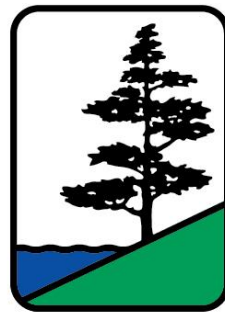


South Nation Conservation: *Watersheds for life.*



SOUTH NATION
CONSERVATION
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Standing Committees Terms of Reference

April 15, 2021



Revision No.	Board Approval Date	Details
1	April 15, 2021	Resolution BD-080/21 on April 15, 2021 Minutes BD on May 20, 2020



Contents

PART I: INTRODUCTION	1
General	1
Definitions.....	1
Review	2
PART 2: ADMINISTRATIVE AND OPERATING PROCEDURES.....	2
Roles and Responsibilities.....	2
Membership.....	2
Committee Chair.....	3
Membership Term	4
Quorum	4
Frequency of Meetings and Manner of a Call	4
Resources	5
Reporting.....	5
Communications.....	6
APPENDIX A: COMMUNICATIONS COMMITTEE MANDATE	7
APPENDIX B: CLEAN WATER COMMITTEE MANDATE.....	8
APPENDIX C: FISH & WILDLIFE COMMITTEE MANDATE	9
APPENDIX D: FORESTRY COMMITTEE MANDATE	10



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PART I: INTRODUCTION

General

- 1.1 The South Nation Conservation Board of Directors may establish Standing 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 each Standing Committee and outlining their area of responsibility.
- 1.3 The Chair, Vice Chair, and Past Chair are ex-officio members with full voting privileges on all Standing Committees.
- 1.4 Standing Committee actions must be approved by the Board of Directors prior to execution (i.e., recommendations pertaining to programs and budget items under their mandate).

Definitions

2. 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 the SNC by the Participating Municipalities, collectively;

“Majority Vote” means half of the votes plus one;

“Member” means a member of a Standing Committee;

“Staff” means the employees of SNC;

“Standing Committee” means an advisory board or committee established by the Board of Directors;



Review

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

PART 2: ADMINISTRATIVE AND OPERATING PROCEDURES

Roles and Responsibilities

4. Standing 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 Standing Committee's mandate; and
 - c) make recommendations to the Board of Directors on policies and programs that relate to their mandate.
 - d) provide input to budgets and programs within their mandate at such a time that coincides with the draft budgeting schedule of SNC;
 - e) review annual work plans, as per approved budget, for presentation to the Board of Directors at the Annual General Meeting;
 - f) annually review the Standing Committee's mandate and evaluate effectiveness of its programs;
 - g) make recommendations to the Board of Directors for program implementation;
 - h) communicate results of program achievements to the public; and
 - i) assist with fundraising initiatives by actively identifying funding sources and advocating for projects partnerships.

Membership

- 5.1 Each Standing Committee shall have a maximum of fifteen (15) Members plus three (3) ex-officio Board Members.



- 5.2 The Board of Directors will strive for Standing Committee composition to reflect watershed representation – both geographic and functional.
- 5.3 Additional Members may be adding to a Standing Committee where:
 - a) the Standing Committee votes 75% in favour at a meeting where quorum is achieved; and
 - b) there is Board of Directors approval.
- 5.4 Budgets for travel and meeting allowances will not change from the budgeted amount regardless of committee size.
- 5.5 Staff support and resources for Standing Committees shall be nominally the same, regardless of committee size.
- 5.6 Committee appointments shall be approved annually by the Board of Directors at or before the Annual General Meeting.
- 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.
- 5.9 Failure to achieve quorum for two consecutive meetings of a Standing Committee shall trigger an automatic review of the Standing Committee by the Board of Directors.

Committee Chair

- 6.1 Standing Committee Chairs shall be elected by Majority Vote of the Standing Committee.
- 6.2 An Acting Chair may be appointed by the Standing Committee, if required.
- 6.3 The Chair (or designate) shall represent the Standing Committee at Board of Directors meetings and events, as required.
- 6.4 The Chair shall encourage Members to bring ideas on projects, funding, partnerships, etc.



Membership Term

- 7.1 Members shall be appointed for a term of three (3) years.
- 7.2 Membership selection will be via an application process:
- 7.3 Applicants will be required to provide a summary of experience, qualifications, and commitment to fulfilling their role as a Member.
- 7.4 The Board of Directors shall appoint a membership committee to review applications and make recommendations on Standing Committee membership.
- 7.5 Selection of Members shall be completed in the fall of the third year of term and shall be effective as of Board of Directors approval at the following year's Annual General Meeting.
- 7.6 Members may reapply for membership at the end of their term.
- 7.7 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.

Quorum

- 8.1 Quorum consists of 50% of the Members plus one.
- 8.2 Quorum must be established to consider matters relating to financial allocations or major decisions concerning program implementation.
- 8.3 Ex-officios do not count towards quorum.
- 8.4 Non-financial matters may be dealt with by consensus.

