

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 remain a multi-stakeholder group dedicated to improving air quality by increasing public perception and expanding Clean Air Hamilton membership while providing communication and promotion of realistic, science-based decision making and sustainable practices
- To comply with Ministry of the Environment, Conservation and Parks and Canadian Ambient Air Quality Standards. This will be done through working together with the Air Quality Task Force.
- To encourage and facilitate more use of public and active transportation through commentary on transportation related matters, supporting educational programs and localized monitoring leading to detailed information to encourage changes in behaviour.
- To improve air monitoring activities across the City of Hamilton by providing support for additional portable air monitors and fixed air monitors that provide real-time monitoring for contaminants of concern in Hamilton.
- To lower concentrations of PM_{2.5} across the City of Hamilton below Canadian Ambient Air Quality Standards by effectively utilizing the airshed model to create partnerships and pollution inventory specific to street sweeper and dust mitigation programs.

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;
- Review City actions to improve local air quality;
- Communicating information on air quality to the public on the Clean Air Hamilton website – www.cleanairhamilton.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 promoting 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 open 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 email.

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;
- Distributing academic research articles and relevant air quality information 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 and maintaining the Clean Air Hamilton website – www.cleanairhamilton.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, and;
- Act as administrator for the Clean Air Hamilton Discussion Board.

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;
- 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, and;
- 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 improves 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 (see Appendix I - Voting Members). 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 5 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.cleanairhamilton.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.cleanairhamilton.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 an 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.

Discussion Board

All members of Clean Air Hamilton will be granted access to a private discussion board through the Clean Air Hamilton website. The discussion board is to be used by members to promote discussion of various science-based air quality issues, topics and technologies. The portal may not be used for monetary gain, including promotion, advertising or marketing of products or services. Members are to conduct themselves in a respectful manner to all members and may not engage in offensive language or dialogue. Any posts that may be considered a conflict of interest or offensive in nature will be removed by the administrator and a warning will be issued. If a member feels a post is offensive in nature, they are

to contact the Chair and the Coordinator. Any members who conduct themselves in an inappropriate manner may be denied access to the discussion board at the discretion of the Chair.

Appendix I – Voting Members

Background

Clean Air Hamilton (CAH) 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 (Vision, Clean Air Hamilton Coordination Committee (CACC) – Terms of Reference, March 2019).

This document outlines the voting structure and procedure to be followed when activities or resolutions arise that require for a Clean Air Hamilton vote. These activities or resolutions include, but are not limited to, decisions related to finance, personnel, relationship to the city, CAH work plans, and any other issues deemed necessary.

The voting procedure outlined in this document is reserved for instances when a formal vote is needed to be recorded. Otherwise, the consensus method will be followed as has been done in the past. All members continue to have the right/ability to ‘opt out’ of the consensus decision-making process.

Voting Members

The following 14 CAH members will be considered voting members:

Bloc	Representative	Organization
Industry	Manager, Corporate Environment (or assignee)	Stelco
	General Manager – Environment (or assignee)	ArcelorMittal Dofasco G.P
	General Manager (or assignee)	HIEA
Non-governmental environmental organizations	Executive Director (or assignee)	Environment Hamilton
	Chair (or assignee)	Green Venture
	Representative	Mississaugas of the Credit First Nation
Government	Project Manager – Air Quality & Climate Change (or assignee)	City of Hamilton
Academic Institutions	Representative	McMaster University
	Representative	Mohawk College
Professional Consultants	Representative	

Public Citizens	<p>Three public citizens will be given voting rights. These citizens will be decided by the Clean Air Hamilton Coordination Committee (CACC). They may fulfil the following criteria:</p> <ul style="list-style-type: none"> (i) Be active participants in CAH meetings; (ii) Be knowledgeable and experts in the field of air quality; and <p>Public citizens with voting rights will be appointed for a duration of three years and renewable at the Chair's request.</p>
CAH Chair	The Chair will have one tiebreaker vote

Conflict of Interest Clause:

A conflict of interest arises during situations in which a CAH voting member has personal or private interests that may interfere with the just voting activity or resolution of Clean Air Hamilton. A conflict exists even if no unethical or improper act results from it. A perceived conflict of interest must be disclosed by voting members prior to the voting procedure. This must be recorded in the meeting minutes. Any CAH member can raise the question of a possible conflict of interest and the voting member in question must satisfy the group that no conflict exists prior to participating in the voting procedure. The Chair may determine a conflict exists and so declare.

