



Alberta Municipal Climate Leadership Council – Terms of Reference

February 2025

Background

The Alberta Municipal Climate Leadership Council (AMCLC) is facilitated by the Municipal Climate Change Action (MCCAC) and the Community Energy Association (CEA), as part of the Alberta Climate Leaders Program. Alberta Climate Leaders is a comprehensive suite of initiatives developed for municipal elected officials and local government staff in Alberta, with the common goal of accelerating the implementation of climate solutions in Albertan municipalities.

The Community Energy Association accelerates bold action by local governments and Indigenous communities related to climate and energy. CEA grew from a committee established by the Government of BC and the Union of BC Municipalities in the 1990s and was incorporated as a non-profit in 2003. Today, CEA's members and staff live in communities large and small and bring their collective expertise, experiences, commitment to Truth and Reconciliation, and passion to help lower local emissions and build healthy, resilient communities.

The Municipal Climate Change Action Centre was founded in 2009 as a collaborative initiative of Alberta Municipalities, Rural Municipalities of Alberta and the Government of Alberta. The Municipal Climate Change Action Centre delivers funding, technical assistance, and education to help Alberta municipalities and community related organizations advance actions that lower energy costs, reduce greenhouse gas emissions, and improve climate resilience.

Introduction

Communities are the cornerstone of local climate action. Their leadership on climate drives action among residents and businesses and can contribute to transformative regional change.

The purpose of the Alberta Municipal Climate Leadership Council is to accelerate the implementation of collaborative and impactful climate solutions in Albertan municipalities by bringing together elected officials from different municipalities to share knowledge, build relationships and develop new skills and capacities related to climate action innovation and execution. Members of the AMCLC will be given access to targeted and evidence-based education and capacity development opportunities, peer learning and connection, and a collaboration and action-focused learning environment.



The core inputs that guide the AMCLC will include:

- Networking - Development and maintenance of an accessible and compelling forum for a geographically diverse network of elected leaders invested in supporting accelerated local climate action.
- Capacity building and leadership development - Evidence based educational programming and skills development, peer learning and mentoring, and access to curated and contextualized tools.
- Climate Policy Updates - Ongoing policy and funding updates to expand shared knowledge of the climate policy landscape, focusing on relevant municipal, provincial and federal plans, policies, and funding programs.

Other programming may emerge based on member feedback and ongoing collaborations with government and non-profit partners providing aligned and/or complimentary services in the climate action sector in Alberta.

Outcomes

- Increased knowledge about specific climate challenges and opportunities in local context
- Increased understanding of high impact climate actions that can be taken in local context
- Increased understanding of the role of municipal governments in accelerating and leading local climate action (e.g., influence, regulation, responsibility).
- Deepened and broadened connections between elected officials interested in climate action acceleration.
- Increased ability to explain the business case of climate action in the community and educate the public. The AMCLC does not engage directly in climate action advocacy. However, connections can be facilitated to existing advocacy services at Alberta Municipalities, the Rural Municipalities of Alberta, and the Federation of Canadian Municipalities.

Meeting Format

The AMCLC meets virtually for two-hour quarterly meetings. Members can expect a balance of practical tools for applying climate action in Alberta, and interpersonal tools around communication, relationship building, and leadership that are necessary to advance the work.

Terms of Reference

This Terms of Reference document has been developed to provide clear direction on the purpose and scope of the AMCLC, to both help manage expectations and to provide members with vital information about membership expectations.

Membership Guidelines

Eligibility

To participate in the AMCLC, a member must be a locally elected official of a designated Municipality within the province of Alberta.

As per Section 1(s) of the Municipal Government Act, a “Municipality” is defined as:

- a. a city, town, village, summer village, municipal district or specialized Municipality;
- b. repealed 1995 c24 s2;
- c. a town under the Parks Towns Act; or
- d. a Municipality formed by a special Act; or, if the context requires, the geographical area within the boundaries of a Municipality described in sub-clauses (i) to (iii).

Representation

More than one elected official from a community may join the AMCLC at any given time. Individuals interested in joining are advised to discuss the opportunity with their council colleagues and relevant administrative staff, and work with them to decide on the appropriate amount of participation from their community.

AMCLC focuses on increasing the personal capacity of elected officials for advancing community action and impact on climate change. Municipalities may benefit exponentially if the personal capacity of several elected officials are increased through the AMCLC.

AMCLC does not require members to receive municipal council approvals for participation. We do encourage each member to follow the rules or best practices for their councils.