Frequency of Meetings and Manner of a Call

- 9.1 Each Standing Committee shall meet a minimum of four (4) times a year.
- 9.2 Each Standing Committee shall complete the following tasks annually:
 - a) prepare a workplan for the upcoming year;
 - b) attend a joint coordinating meeting of all Standing Committees;



- c) conduct a progress review of workplans; and
 - d) conduct a review of completed work and evaluate if objectives were achieved.
- 9.3 Additional meetings may be held with 75% concurrence of the committee at which there is quorum.
- 9.4 Committees shall establish meeting dates for the next year at the last meeting of the year.
- 9.5 Notices of meetings shall be sent by electronic means, or other manner decided on by SNC, a minimum of fourteen (14) calendar days prior to the meeting.
- 9.6 Agendas shall be emailed 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 place of an in-person meeting with concurrence of 75% of the committee.

Resources

- 10.1 The annual SNC Budget, as approved by the Board of Directors, identifies the funding resources of each Standing Committee.
- 10.2 Standing Committees shall be assigned a Staff person to support the Standing 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.
- 10.4 Light refreshments will be served at Standing Committee meetings.

Reporting

- 11.1 The Chair or designate will bring a report, via the draft meeting minutes of the Standing Committee, to the Board of Directors following each committee meeting.
- 11.2 All motions of Standing 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 their Standing Committee and the work it does. Members must provide an update to the Committee on these engagements.

Communications

- 12.1 Notices of meetings shall be sent to local media within SNC's jurisdiction.
- 12.2 Press releases on major recommendations of Standing Committees or highlights/key issues of programs may be issued following Board approval of minutes.
- 12.3 The approved minutes of Standing Committees shall be posted on SNC's website.



APPENDIX A: COMMUNICATIONS COMMITTEE MANDATE

The Communications Committee will provide stakeholder input to the delivery of SNC programs, including but not limited to:

- a) environmental education and outreach programs;
- b) discussion of promotion;
- c) special events;
- d) fundraising activities; and
- e) volunteering to represent SNC at public events and outreach activities.

The Committee will review and make recommendations for cost-share grant approvals under the Community Environmental Grants Program, as per approved guidelines.

Members will help increase public awareness of SNC's landowner stewardship initiatives, support the creation of partnerships, and build community support with the public, stakeholder groups, government agencies, academics, and environmental organizations.

Stakeholder representation may include, but is not limited to, the following:

- a) media,
- b) teachers,
- c) municipal staff and politicians,
- d) First Nations,
- e) local environmental groups; and
- f) public members-at-large with knowledge of the marketing, communications, and fundraising sectors.



APPENDIX B: CLEAN WATER COMMITTEE MANDATE

The Clean Water Committee will provide SNC with stakeholder input on water quality/quantity programs and related research and stewardship projects.

The Committee will review and make recommendations for cost-share grant approvals under the Clean Water Program, Ottawa Rural Clean Water Program (ORCWP) and Eastern Ontario Water Resources Program (EOWRP), as per each Program's approved guidelines and grant structure.

Members will help increase public awareness of SNC's landowner stewardship initiatives and cost-share grant programs, support the creation of partnerships and build community support with the public, stakeholder groups, government agencies, academics and other environmental organizations.

Members may serve as program representatives helping to liaise between SNC and interested program applicants.

Stakeholder representation may include, but is not limited to, the following:

- a) agricultural organizations;
- b) Partner Programs (ORCWP and EOWRP);
- c) member municipalities;
- d) provincial and federal agricultural departments;
- e) agri-businesses;
- f) local environmental groups;
- g) local farmers, First Nations, and public members-at-large with knowledge of local water resources.



APPENDIX C: FISH & WILDLIFE COMMITTEE MANDATE

The Fish and Wildlife Committee will provide stakeholder input to SNC's management, monitoring, and implementation of habitat restoration and stewardship projects.

Members will help increase public awareness of SNC's fisheries and wildlife initiatives, support the creation of partnerships and build community support with the public, stakeholder groups, government agencies, academics, and other environmental organizations.

Members will support fish and wildlife educational programs delivered to the public, youth, and students, including Youth Fish Camps and the Youth Hunt (a partnership with Delta Waterfowl).

Stakeholder representation may include, but is not limited to, the following:

- a) local fish and game clubs, program partners;
- b) First Nations;
- c) local anglers, hunters, and trappers;
- d) provincial and federal departments;
- e) local environmental groups;
- f) academia/ researchers, and public members-at-large with knowledge of local fisheries and wildlife.



APPENDIX D: FORESTRY COMMITTEE MANDATE

The Forestry Committee will provide stakeholder input to SNC's delivery of its forestry stewardship programs and management of SNC Forests, including the 20-Year Forest Management Plan and 5-Year Operating Plans.

Members will help increase public awareness of SNC's landowner stewardship initiatives, support the creation of partnerships and build community support with the public, stakeholder groups, government agencies, academics, and other environmental organizations.

Members may also serve as Forest Stewards helping SNC to monitor and report on various SNC owned properties.

Stakeholder representation may include, but is not limited to, the following:

- a) local woodlot associations;
- b) Counties Forests;
- c) First Nations;
- d) forest industry;
- e) Eastern Ontario Model Forest;
- f) Ministry of Natural Resources and Forestry;
- g) local environmental groups; local woodlot owners, and
- h) public members-at-large with knowledge of local forests and/or the forestry industry.