

Clean Air Hamilton Coordination Committee **– Terms of Reference**

Mandate:

The Clean Air Hamilton Coordination Committee (CACC) is a voluntary committee established in 1998 to advise on air quality, climate change and related issues in the City of Hamilton and provide an authoritative voice and resource on local air quality issues.

Vision:

Clean Air Hamilton is an innovative, multi-stakeholder agent of change dedicated to improving air quality and addressing climate change in our community. We are committed to improving the health and quality of life of citizens through communication and promoting realistic, science-based decision-making and sustainable practices.

Goals:

- To improve air quality throughout the City and to meet all ambient air quality criteria;
- To raise *Clean Air Hamilton's* visibility in the community and to be recognized as the authoritative voice on local air quality issues;
- To galvanize broad-based support for a process and an action plan to improve air quality and address climate change;
- To provide information and advice that decision-makers value;
- To influence decision-makers to choose sustainable practices and alternatives; and
- To effect behavioural changes to improve air quality and address climate change.

Functions:

Clean Air Hamilton was established in 1998 as an air quality advisory group to the City of Hamilton following publication in 1997 of the Hamilton Air Quality Initiative report. *Clean Air Hamilton* serves to improve local air quality in Hamilton through:

- Acting as a clearing house for information on local, regional and transboundary air quality issues that impact Hamilton;
- Facilitating information sharing and exchange on local, regional and transboundary air quality issues that impact Hamilton;

- Identifying emerging areas and issues related to local, regional and transboundary air quality issues;
- Undertaking local research to gather information on local air quality, climate change and impacts in Hamilton;
- Tracking the annual changes in local air quality and reporting to the City, other levels of government, and the public;
- Providing recommendations to the City of Hamilton to address local air quality issues;
- Identifying and seeking partners and change agents to implement programs and policies that improve local air quality;
- Cultivating partnerships with organizations that have air quality improvement goals that align with those of *Clean Air Hamilton* and the City of Hamilton;
- Educating the public about local air quality and promoting attitudes and actions that promote improvements to local air quality;
- Prepare an annual year-end report documenting the work of the Committee. This report may include recommendations by the Committee on policy issues or related concerns in the implementation of City policies related to air quality and related health and environmental issues. This report is presented to Hamilton City Council and the community every year;
- Endorse City actions to improve local air quality;
- Communicating information on air quality to the public on the Clean Air Hamilton website – www.cleanair.hamilton.ca;
- Hosting the biannual Upwind/Downwind Conference which highlights (a) the latest in air quality research and (b) strategies and activities to improve air quality on a local, regional and national scale, and;
- Developing an annual Work Plan and a Strategic Plan every 3 years that furthers the work of *Clean Air Hamilton*, its vision and its goals.

Roles & Responsibilities:

The Chair is appointed for a 3 year term by CACC members. Upon the ending of the 3 year period, the Chair can declare his/her intentions to continue as Chair or resign. Decision on renewal of the Chair term is decided upon by CACC members.

Where a new Chair is sought, the decision and process to seek and determine a new Chair will be made by CACC members.

The Chair is a CACC member and is expected to uphold the same responsibilities as all CACC members. If the Chair does not uphold the responsibilities of the Chair and CACC member, CACC has the option to select a new Chair.

Chair

Responsibilities of the Chair include:

- Being the public spokesperson for *Clean Air Hamilton*;
- Furthering the Vision and Goals of *Clean Air Hamilton* and promote improved air quality in Hamilton;
- Facilitating information sharing and exchange on programs that address air quality;
- Identifying and seeking partners and change agents to implement programs and policies that improve local air quality;
- Providing input and direction into the *Clean Air Hamilton* Strategic Plan, Work Plan and Annual Reporting on Air Quality, and reviewing *Clean Air Hamilton's* progress in implementing the goals of *Clean Air Hamilton* and the Strategic Plan;
- Presenting the annual, year-end report documenting the work of CACC to City Council;
- Chairing the meetings of the CACC;
- Co-ordinating meeting agendas and items with the Air Quality Co-ordinator;
- At meetings, the Chair will opening meetings and manage the agenda within the time frame allotted; ensure discussions are focused on critical items; solicit input from all and provide adequate opportunity for each member to share their views/questions/concerns and close meetings ensuring all items have been discussed, and;
- Reviewing monthly meeting minutes and associated items distributed by E-mail.

Air Quality Co-ordinator

The Air Quality Co-ordinator is a City of Hamilton-funded position and serves to co-ordinate and administer the work of *Clean Air Hamilton* and the Committee. The Air Quality Co-ordinator is a CACC member and is expected to uphold the same responsibilities as all CACC members.

