

Clean Air Hamilton – Terms of Reference

Mandate:

Clean Air Hamilton (CAH) is a voluntary group established in 1998 to advise the City of Hamilton and its elected representatives on air quality and related issues, as well as provide an authoritative voice and scientific resource on local air quality issues.

Vision:

Clean Air Hamilton is an innovative, multi-stakeholder agent of change dedicated to improving air quality in our community. We are committed to improving the health and quality of life of citizens through communication and promoting realistic, evidence-based decision-making and sustainable practices. While CAH values scientific evidence, we recognize the value of different ways of knowing and encourage the incorporation of traditional or other forms of knowledge.

Conduct:

Clean Air Hamilton is a diverse group of volunteers committed to improving air quality in Hamilton in a collegial and collaborative environment. Members of CAH shall show consideration for each other and towards members of the community we serve and treat one another with respect, dignity and without discrimination. All members accept responsibility to act and behave in a manner that is consistent with the *Clean Air Hamilton Code of Conduct* (Code, Appendix III), and confirm their acknowledgement of this by signing a copy of the Code and submitting it to the Air Quality Coordinator (p.4) annually.

Goals:

- To remain a multi-stakeholder group dedicated to improving air quality by increasing public awareness of air quality issues, and expanding Clean Air Hamilton membership, while providing communication and promotion of realistic, evidence-based decision making and sustainable practices.
- To identify and pursue actions and initiatives that will support air quality improvement, and the achievement of air quality objectives in Hamilton, for example, meeting Ontario's Ambient Air Quality Criteria, and the Canadian Ambient Air Quality Standards.
- To encourage and facilitate increased 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 support educational programs relating to air quality improvement.

- To improve air monitoring activities across the City of Hamilton by providing support for additional portable air monitors and fixed air monitors that provide monitoring for contaminants of concern in Hamilton.
- To lower concentrations of PM_{2.5} across the City of Hamilton below the Canadian Ambient Air Quality Standards (also reflected in Ontario's Ambient Air Quality Criteria), 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:

- 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 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;
- Supporting air quality educational programs in local schools;
- Prepare an annual year-end report documenting the work of Clean Air Hamilton. This report may include recommendations by Clean Air Hamilton 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 a Work Plan every 4 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 CAH members. Upon the ending of the 3-year period, the Chair can declare their intentions to continue as Chair or resign. Decision on renewal of the Chair term is decided upon by CAH members.

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

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

1. Chair

Responsibilities of the Chair include:

- Being the public spokesperson for *Clean Air Hamilton*;
- Furthering the Vision, Goals, and Functions of *Clean Air Hamilton* and promoting improved air quality in Hamilton;
- Ensuring that all CAH members, and external participants such as presenters and delegates, adhere to the *Code of Conduct* (Appendix III);
- Presenting the annual progress report documenting the work of CAH to City Council;
- Chairing the meetings of the CAH;
- 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.

2. Air Quality Co-ordinator

The Air Quality Co-ordinator is a City of Hamilton-funded position that dedicates .1 FTE to co-ordinating and administering the work of *Clean Air Hamilton*. The Air Quality Co-ordinator is a CAH member and is expected to uphold the same responsibilities as all CAH members.

Responsibilities of the Air Quality Co-ordinator include:

- Act as a representative of Clean Air Hamilton and/or chair CAH meetings, and provide updates on CAH activities as needed;
- Responding to requests for information from members, City Council, and the public on *Clean Air Hamilton* and CAH;
- Co-ordinating meeting agendas and items with the Chair and CAH members;
- Sharing CAH objectives and expectations with outside presenters in advance of meeting attendance;
- Distributing agendas and items for discussion at meetings to CAH members;
- Distributing academic research articles and relevant air quality information to CAH members;
- Recording and distributing minutes of meetings to CAH members.
- Preparing the annual year-end report documenting the work of CAH;
- 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 in collaboration with the Conference Planning Working Group;
- Assisting in the development of the 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;
- Act as administrator for the Clean Air Hamilton Discussion Board.
- Manage the membership list, including periodically contacting those who no longer attend or participate in CAH or whose membership has lapsed

