

Attachment 1: Draft Partners in Project Green Executive Management Committee  
Terms of Reference

**DRAFT PARTNERS IN PROJECT GREEN EXECUTIVE MANAGEMENT COMMITTEE  
TERMS OF REFERENCE FOR EMC REVIEW**

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**1. PURPOSE**

- 1.01. To act as a catalyst for new ideas, innovation, excellence, and improvement of organizational environmental and social impacts in employment lands in TRCA's jurisdiction.
- 1.02. To provide strategic oversight to the Partners in Project Green (PPG) initiative, with the aim of creating an internationally recognized community of leaders advancing environmental action and economic prosperity across the Greater Toronto Area.

**2. OBJECTIVES**

- 2.01. Through working with TRCA and municipal, association, and Industrial, Commercial and Industry (ICI) partners, advance the strategic objectives of Partners in Project Green, as endorsed by the TRCA Board of Directors, by providing thought leadership on environmental and social impact issues impacting businesses and municipalities in the Greater Toronto Area. Specifically:
  - (a) Lead a member-based network of environmental and social impact leaders;
  - (b) Provide insight on industry trends and major policy directions as it relates to organizational environmental and social impacts;
  - (c) Advance sustainable technology and infrastructure on private and public lands in the Greater Toronto Area; and
  - (d) Make recommendations for long-term equitable access financial sustainability of TRCA's eco-business programs, specifically Partners in Project Green.

**3. AUTHORITY**

- 3.01. The PPG EMC is authorized by the Board of Directors to:
  - (a) Make recommendations to TRCA's Board of Directors regarding improvements to frameworks, processes, education, and resources to support social and environmental business practices in the Greater Toronto Area;
  - (b) Provide leadership and communication among PPG members and supporters;
  - (c) Act as an ambassador for Partners in Project Green;
  - (d) Monitor overall Partners in Project Green priorities;
  - (e) Provides guidance relating to Partners in Project Green activities.
  - (f) The work of the Subcommittee of the Board is to meet needs located wholly or partially within the employment lands of TRCA's participating municipalities.

**4. MEMBERSHIP AND ELECTIONS**

- 4.01. Membership to consist of:
  - (a) Greater Toronto Airports Authority (GTAA) representative (1)
    - To be appointed by the GTAA
  - (b) TRCA's Chief Executive Officer (1)

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- (c) Municipal representatives (4)
    - To be appointed by the Region of Peel (2), the City of Toronto (1), and the Region of York (1)
  - (d) Business representatives with an affiliation to TRCA's jurisdiction (8)
    - To be selected from Partners and Project Green member organizations
  - (e) Ontario Chamber of Commerce or affiliate Local Board of Trade or Chamber of Commerce representative (1)
    - To be appointed by the Ontario Chamber of Commerce
  - (f) Community representative (1)
    - To be selected from TRCA's Professional Access into Employment (PAIE) and/or Newcomer Youth Green Economy Project (NYGEP) programs and/or other TRCA programs as appropriate
  - (g) Youth representative attending a post-secondary educational institution in TRCA's jurisdiction (1)
    - To be selected through the advertised recruitment process
  - (h) Up to three (3) members at large
    - To be appointed as per TRCA's policy, as determined by program staff, striving for a balance of public and private representation and variety of perspectives, skills, and experiences. Those members can be representatives of Federal, Provincial and/or Municipal governments; businesses; research institutions; or local Indigenous groups and communities.
- 4.02. The selection and appointments process will be conducted in accordance with TRCA policies and procedures.
- 4.03. PPG Executive Management Committee (PPG EMC) members will be appointed by the TRCA Board of Directors for a two-year, renewable term aligned with municipal Terms of Council or until their successors are appointed. Members will be canvassed prior to the expiration of their first two-year term to establish whether they wish to pursue a term renewal. Should members choose renewal, their terms will be automatically renewed for another two-year term. The two-year term can only be renewed once, after which the member would need to undergo application and selection process again.
- 4.04. PPG EMC shall have two Co-Chairs. The first Co-Chair will be the appointed Greater Toronto Airports Authority representative. The second Co-Chair will be elected from amongst PPG EMC members for the term of the Committee at the inaugural meeting of the term. The Board of Directors may appoint an interim Chair until such time as an election can take place. The election procedures and procedural matters used for this election and in the administration of the subcommittee will be that outlined in the Board of Directors Administration By-law.