When a conflict of interest exists, the voting member must not actively participate in any discussions, voting activities or resolutions pertaining to the issue for which the conflict has been declared.

Types of Interests:

- Direct Interests
 - Direct interests are those interests in which the voting member has an apparent significant social relationship or financial relationship and with respect to which the voting member may gain benefits or losses, advantages or disadvantages.
- Indirect Interests
 - Indirect interests are those interests in which the voting member, by virtue of a significant social relationship or a financial relationship, may reasonably be seen to gain benefits or losses, advantages or disadvantages, even though the voting member may never have a direct interest.
- Personal Interest:
 - A personal interest includes a right, entitlement, or legal share in something and involves any situation where the voting member is likely to secure some benefit or loss, or advantage or disadvantage. A personal interest includes but is not limited to financial interests and can be a direct interest or an indirect interest.
 - A personal interest does not include an interest:

- a) that is of general application to members of Clean Air Hamilton; or
- b) where the interest is so remote or insignificant in its nature that a decision affecting the interest cannot reasonably be regarded as likely to influence the voting member.

Types of Relationships:

- Financial Relationship:
 - A financial relationship is one in which:
 - a) the voting member is a member of a body that potentially has a financial interest in matters within the scope of the Clean Air Hamilton activity or resolution to be voted upon.
- Significant Social Relationship
 - A significant social relationship includes personal relationships, such as family and emotional relationships, and memberships in volunteer and professional organizations.

Voting Procedure

When activities or resolutions arise that require a voting procedure, these steps must be followed:

- (1) A motion must be raised prior to voting
 - a. Non-voting members and voting members are eligible to raise a motion to call for a vote
 - b. CAH Chair will ask for a voting member to second the motion
- (2) CAH Chair will announce the issue/topic that is to be voted upon in clear phrasing
 - a. CAH Chair to open the floor for debate and/or discussion on the motion
 - b. CAH Chair will moderate the conversation so CAH members are engaged in a respectful manner
 - c. This discussion will include the implications of what a vote for Yes, No, and Abstain would mean
- (3) Air Quality & Climate Change Coordinator will call upon voting members (in alphabetical order) to cast their vote, with the CAH Chair voting last
 - a. Votes can be Yes, No, or Abstain
 - b. Each voting member has no more than one vote
 - c. In case a voting member is absent, their vote is counted as an Abstain. The voting member can proxy or mail-in their vote in cases where a vote is planned in advance of a meeting.

Appendix II – Equity, Diversity and Inclusion Policy

Policy Statement

Clean Air Hamilton is committed to the principles of equity, diversity, and inclusion (EDI) in all aspects of our community organization and partnerships. We believe we are stronger when we not only celebrate our many differences, values, and voices, but include them in practice. This means that our members will actively work to understand and remove barriers to equity and inclusion, be they systematic, physical, or otherwise. In addition, we are committed to ongoing learning and development in the areas of EDI so that we can apply an “equity lens” in all areas of our activities. Further, Clean Air Hamilton will adhere to the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act at all times.

Clean Air Hamilton strives to ensure that our membership is representative of the community we serve. We recognize that Indigenous, racialized and economically disadvantaged people are frequently disproportionately affected by environmental degradation and toxic exposures, and we are committed to ensuring that those segments of our community are given voice.

The purpose of this policy is to outline our principles and expectations when it comes to EDI.

Definitions

The following definitions have been sourced directly from the [Ontario Human Rights Code](#):

“Culturally competent organization”: an organization that displays cultural competence, in both its systems and individual behaviour.

