the nomination and appointment of new citizen members to the DEAC, the following criteria will be considered:

A) Residency

Members should reside in Durham Region.

B) Technical Expertise

A high level of technical expertise is required within the Committee. Applicants with academic qualifications and/or work experience in environmentally ly and climate change-related disciplines, such as, energy, housing, transportation, and conservation, will be an important consideration. Applicants are also encouraged to have experience within a range of industries, including public agencies, academia, professional and industry associations, and community and socially focused organizations, in order to bring a diverse and holistic range of perspectives to DEAC.

C) Community Representatives

Consideration shall be given to the individual's level of participation and knowledge of environmental issues and the planning process. The relevance of their interests to the mandate of DEAC will be an important consideration.

D) Availability

It is important that an applicant be able to attend as many DEAC meetings as possible and undertake work outside of the regular monthly meetings. An applicant should be able to be contacted or reached during the day in order for meetings to be arranged.

1.2 The aim is to achieve a diverse committee with a combination of technical experts and community representatives.

### 2. Post-Secondary Student Membership Eligibility Criteria

2.1 To facilitate the nomination and appointment of new Post-Secondary Student members to the DEAC, the following criteria will be considered:

A) Residency

Members should reside in Durham Region for the school year.

B) Education

Members must be accepted into, or enrolled in a full-time College or University program and express an interest in environmental matters.

Consideration shall be given to the individual's interests, level of participation and knowledge of environmental issues in Durham Region and the planning process.

The relevance of their interests to the mandate of DEAC will be an important consideration.

C) Availability

It is important that an applicant be able to attend as many DEAC meetings as possible and undertake work outside of the regular monthly meetings. An applicant should be able to be contacted or reached during the day in order for meetings to be arranged.

**3. Youth Membership Eligibility Criteria**

3.1 To facilitate the nomination and appointment of new youth members to the DEAC, the following criteria will be considered:

A) Residency

Youth members should reside in Durham Region.

B) Education

Youth members must be enrolled in Grade 10, 11, or 12 and express an interest in environmental matters.

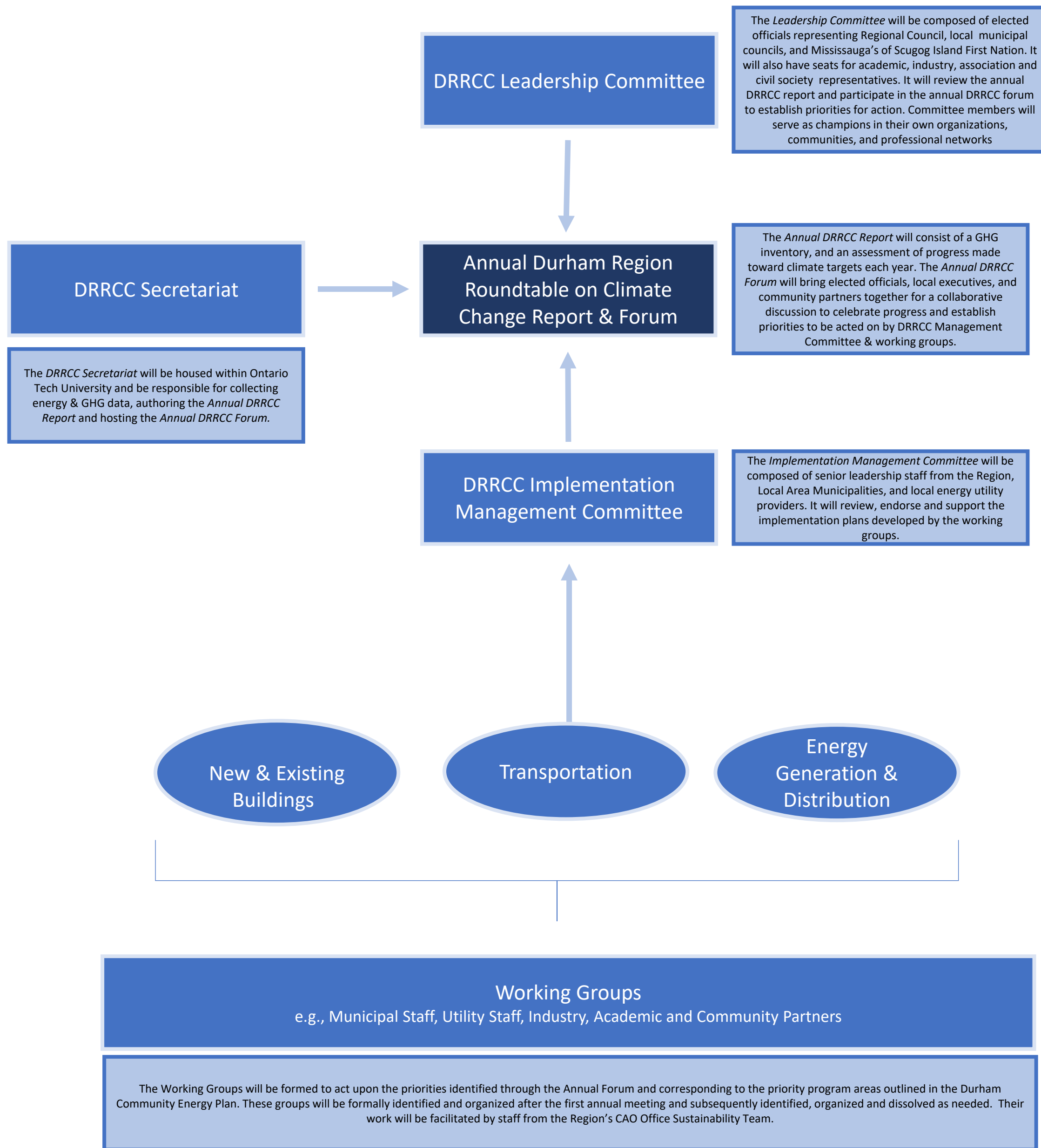
C) Availability

It is important that an applicant be able to attend as many DEAC meetings as possible. An applicant should be able to be contacted or reached during the day in order for meetings to be arranged.

D) Letter of Reference/Support

Applicants for youth membership must include a letter of reference from their school and a letter of parental/guardian support with their expression of interest.

# Attachment 3 - Durham Region Roundtable on Climate Change – Proposed Governance and Management Framework



## Proposed DRRCC Annual Implementation and Reporting Cycle