3. CAH Members

Members are expected to further the Vision, Goals and Functions 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;
- Attending 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 three (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 CAH 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* Work Plan and Annual Reporting on Air Quality, and review *Clean Air Hamilton's* progress in implementing the goals of *Clean Air Hamilton*;
- 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 CAH. Members are supported in not always providing input for this reason;
- Members of CAH shall show consideration for each other and towards members of the community we serve and treat one another with respect, dignity and without discrimination. All members accept responsibility to act and behave in a manner that is consistent with the Clean Air Hamilton Code of Conduct (Code, Appendix III), and confirm their acknowledgement of this by signing a copy of the Code and submitting it to the Air Quality Coordinator (p.4) annually.
- Voting is as outlined in Appendix I.

Memberships:

Clean Air Hamilton is open to anyone who has the time, 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/or policies that address air quality. Members include all levels of government (local, provincial and federal), local industry, 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. CAH members may invite others to join.

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

a. CAH members

CAH members are directly responsible for attending monthly meetings, providing advice and input into the *Clean Air Hamilton* 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 Work Plan. Responsibilities of CAH members are outlined in these Terms of Reference. CAH members attend *Clean Air Hamilton* meetings and are involved in decision-making at meetings as outlined in these Terms of Reference. There are 14 CAH voting members (see Appendix I).

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 CAH 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 CAH meetings and declare their intent to join. CAH 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.

Funding:

Hamilton Public Health Services administers annual funding via the City of Hamilton's Procurement process to support work in the community that aligns with the goals of *Clean Air Hamilton* and Ontario's Public Health Standards.

Any potential revenue generated from the Upwind/Downwind Conference remains in a Hamilton Public Health Services reserve account for the purposes of future conferences.

Decision-making:

Principles of Decision-making

1. Clean Air Hamilton (CAH) provides advice.
2. Decisions are approved via a majority vote in favor by the members as outlined in the voting structure.
3. Members are expected to be collegial in any discussions and business undertaken by CAH.
4. All the applicable sciences are to be represented in the discussions and business undertaken when CAH develops advice.
5. Evidence-based analysis is to be used in reaching conclusions as to the advice to be given.
6. Opportunity will be afforded to all points of view to be expressed during discussions and business when CAH develops advice.

Clean Air Hamilton (CAH) 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 CAH members concerning any matter that comes before the CAH and are recorded in the meeting minutes. Meeting agendas will include a reminder to disclose COI. Any CAH member may raise the question of a conflict of interest and the CAH 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 CAH member must not take part in any discussions or participate in any decisions on activities or resolutions of CAH 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 with an option for virtual attendance via Webex. Meetings are open to the public. Agendas and any accompanying meeting materials are set and distributed through e-Mail to CAH 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 CAH members, the Chair and the Air Quality Co-ordinator. E-mail will be used to communicate

ongoing information sharing amongst CAH members between monthly *Clean Air Hamilton* meetings.

Minutes are taken by the Air Quality Co-ordinator during meetings. Hybrid and virtual meetings are recorded solely for the purposes of minute taking. Meeting minutes are circulated via e-mail to CAH members up to 5 days after meetings and before the following monthly meeting to ensure CAH 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 by Outside Organizations at Meetings:

Any presentations by outside organizations for *Clean Air Hamilton* meetings are arranged through the Air Quality Co-ordinator at least two weeks before the *Clean Air Hamilton* meeting at which the presentation will be shown in order to ensure clear communication to members via the agenda. CAH expectations regarding the code of conduct are to be provided to presenters in advance of attendance. In cases where presentations have information of an immediate nature, they will be shared via e-Mail to all CAH members. Presentations at monthly meetings will be no more than 30 minutes and allow sufficient time for discussion by CAH 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*.

