



INFORMATION FOR PROSPECTIVE STEERING COMMITTEE MEMBERS

March 2024

*Together we are building a better future, guided by our community greenhouse gas (GHG) emissions reduction target of 50% by the year 2030 (below 2010 levels), and an 80% reduction by 2050. **We are looking for community leaders to guide this vision to a more equitable, prosperous, resilient and low-carbon community.** We must act urgently to reduce our local emissions and we can't do it without the right people at the table ensuring we are supporting the whole community with focus on those who are already most marginalized and will continue to be disproportionately affected. If you are a leader in the community, concerned about the climate crisis and understand the important role you can play, **please apply to join the ClimateActionWR Collective.***

In order to achieve the sustainable, equitable, and comprehensive community-wide mobilization that is required to make significant emissions reductions, we must build capacity in the way we govern our program and formalize the role of more community leadership voices in this important work.

ClimateActionWR is looking for new members to join our Steering Committee who share our vision, passion and recognize the opportunities for impact by working collectively. This committee will support decision making to implement the strategic direction of the Community Leadership Table, provide support and accountability to the ClimateActionWR Collective.

About ClimateActionWR

ClimateActionWR is a collaboration between local organizations, community members, and all 8 local municipalities within Waterloo Region focused on climate change mitigation. We are co-led by Sustainable Waterloo Region (SWR) and Reep Green Solutions (Reep). Since the adoption of the TransformWR strategy in 2021, the work of the collaborative has shifted towards mobilizing action towards the 30% GHG emissions reduction goal by 2030, and long-term target of 80% by 2050 (80x50). In addition to these targets, all 8 municipalities went one step further to set an interim goal of a 50% reduction by 2030. In combination with bold local action, we require accelerated implementation at the provincial and federal levels in order to achieve the 50% by 2030 target (50x30).

In our most recent greenhouse gas re-inventory, we reported that without the drastic impacts of the COVID-19 pandemic, we would have been unlikely to meet our 2020 target of a 6% reduction from the 2010 baseline year. This underscores the necessity of transformational climate action and an accelerated response to meet the 50x30 target.



For more information on Reep's programs and services, see www.reepgreen.ca and our most recent [Impact Report](#).

For more information on SWR's program and services, see www.sustainablewaterlooregion.ca and our most recent [Year End Report](#).

The ClimateActionWR Commitment

ClimateActionWR is committed to creating an accessible and diverse culture where everyone belongs. We commit to actively working to empower full participation of committee members and ensure fair treatment within the Collective. We believe diversity strengthens our organization, and we strongly encourage applications from qualified candidates of any background. For more detailed information, please see the ClimateActionWR Collective Engagement Principles in the Terms of Reference.

The ClimateActionWR Collective

As a community we have adopted TransformWR, an ambitious community climate mitigation action plan, with near-term timelines that require significant community-wide mobilization. To reach our targets and see the transformation of Waterloo Region to an equitable, prosperous, resilient, low carbon community, we recognize that we need to engage more people and more organizations in our collaborative work. As a result we are adopting a new ClimateActionWR Collective that formalizes the integration of a broader spectrum of partners across the community in our collaborative decision making and climate action initiatives.

BENEFITS OF JOINING THE STEERING COMMITTEE:

- Contribute to the acceleration of local climate action implementation that results in significant reductions of greenhouse gas emissions and address the many intersecting social issues that will better our community;
- Apply your unique skills, perspectives and expertise to the climate crisis;
- Build more knowledge of climate change and sustainability;
- Integrate your networks and organizations and into the local climate movement.

PRIMARY ROLES AND RESPONSIBILITIES:

- Provide ongoing support and guidance to the ClimateActionWR Staff Team and Action Tables
- Support relationship management with community partners



- Assess progress of Action Tables and support the scoping of projects to ensure alignment with strategic direction
- Provide guidance on when Action Teams should be initiated, modified, or come to an end
- Advise on how to overcome barriers that Action Teams are experiencing
- The Steering Committee takes direction from the Community Leadership Table and supports the enactment of actions and processes to accomplish and support the staff team to accurately report on these actions.