Responsibilities of the Air Quality Co-ordinator include:

- Being the public voice of *Clean Air Hamilton* and/or Chair Committee meetings on behalf of the Chair, where requested;
- Responding to requests for information from members, City Council, and the public on *Clean Air Hamilton* and the Committee;
- Co-ordinating meeting agendas and items with the Chair and CACC members;
- Distributing agendas and items for discussion at meetings to CACC members;
- Recording and distributing minutes of meetings to CACC members.
- Preparing the annual year-end report documenting the work of the Committee;

- Communicating information on air quality to the public on the Clean Air Hamilton website – www.cleanair.hamilton.ca;
- Assisting in the development and management of the biannual Upwind/Downwind Conference;
- Assisting in the development of the Strategic Plan and Work Plan;
- Assisting in the co-ordination of meetings of working groups;
- Seeking out and applying to external funding opportunities for *Clean Air Hamilton*, and;
- Identifying and seeking partners and change agents to implement programs and policies that improve local air quality.

CACC Members

Members are expected to further the Vision and Goals of *Clean Air Hamilton* and promote improved air quality in Hamilton through:

- Facilitating information sharing and exchange on programs of their organizations that address air quality;
- *Clean Air Hamilton* members must attend all meetings – or provide a back-up or notification to the Air Quality Co-ordinator if unable to participate when members cannot attend due to vacations, etc.;
- *Clean Air Hamilton* members who do not attend more than 3 consecutive meetings must contact the Air Quality Co-ordinator and Chair through a written or electronic communication on their absence and intent to continue as a member;
- Work with the Air Quality Co-ordinator to monitor the work of *Clean Air Hamilton*, and work with the Air Quality Co-ordinator and other CACC members between meetings to carry out the business of Clean Air Hamilton;
- Identify and seek partners and change agents to implement programs and policies that improve local air quality;
- Provide input into the *Clean Air Hamilton* Strategic Plan, Work Plan and Annual Reporting on Air Quality, and review *Clean Air Hamilton's* progress in implementing the goals of *Clean Air Hamilton* and the Strategic Plan;
- Bring forward items for meeting agendas – ensure items and materials are ready for discussion/decision with adequate time for pre-circulation;
- Show up on time for meetings and keep the meeting on track in terms of time
- Keep comments and discussions on-topic at meetings;
- Review monthly meeting minutes and associated items distributed by E-mail, and;
- Input and involvement by some members may be limited for particular topics and decision-making due to their organizational responsibilities outside of CACC. Members are supported in not always providing input for this reason.
- There will be no more than one vote per member organisation.

Memberships:

Clean Air Hamilton is open to anyone who has the time, expertise, experience and interest in air quality issues to work in a committee-based format to find ways to improve air quality in the City through facilitation of solutions, partnerships and educating the public in a voluntary capacity.

Membership should represent a balanced range of disciplines and interests in air quality including, **but not limited to**, health, planning, transportation, engineering, policy, energy, monitoring, research, education, finance, communication and outreach, and community development.

Members also represent key stakeholders or change agents with interest, programs and policies that address air quality. Members include all levels of government (local, provincial and federal), local industry, local utilities, local academics (university and college), non-profits and non-governmental environmental organizations, consultants, and local citizens with an interest and role in improving air quality in Hamilton. CACC members may invite others to join.

There are two levels of membership in *Clean Air Hamilton*:

a. CACC members

CACC members are directly responsible for attending monthly meetings, providing advice and input into the *Clean Air Hamilton* Strategic Plan, Work Plan and Annual Reporting on Air Quality, and review *Clean Air Hamilton's* progress in implementing the goals of *Clean Air Hamilton* and the Strategic Plan. Responsibilities of CACC members are outlined in these Terms of Reference. CACC members attend *Clean Air Hamilton* meetings and are involved in decision-making at meetings as outlined in these Terms of Reference.

b. Corresponding members

Corresponding members are individuals interested in keeping informed of the work of *Clean Air Hamilton*, events, news and information as it relates to air quality and related health and environmental issues. Corresponding members may attend *Clean Air Hamilton* meetings, but are not involved in decision-making. Correspondence with such members will be electronic.

Interested and invited members should contact the Air Quality Co-ordinator and the Chair to outline their interest in joining the CACC and their potential contributions to furthering the Vision and Goals of *Clean Air Hamilton*. Interested and invited members are required to attend at least two CACC meetings and declare their intent to join. The CACC will confirm membership after two meetings.

Members may resign from *Clean Air Hamilton* through a written or electronic communication to the Chair and the Air Quality Co-ordinator.

Clean Air Hamilton is dependent upon the voluntary contributions of its members to make air quality improvements in Hamilton. *Clean Air Hamilton* supplements the voluntary contributions of members with renewed and ongoing commitments of funding from key stakeholders, including various levels of government, the City of Hamilton, local industries and academic institutions, as well as recruiting new members into the organization.