Delegations from Members of the Community:

Clean Air Hamilton values input from members of the Community about their views, concerns, ideas and lived experiences. Delegations from members of the Community that are not otherwise interested in becoming members of Clean Air Hamilton shall be in accordance with the following procedure:

- Delegations are to be arranged in writing through the Air Quality Coordinator and must include a summary of the proposed delegation.
- The Chair will, at their discretion, decide whether to accept the request for delegation, and may deny the request if it is deemed to be out of scope of the CAH mandate or not in adherence to the *Clean Air Hamilton Code of Conduct*.
- Delegations will commence after the approval of the previous meeting's minutes.
- Before the delegation commences, the Chair will explain the rules of delegation and expectations with respect to conduct. The Chair may, at any time, warn a delegate or terminate a delegation, if it is not in keeping with the *Clean Air Hamilton Code of Conduct*. The Chair may also warn

CAH members if they are not adhering to the Code of Conduct during a delegation.

- Delegates will have 10 minutes to make statements. This may be extended at the discretion of the Chair. CAH members (other than the Chair) are not permitted to interrupt the delegate.
- Following the delegation, CAH members will have the opportunity to ask questions to clarify any part of the delegation. CAH members are not permitted to make statements. Delegates are not permitted to ask questions of CAH members.
- Following the delegate's responses to any questions for clarification, the Chair will thank the delegate for their input and the delegation will be ended and recorded in the minutes. Delegates are permitted to remain and listen to the remainder of the meeting but are not permitted further participation.

Working Groups:

At times, issues or topics identified by CAH in the *Clean Air Hamilton 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 groups made up of members of *Clean Air Hamilton*.

Clear deliverables and timelines will be identified for the working groups and circulated to members of *Clean Air Hamilton* for their interest and participation in groups.

Working groups are required to report back to *Clean Air Hamilton* on activities at monthly meetings.

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 evidence-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

This document outlines the voting structure and procedure to be followed when activities or resolutions arise that require a 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	Corr Environmental
Public Citizens	Three public citizens will be given voting rights. These citizens will be decided by Clean Air Hamilton (CAH). They may fulfil the following criteria: <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 Public citizens with voting rights will be appointed for a duration of three years and renewable at the Chair’s request.	
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:
 - 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 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. This will include:

- Reaching 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.

Appendix III – Code of Conduct

- Clean Air Hamilton draws its membership and values input from organizations and the community regardless of age, sex, race, ethnicity, physical and intellectual ability, religion, sexual orientation, gender identity, gender expression, economic status, educational background or expertise.
- Members will refrain from engaging in discriminatory behavior or making derogatory remarks based on race, gender, age, sexual orientation, religion, or any other personal characteristic.
- Members will refrain from engaging in personal attacks, harassment, or any form of offensive language or behavior.
- Members will report any incidents of harassment or discrimination promptly to the Chair.
- Members of Clean Air Hamilton shall be respectful toward each other and towards members of the community and shall treat one another with dignity and without discrimination. This requirement will also apply to all external participants such as presenters and delegates.
- Members are encouraged to speak up to ensure that an environment exists that allows for all to be held accountable when something harmful is said or done.
- Members will remain open to receiving feedback and learning about barriers to healthy interactions which may include unconscious biases, stereotypes and systems of oppression.
- Members shall respect the authority of the Chair. The Chair may, at their discretion, warn or eject any person not adhering to this Code of Conduct. Members will report any violations of the code of conduct to the Chair.
- Members are required to sign the Attestation below and submit it to the Air Quality Coordinator annually.
- The Code of Conduct will be reviewed and updated biannually to ensure its effectiveness.
- Members may provide feedback and suggestions for improvement to the Chair and Secretariat at any time.

Clean Air Hamilton Member Attestation

Name (print): _____

By signing this Attestation, I hereby confirm that I have read and understand this Code of Conduct and agree to abide by its requirements.

Signature: _____

Date: _____