

# Working Group

## Mandate and Terms of Reference

### **Mandate**

To recommend priorities and to assist in the implementation and update of the (insert working group section here) of the EarthCare Sustainability Plan.

### **Definition**

A Working Group is a forum of diverse individuals from Thunder Bay (Municipal, Residential, Industrial, Commercial, and Institutional sectors), who work in partnership on the implementation of the EarthCare Sustainability Plan.

### **Role and Responsibilities**

Working Groups (WG's) provide a point of entry for the participation and engagement of the public and other stakeholders in the implementation of the EarthCare Sustainability Plan. The role of WG Members is to participate in a manner of mutual respect and consideration, to learn new things, and to share their own knowledge.

WG's will assist in prioritizing and implementing the objectives and recommended actions described in the relevant section of the EarthCare Sustainability Plan. The Working Group Chair collaborates closely with, and reports to, the City's Sustainability Coordinator. In this way, the EarthCare Advisory Committee (EAC) is advised of the progress of each WG. The WG is responsible for completing the "Detailed Action Plan Form" (DAPF) and submitting it to the Sustainability Coordinator for all proposed undertakings related to the EarthCare Sustainability Plan. Final approval of the recommended actions related to the EarthCare Sustainability Plan is the responsibility of City Council who hold overall responsibility for the plan, and/or the Sustainability Coordinator, EAC, or other EarthCare Community Partner organizations with implementation responsibility. This will be determined based on the DAPF.

### **Terms**

1. The WG shall act as an advisor to the EarthCare Advisory Committee (EAC) and will communicate with the EAC through the Sustainability Coordinator. The WG may also choose to implement its own community based initiatives in collaboration and coordination with the Sustainability Coordinator and the EarthCare Advisory Committee.
2. Working Groups will:

- a. Guide and inform the implementation of issue-specific recommendations as outlined in the EarthCare Sustainability Plan.
  - b. Create a timeline and work plan to compliment the implementation of the issue-specific recommendations as outlined in the EarthCare Sustainability Plan.
  - c. Complete the “Detailed Action Plan Form” for all proposed undertakings related to the EarthCare Sustainability Plan and submit to the Sustainability Coordinator for presentation to EAC for endorsement. Annually review relevant indicators and report on progress biannually (October/April General Meetings), as well as refine/update the issue-specific action plan in alignment with the goal and objectives in the EarthCare Sustainability Plan.
3. Composition
- a. Members within a WG are considered to have an interest in the issues and potential solutions within the scope of the WG subject matter.
  - b. The WG shall nominate a Chair and Vice-Chair to facilitate the continuity of WG activities and meetings.
4. All members of the WG shall serve without remuneration.
5. Procedures of the WG
- a. The WG will be facilitated by the Chair, or Vice Chair, who is not a voting member of the WG, although this person can provide input and expertise to the group. The Chair will set the agenda of the WG meetings with the assistance of the members, and provide a copy to the Sustainability Coordinator. Chairs may directly provide materials to the WG, and cc the Sustainability Coordinator.
    - i. The Chair shall serve on an annual basis.
  - b. Meeting Quorum
    - i. A quorum includes the presence of at least a majority of the WG membership.
    - ii. Recommendations by the WG shall be passed by a majority of members in attendance at a meeting, provided a quorum is present at that meeting.
  - c. At the request of the WG, the Sustainability Coordinator will provide administrative support in the form of minute-taking and distribution, arranging meeting locations, and providing information and resources. A

WG member may take minutes, using the Meeting Minute Template. Minutes will be distributed to the WG members, Sustainability Coordinator, and the EAC, and posted to the website after their subsequent adoption at the next meeting.

- d. The Chair or Vice Chair may call a meeting of the WG upon giving at least seven days notice to each member or through a procedure deemed appropriate by the WG.
- e. Confidentiality: To promote a safe environment for open dialogue, members will present ideas, opinions and proceedings of meetings only in general terms outside of the WG, without attributing a specific idea, rebuttal, or statement to any identifiable individual.
- f. Advocating: Working Group members who are also City of Thunder Bay employees may not publically advocate regarding issues not yet passed by Council.