“Diversity”: the presence of a wide range of human qualities and attributes within an individual, group or organization. Diversity includes such factors as age, sex, race, ethnicity, physical and intellectual ability, religion, sexual orientation, educational background and expertise.

“Discrimination”: treating someone unfairly by either imposing a burden on them, or denying them a privilege, benefit or opportunity enjoyed by others, because of their race, citizenship, family status, disability, sex or other personal characteristics (note: this is not a legal definition).

“Duty to accommodate”: Under the Ontario Human Rights Code, people identified by Code grounds are entitled to the same opportunities and benefits as everybody else. In some cases, they may need special arrangements or

“accommodations” to take part equally in the social areas the Code covers, such as employment, housing and education.

“Equal opportunity”: aims to ensure that all people have equal access, free of barriers, equal participation and equal benefit from whatever an organization has to offer. Note that equal opportunity extends beyond employment.

“Equity”: fairness, impartiality, even-handedness. A distinct process of recognizing differences within groups of individuals, and using this understanding to achieve substantive equality in all aspects of a person’s life.

“Inclusion”: appreciating and using our unique differences – strengths, talents, weaknesses and frailties – in a way that shows respect for the individual and ultimately creates a dynamic multi-dimensional organization.

Policy

At Clean Air Hamilton we strive to ensure that all people are treated equally and to be a culturally competent community organization. We value diversity and will continue to actively work to build a diverse membership which is reflective of our community and inclusive of persons of various groups in terms of age, sex, race, ethnicity, physical and intellectual ability, religion, sexual orientation, educational background and expertise.

We believe in equal treatment and opportunity for all of our members. We will ensure the right to equal treatment is upheld in participation in meetings and activities, opportunities for advocacy, enabling contributions and ideas to be fully heard and considered, and assessment of grant applications. Discrimination will not be tolerated.

Every person who participates at Clean Air Hamilton has a responsibility to treat others with dignity and respect, and make sure all people feel included and have access to the same opportunities to contribute. We will actively strive to create an environment where all persons are able to share their ideas, beliefs, and skills.

Clean Air Hamilton membership is responsible for:

- Promoting a culture of respect and inclusion
- Examining its membership and the various barriers that are in place that may work against (EDI) and implementing strategies to overcome them such as:
 - Revising policies and procedures to reflect EDI regularly as needed
 - Examining language and available supports from an EDI lens
 - Examining communications from an EDI lens
 - Creating an EDI subcommittee
 - Asking for member feedback

- Ensuring information about environmental risks and burdens are collected, analyzed and shared with an equity lens
- Informing members about the principles of EDI and our policy
- Providing learning opportunities to our members
- Encouraging participation from persons of various backgrounds and groups
- Providing accommodation as needed

Clean Air Hamilton leadership and participating City employees are responsible for:

- Providing an open door so that our members can voice any concerns or barriers that they may be experiencing and acting on recommendations/concerns
- Providing supports or accommodation as required
- Ensuring that all members feel welcome and included
- Creating opportunities to ensure the ideas, talents and opinions of all Clean Air Hamilton members are heard and that proper credit is given for ideas and accomplishments
- Being flexible on policies as needed such as allowing our members to observe various religious/spiritual practices
- Actively working to find ways to bring people together so that they may share ideas

Our members are responsible for:

- Complying with this policy
- Bringing forward any ideas, suggestions, or issues

Membership

Clean Air Hamilton will put in place practices that promote EDI in our membership, and to reach out to any groups in the City that are disproportionately affected by environmental risks to ensure that their voices are heard and their ideas are considered. Wherever possible we will:

- Reach out to underrepresented groups and those that are that are disproportionately affected by environmental risks and encourage their participation
- Openly welcome participation from persons with disabilities or those protected by the human rights code and provide accommodation as required

Privacy

Clean Air Hamilton understands the sensitive nature of information that may be shared during conversations about equity and diversity and will respect the privacy and confidentiality of member information, at all times.