AMCLC members are not considered official representatives of their municipalities, and opinions expressed by members of AMCLC are to be considered personal views only and not those of their municipality unless expressly stated otherwise.

Membership Term

Eligible elected officials are welcome to submit an online application to the AMCLC, self-selecting to do so. Applications to the AMCLC are completed via an open and ongoing process. Approval is made by the Secretariat, after ensuring that a participant is eligible.

Members are advised to remain with the AMCLC for a duration of their current term as an elected official, recognizing that the next Alberta municipal election is set for October 2025.



Role and Responsibilities

Secretariat

MCCAC and CEA serve as the secretariat for the AMCLC. The AMCLC Secretariat is accountable for:

1. Facilitating and coordinating quarterly meetings of the council, including setting the agenda, organizing logistics, and ensuring that all members are informed and prepared for each meeting.
2. Based on membership feedback, designing an annual learning plan in support of evidence based educational programming and skills development, peer learning and mentoring, and access to curated and contextualized tools.
3. Conducting research and analysis on key climate issues to inform quarterly meetings and resource lists for the council members.
4. Facilitating knowledge sharing and capacity building among council members, via quarterly meetings and ad-hoc sessions, workshops, etc.
5. Providing administrative support, such as maintaining records of meetings, ensuring timely distribution of materials and documents, and handling correspondence and communication with members and other stakeholders.
6. Developing and maintaining relationships with external stakeholders, such as government agencies, NGOs, and other relevant organizations, to facilitate ongoing information sharing, partnership development and collaboration on climate-related initiatives.
7. Monitoring and evaluating the impact of the council's activities and initiatives, and reporting on progress and outcomes to council members and other stakeholders.

AMCLC Members

Members of the AMCLC are willing participants and are interested in connecting and collaborating with peers across the province to invest time and energy into climate leadership. The AMCLC members commit to:

1. Recognizing that local climate solutions are needed to mitigate and adapt to climate change.
2. Attending and actively participating in quarterly webinars organized by the Secretariat.
3. Providing input and feedback to the Secretariat on the administration of the council
4. Engaging in learning, mentoring, and communicating with other elected officials
5. Applying lessons learned to climate action, based on peer-reviewed climate science and best practices.
6. Wholeheartedly championing the AMCLC within and outside of their work areas and sharing relevant learnings from the AMCLC with their council colleagues and municipal administration.
7. Fostering a safe environment for exploring challenges and advancing leading edge and collaborative solutions.
8. Notifying the Secretariat and fellow members of the AMCLC, as soon as practical, if any matter arises which may be deemed to affect the positive progression of the AMCLC
9. Declaring all potential conflicts of interest and refraining from participating in any connected discussions or decision-making processes.
10. Supporting the continued learning and improvement of the council, by responding to impact assessments and other requests for feedback in a timely manner.



Conduct and Community Guidelines

The AMCLC is a respectful environment for mutual learning and information sharing around shared goals of local government action on climate change. AMCLC meetings will adhere to the following community guidelines:

- Be as present as possible: turn on video for interactive portions, put away phone, set other work aside, close/mute tabs.
- Lead with kindness: challenge ideas, not people.
- Step up and step back: practice active listening and participation, make space for everyone to contribute to the conversation.
- Maintain confidentiality: outside of this space, you may share the message but not the identity of the messenger.
- Maintain trust and respect: We encourage and celebrate participation from everyone in the Network, irrespective of age, gender, ethnicity, race, religion, disability, and sexual orientation. There will be zero tolerance for abuse or discrimination and anyone who incites harm or harassment towards other members (through chat, video, audio or otherwise) will be removed at the discretion of our team.

Evaluation

The impact and success of the AMCLC will be determined with ongoing evaluation through:

- Direct input from members through surveys and feedback polls at the end of each meeting
- Recording the total number of meeting participants
- Recording the number of meeting participants in categories (small, large, urban, rural)
- Annual feedback surveys

Member feedback will be incorporated into the ongoing impact measurement of the AMCLC and inform the design of new supports and services.

Review

These Terms of Reference will be reviewed annually to ensure they remain relevant and effective in achieving the AMCLC's purpose.

Agreement

All AMCLC members are asked to review this Terms of Reference document.

By continued participation in the activities of the AMCLC it is automatically assumed that members agree with the Terms of Reference. Members that do not agree to the Terms of Reference are selecting to opt-out of the Alberta Municipal Climate Leadership Council.

Questions and concerns about the Terms of Reference can be discussed with the Secretariat, to help inform the review process.