

AGENDA 5, Enc i) CLIMATE CHANGE AND ENVIRONMENT COMMITTEE - Welcome and Committee Introduction

1. Purpose

To formally welcome non-councillor members and community representatives to the Climate Change & Environment Committee and establish meeting protocols.

2. Welcome and Introductions

Chair to welcome all committee members, including newly appointed non-councillor representatives.

Round-robin introductions: Name, affiliated organisation/community group, and brief area of environmental interest.

3. Committee Overview

- ✓ Explanation of the committee's purpose and terms of reference
- ✓ Key objectives for Climate Change & Environment initiatives
- ✓ Highlight the value of diverse perspectives in addressing environmental challenges

4. Meeting Protocols

- ✓ Explain meeting structure and decision-making processes
- ✓ Outline voting procedures
- ✓ Discuss expectations for participation
- ✓ How and when members can contribute to discussions
- ✓ Process for suggesting agenda items
- ✓ Importance of preparatory reading before meetings

5. Communication and Collaboration

- ✓ Confirm preferred communication channels
- ✓ Discuss frequency of meetings (at least four times per year)
- ✓ Establish expectations for between-meeting collaboration and information sharing

6. Questions and Open Discussion

Opportunity for new members to ask questions about the committee's work.

Initial discussion on potential collaborative projects or initiatives

7. Next Steps

- ✓ Review of upcoming meeting dates
- ✓ Sharing contact information
- ✓ Distribution of relevant documents

8. Recommended Action: Welcome pack emailed to members, to include:

- ✓ Current Terms of Reference
- ✓ Committee membership list, and contact information (with permission)
- ✓ Meeting schedule
- ✓ Schedule for suggested idea being brought forward