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**5. ROLES AND RESPONSIBILITIES**

- 5.01. The **Co-Chairs** are responsible for:
- (a) Acting as the primary spokespersons for Partners in Project Green at public and official functions;
  - (b) Presiding over Committee meetings, setting the agenda and generally ensuring the effectiveness of meetings; and
  - (c) Calling special meetings, as required.
- 5.02. **Committee Members** are responsible for:
- (a) Attending Committee meetings as required;
  - (b) Acting as a role model for organizational environmental and social action;
  - (c) Representing Partners in Project Green at events and engagements;
  - (d) Sharing the stories of the network to inspire others to action;
  - (e) Acting as a resource to TRCA, TRCA's municipal partners and the Toronto and Region Conservation Foundation by providing advice on matters of interest to the business community and facilitating access to strategic partners and advisors;
  - (f) Maximizing the collective impact of the Committee through information sharing and reporting on priorities, activities, and results as it pertains to organizational environmental and social action;
  - (d) Monitoring the performance of Partners in Project Green and reporting to the Board of Directors on a regular basis; and,
  - (e) Appointing an Acting Chair in the absence of the Co-Chairs who for the purposes of that meeting shall have all the powers and shall perform all the duties of the Chair.
- 5.03. **TRCA's Director, Education and Training** is responsible for providing general support in regards to the activities and actions of the Committee and setting agendas for the meetings.
- 5.04. **TRCA's Clerk's Office** is responsible for acting in a Committee Clerk capacity, arranging meeting logistics, preparing the agenda, maintaining meeting minutes, tracking and delegating action items.

**6. GOVERNANCE**

**General**

- 6.01. The Committee is an advisory board of the Board of Directors and as such does not have decision-making power but shall make recommendations to the Board of Directors.
- 6.02. The Committee may establish subcommittees/working groups or standing committees as needed.

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**Meetings and Attendance**

- 6.03. The Committee shall meet at minimum four times per year or more frequently as required. Members are required to attend all meetings of the Committee.
- 6.04. In order to maintain a high level of commitment, members may be required to resign if they have been absent for three consecutive meetings without good cause.

**Quorum**

- 6.05. A quorum will consist of one-third of appointed Members.
- 6.06. If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives, and the Clerk shall record the names of the Members present and absent. If during a meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of the Board of Directors Administrative By-law. Agenda items may be covered and presented, and issues discussed, but no formal recommendation may be made by the remaining Members which do not constitute a quorum.
- 6.07. Should a member resign or be removed from a committee, quorum provisions for the committee with a vacant position, until the vacancy is filled, will be reduced by the number of vacant positions, as determined by the Clerk.

**Remunerations**

- 6.08. At official Committee meetings, Members will be eligible for travel expenses according to Board of Directors Administrative By-Law, where these are not covered by their agency or other source. Members shall not receive a per diem or honorarium for attendance at meetings and functions.

**Compliance and Procedure**

- 6.09. If any part of the Terms of Reference conflicts with any provisions of the Board of Directors Administrative By-Law, the *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a Regulation made under one of those Acts, the provision of that Act, Regulation, or By-Law prevails.
- 6.10. In all matters of procedure not specifically dealt with under the Terms of Reference, Board of Directors Administrative By-Law shall be binding.

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**7. REPORTING**

- 7.01. The Committee is considered an advisory board of TRCA and shall make recommendations and report to the Board of Directors.
- 7.02. The minutes of the Committee will be received by the Board of Directors.
- 7.03. Each member shall report back to their appointing municipality, government, organization, or agency as required.

**8. DEFINITIONS**  
None.

**9. ADMINISTRATION**

<b>Review Schedule:</b>	5 Years	<b>Next Review Date:</b>	October 22, 2026
<b>Revision History</b>			
<b>Version Number</b>	<b>Approval Authority and Date</b>		
1	TBD		