



SOUTH NATION
CONSERVATION
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Watershed Advisory Committee Terms of Reference

Effective January 1st, 2024



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PART I: INTRODUCTION

General

- 1.1 The South Nation Conservation Board of Directors may establish Committees to study and report on specific matters in accordance with the *Conservation Authorities Act* and SNC's Administrative By-laws.
- 1.2 The Board of Directors is responsible for establishing the mandate of the Committee and outlining the areas of responsibility.
- 1.3 The Chair, Vice Chair, and Past Chair are ex-officio members with full voting privileges on the Committee.
- 1.4 Committee actions must be approved by the Board of Directors prior to execution (i.e., recommendations pertaining to programs and budget items under its mandate).

Mandate

2. The Watershed Advisory Committee shall provide stakeholder input on SNC programs and services, and the development of watershed plans and strategies. Members shall help foster public awareness of SNC's programs and services including natural hazard programs; conservation lands; and landowner stewardship and outreach initiatives. The Committee shall support partnerships and build relationships with the public, stakeholder groups, government agencies, academics, and environmental organizations.

Definitions

3. In these Terms of Reference:

“Act” means the *Conservation Authorities Act*, R.S.O. 1990, chapter C.27.

“Annual General Meeting” means the meeting of the Board of Directors held each year containing the necessary agenda items described in South Nation Conservation's Administrative By-laws.

“SNC” means the South Nation River Conservation Authority.

“Board of Directors” means all the Directors appointed to SNC by the Participating Municipalities, collectively.

“member” means a member of the Committee.

“staff” means the employees of SNC.

“Committee” means the Watershed Advisory Committee as established by the Board of Directors.

Review

3. These Terms of Reference will be reviewed regularly to ensure compliance with the Act and relevant laws.

PART 2: ADMINISTRATIVE AND OPERATING PROCEDURES

Roles and Responsibilities

4. Committees shall:
 - a) promote and advocate for SNC and its role in watershed management;
 - b) provide stakeholder feedback and/or expert knowledge regarding implementation of programs and services under the Committee’s mandate;
 - c) make recommendations to the Board of Directors on policies and programs that relate to their mandate;
 - d) support program grant administration, where applicable, through the establishment of sub-committee(s) to review grant applications and make recommendations to the Committee on grant approvals;
 - e) provide input to budgets and programs within their mandate at such a time that coincides with the draft budgeting schedule of SNC;
 - f) review annual work plans, as per approved budget, for presentation to the Board of Directors at the Annual General Meeting;
 - g) annually review the Committee’s mandate and evaluate effectiveness of its programs;
 - h) make recommendations to the Board of Directors for program implementation;
 - i) communicate results of program achievements to the public; and
 - j) assist with fundraising initiatives by actively identifying funding sources and advocating for projects partnerships.

Membership

- 5.1 The Committee shall be comprised of a maximum of twenty-four (24) members plus three (3) ex-officio Board Members.

- 5.2 The Board of Directors will strive for the Committee's composition to reflect jurisdictional representation.
- 5.3 Appointments may be apportioned as follows:
- a) two (2) First Nation community members;
 - b) four (4) public citizens;
 - c) four (4) partner/community organizations;
 - d) three (3) agricultural sector;
 - e) three (3) forestry sector, including one (1) SNC Forest Steward;
 - f) three (3) upper and/or single tier municipalities;
 - g) two (2) members of the SNC Board of Directors;
 - h) one (1) development sector;
 - i) one (1) tourist/recreational sector; and
 - j) one (1) media/communications/public relations sector.
- 5.4 Representatives from federal, provincial, and/or lower tier municipal governments may be invited to sit on the Committee as non-voting advisors.
- 5.7 Members failing to attend a meeting without prior notification of regrets will be recorded as absent in the meeting minutes.
- 5.8 Members (excluding ex-officio members) who miss two consecutive meetings without communicating justification to the Committee Chair may be removed from the committee.

Membership Term and Selection

- 6.1 Membership selection shall include a mix of sector nominations and public applications.
- 6.2 The Board of Directors shall appoint a membership committee to review applications and make recommendations on Committee membership.
- 6.3 Applicants will be required to provide a summary of experience, qualifications, and commitment to fulfilling their role as a member.
- 6.4 Membership selection shall be completed in the fall of the fourth year of term and shall be effective following Board of Directors approval at the following year's Annual General Meeting.
- 6.5 Priority will be given to applicants and appointees that reside and/or own property within SNC's jurisdiction. Members from outside the jurisdiction may serve at the discretion of the Board of Directors.
- 6.6 Members shall be appointed for a term of four (4) years following municipal

election council terms of office.

- 6.7 Members may reapply for membership at the end of their term.
- 6.8 Committee membership is subject to an annual performance review. Members that do not actively perform their responsibilities may be replaced at the Board's discretion.

Chair and Vice Chair

- 7.1 The Chair shall be appointed by the Board of Directors for a two-year term.
- 7.2 The Vice Chair shall be shall be appointed by the Committee for a two-year term.
- 7.3 The Chair (or designate) shall represent the Committee at Board of Directors meetings and events, as required.
- 7.4 The Chair shall encourage members to bring ideas on projects, funding, partnerships, etc.

Quorum

- 8.1 Quorum consists of 50% of the members plus one.
- 8.2 Ex-officios members do not count towards quorum.

Frequency of Meetings

- 9.1 The Committee shall meet a minimum of four (4) times a year.
- 9.3 Additional meetings may be held with 75% concurrence of the Committee at which there is quorum and is subject to approval by the Board of Directors.
- 9.4 Committees shall establish meeting dates for the next year at the last meeting of the year.
- 9.5 Dates and meeting agendas will be posted on SNC's website and event calendar.
- 9.6 Agendas shall be circulated to members four (4) business days prior to meeting date.
- 9.7 Conference calls, video conferencing, and/or electronic voting may be utilized by the Committee in accordance with SNC's Administrative By-laws.
- 9.8 Notices of meetings to be sent to media within SNC's jurisdiction, as a minimum, at the beginning of each calendar year.
- 9.9 Failure to achieve quorum for two consecutive Committee meetings shall trigger an automatic review of the Committee by the Board of Directors.

Resources

- 10.1 The annual SNC Budget, as approved by the Board of Directors, identifies the funding resources of the Committee.
- 10.2 The Committee shall be assigned a staff person to support the Committee and act as liaison with SNC.
- 10.3 Members will be provided a meeting allowance, capped at 80% of Board Members meeting allowance and mileage, at rate established by the Board of Directors, if their attendance is not covered by their member organization.
- 10.4 Light refreshments will be served at Committee meetings.

Reporting

- 11.1 The Chair or designate will bring a report, via the draft meeting minutes of the Committee, to the Board of Directors following each committee meeting.
- 11.2 All motions of Committees requiring funding shall reference the relevant section of SNC's annual budget.
- 11.3 The Board of Directors will make a final decision on all committee programs and required funding through approval of committee actions in the draft minutes.
- 11.4 Members must annually engage with their member organizations, the public, and/or their municipalities to promote the Committee and the work it does. Members must provide an update to the Committee on these engagements.
- 11.5 The approved minutes of the Committee shall be posted on SNC's website.