Operating Budget and Funding:

Clean Air Hamilton's operating budget is administered by Hamilton Public Health Services and is reviewed annually in consultation with the Committee. *Clean Air Hamilton's* operating budget, programs and sources of funding are reported on annually through the *Clean Air Hamilton* annual report.

Additional funding for programs that assist in furthering the Vision and Goals of *Clean Air Hamilton* and improved air quality in Hamilton are sought out and communicated with CACC members. Applications for external funding are coordinated between the Air Quality Co-ordinator, the Chair and CACC members.

Any additional funding received outside of the City's annual operating budget for programs are held in the *Clean Air Hamilton's* operating budget and are administered by Hamilton Public Health Services in consultation and partnership with *Clean Air Hamilton*, the Chair, and CACC members.

Decision-making:

Principles of Decision-making

1. The Clean Air Hamilton Coordinating Committee (CACC) provides advice.
2. This advice is reached by consensus among its members.
3. Members are expected to be collegial in any discussions and business undertaken by the Committee.
4. To the extent possible, all the applicable sciences are to be represented in the discussions and business undertaken when the Committee develops advice.
5. To the extent possible, evidence-based analysis is to be used in reaching conclusions as to the advice to be given.
6. To the extent possible, opportunity will be afforded to all points of view to be expressed during discussions and business when the Committee develops advice.

The Clean Air Hamilton Coordination Committee (CCAC) meets monthly and decisions on activities and the work of *Clean Air Hamilton* are made by members

at these meetings. A facilitative process is used to achieve consensus-based decisions and actions. Action items are clearly articulated and assigned during the meeting. Outcomes are recorded in the meeting minutes. These minutes, which list the action items, are distributed to all members of *Clean Air Hamilton* through E-mail. For maximum public transparency, the minutes are also posted on the *Clean Air Hamilton* website.

Conflict of Interest:

Conflicts of interest must be disclosed by CACC members concerning any matter that comes before the Committee and are recorded in the meeting minutes. Any CACC member may raise the question of a conflict of interest and the CACC member in question must satisfy the group that no conflict exists. The Chair may determine a conflict exists and so declare. Where a conflict exists, a CACC member must not take part in any discussions or participate in any decisions on activities or resolutions of the Committee pertaining to the issue.

Meetings:

Clean Air Hamilton meets on a monthly basis on the second Monday of the month from 3pm to 5pm at Hamilton City Hall. Meetings are open to the public. Agendas and any accompanying meeting materials are set and distributed through E-Mail to CACC members by the Air Quality Co-ordinator the week before the monthly meeting. Changes or additions to meeting agendas, meeting locations and meeting times are communicated either at meetings or through E-Mail to all CACC members, the Chair and the Air Quality Co-ordinator. E-mail will be used to communicate ongoing information sharing amongst CACC members between monthly *Clean Air Hamilton* meetings.

Minutes are taken by the Air Quality Co-ordinator during meetings. Meeting minutes are circulated via E-mail to CACC members up to 3 days after meetings and before the following monthly meeting to ensure CACC members have time to review and communicate any errors or need for clarification. Minutes of the previous meeting are reviewed and approved at the monthly meeting. Approved minutes are posted to the *Clean Air Hamilton* website – www.cleanair.hamilton.ca, for the public to view.

Presentations at Meetings:

Any presentations by outside organizations for *Clean Air Hamilton* meetings are arranged through the Air Quality Co-ordinator the month before the *Clean Air Hamilton* meeting at which the presentation will be shown. In cases where presentations have information of an immediate nature, they will be shared via E-Mail to all CACC members. Presentations at monthly meetings will be no more than 30 minutes and allow sufficient time for discussion by Committee members. Copies of presentations will be made available for viewing on the *Clean Air*

Hamilton website (www.cleanair.hamilton.ca) with the permission of the presenter and distributed to members of *Clean Air Hamilton*.

Working Groups:

At times, issues or topics identified by the CACC in the *Clean Air Hamilton* Strategic Plan and annual Work Plan or in the research, education and communication work that *Clean Air Hamilton* undertakes in addressing air quality in Hamilton requires the formation of ad hoc working group made up of members of *Clean Air Hamilton*.

Terms of Reference for these working groups will be created to identify the tasks and responsibilities of the working group and circulated to members of *Clean Air Hamilton* for their interest and participation in groups. Working groups may be open to outside agencies/organizations and individuals outside of *Clean Air Hamilton* members who have expertise in the area or issue identified.

Working groups are required to report back to *Clean Air Hamilton* on activities at monthly meetings as set out in their respective Terms of Reference.