COMMITMENT

Committee members are expected to contribute the following time commitments:

- Monthly Steering Committee meetings, each of which are 1-1.5 hours in length
- Time to support Action Tables (reading progress reports), the ClimateActionWR staff team, preparation for Community Leadership Table meetings; by way of reviewing strategic documents and providing insight and feedback, committee meeting preparation, making connections and seeking opportunities for collaboration (~5 hours per month).
- There are no set terms for the Steering Committee, we ask that you make a minimum of a one year commitment to this role.

A stipend will be provided to any member that represents a non-profit organization or those that are representing as an individual and not as part of their paid employment.

APPLICATION PROCESS

Steps in the process to apply for the Steering Committee:

1. Review the full Recruitment Package (this document)
2. Send us a letter of application for the Steering Committee, by email, that includes your reasons for your interest, alignment with the mandate of the committee, and knowledge of equity in climate action. Please include your resume or CV as well.
3. The ClimateActionWR Staff team and Executive Directors will assess candidate packages and may elect to set up a coffee chat or video conference to learn more about your interest in joining the Steering Committee.
4. Candidates will be assessed on their:
 - a. Knowledge of the aforementioned areas of expertise;
 - b. Alignment with committee mandate and/or knowledge of equity in climate action;
 - c. Broad and differentiating skill set to ensure broad representation of key impact and transition areas across the committee;
 - d. and representation of the region geographically.
5. Term begins at the first Steering Committee meeting in May.



Appendix A: Executive Summary of ClimateActionWR Collective

CLIMATEACTIONWR COLLECTIVE

EXECUTIVE SUMMARY

Context:

ClimateActionWR is a collaboration between local organizations, community members, and all 8 local municipalities within Waterloo Region focused on climate change mitigation. Since the adoption of the TransformWR strategy in 2021, the work of the collaborative has shifted towards mobilizing action towards the 30% GHG emissions reduction goal by 2030, and long-term target of 80% by 2050 (80x50). In addition to these targets, all 8 municipalities went one step further to set an interim goal of a 50% reduction by 2030. In combination with bold local action, we require accelerated implementation at the provincial and federal levels in order to achieve the 50% by 2030 target (50x30).

In our most recent greenhouse gas re-inventory, we reported that without the drastic impacts of the COVID-19 pandemic, we would have been unlikely to meet our 2020 target of a 6% reduction from the 2010 baseline year. This underscores the necessity of transformational climate action and an accelerated response to meet the 50x30 target.

A new governance structure for accelerated TransformWR implementation:

To meet the increasing scale of efforts required in our communities' ambitious targets, we recognize the opportunity to build capacity in our governance model and formalize the role of more partners in this work. This new governance model is being advanced through the current working group of municipal and nonprofit partners of ClimateActionWR, to expand the ClimateActionWR program to enable wider community mobilization to achieve our targets in the TransformWR strategy.



Figure: High-level diagram of ClimateActionWR Governance structure

To achieve the necessary scale of community-wide mobilization we look towards adopting a governance model that can formalize the integration of representatives from partners across the community in our collaborative decision making. We will seek expertise from leaders in our community to sit on the *Community Leadership Table* to represent the following capacities:

- Transition Expertise
- Economic Development
- Major Institutions
- Public Health
- Infrastructure & Community Design
- Equity, Diversity, Inclusion and Access
- Policy/ intergovernmental

The knowledge, capacity and connections of a more diverse collaborative team will enable stronger mobilization on progress towards all actions in TransformWR.

From the high level direction set by the Community Leadership tables, the Steering Committee is composed of representatives that will implement the planning and execution of the collective’s goal and strategic direction directly through the creation of action tables. Their role is also essential to keeping up relationships with community partners and then also supporting ClimateActionWR backbone staff with the management of the collective.



TransformWR requires the additional active participation of local organizations such as, but not limited to, the utilities and local distribution companies, businesses, community organizations and agencies, school boards, post-secondary institutions, and individuals, representing our diverse community on *Action Tables*. With this new structure in place, GHG reduction projects and Initiatives can be tested and implemented with the support of the collective and the ClimateActionWR staff team as the backbone organization.