



Twelve Mile Creek Watershed Committee Terms of Reference

Committee Type

Ad-Hoc Working Committee

Purpose

To provide collaborative perspective, guidance and expert advice in the development and implementation of integrated watershed-based resource management activities and associated strategies for a healthy and climate resilient Twelve Mile Creek watershed.

Committee Mandate

The Committee serves in an advisory capacity with a focus on providing technical advice and recommendations for consideration by Niagara Peninsula Conservation Authority (NPCA) and watershed partners.

Membership

NPCA recognizes diversity as a source of strength and works to champion inclusive attitudes and encourage adoption of inclusive approaches that lead to full and meaningful participation of all.

The TWELVE MILE CREEK WATERSHED COMMITTEE shall consist of up to THIRTEEN (13) members comprising multi-stakeholder representation including: local area municipalities, conservation/naturalist clubs, science/academia, Indigenous representatives, and NPCA staff. The Committee shall consist of the following representation:

- ONE (1) staff member representing Town of Pelham;
- ONE (1) staff member representing City of St. Catharines;
- ONE (1) staff member representing City of Thorold;
- ONE (1) staff member representing Niagara Region;
- THREE (3) members representing community watershed interests (e.g. resident, citizen-at-large, conservation/naturalist club, or ENGO);
- ONE (1) member representing the agricultural community;
- ONE (1) member representing the science/academia sector;
- ONE (1) member representing Ontario Power Generation;
- ONE (1) member appointed by First Nations with a Treaty or historical affiliation to the watershed;
- ONE (1) NPCA senior staff member as Facilitator.

Internal or external persons (experts) may be invited to attend the meetings at the request of staff, on behalf of the Committee to provide advice and assistance where necessary.

Members may cease to be a member of the Committee if they:

- Resign from the Committee (in writing to NPCA staff);
- No longer objectively represent their respective sector;
- Fail to adhere to NPCA Code of Conduct and Media Protocols;
- Fail to meet their responsibilities, prompting the Committee to recommend their removal to the NPCA's CAO/Secretary-Treasurer.

Note: Indigenous representation on the Committee does not fulfill or replace the NPCA commitments for engaging with Indigenous communities, nor do they affect protocols created by Indigenous Peoples for engaging government, industry or others, or for gathering, documenting, management or sharing Indigenous knowledge.

Member Roles and Responsibilities

Members of this Committee are expected to:

- Act as Champions/Ambassadors for the Twelve Mile Creek watershed ecosystem and exemplify principles and practices of an integrated watershed management approach.
- Advise on potential partnership and funding opportunities;
- Provide a conduit to the local community within their sector to facilitate development and implementation of the Twelve Mile Creek Integrated Watershed Management Plan;
- Provide advice and input based on their expertise and experience;
- Review meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration;
- Submit agenda items to staff at a minimum of two (2) weeks prior to the meeting date for approval;
- Make every effort to attend regularly scheduled meetings. If not available, notify the NPCA staff lead on inability to attend at least one day prior to the meeting date;
- Agree to describe, process, and resolve issues in a professional and respectful manner;
- Provide constructive input to help identify future projects or strategic priorities for consideration, respective of their sector representation; and
- Act as a liaison within their respective sectors with information received at meetings to notify of opportunities to give feedback.

Meetings

Meetings will be held *ad hoc*, or a minimum of twice per year. Additional meetings or workshops may be held at the discretion of NPCA staff, if required for timely matters.

Meetings may be held in-person at NPCA Main Office, virtually, or hybrid, to be determined by NPCA staff and committee members.

Meetings are expected to take approximately one and a half (1.5) hours. Exceptions may occur from time to time to deal with significant items.

Agendas and supporting materials will be sent to members at least one (1) week before the scheduled meeting. Meeting records will be sent to Committee members within two (2) weeks following the meeting.

The Committee does not have a decision-making function. Recommendations of the Committee are by consensus and advisory only. No formal voting process is required. Should a consensus not be reached by the Committee on any major topic the topic will be taken to the NPCA CAO, or the Board of Directors as needed, for consideration.

Quorum is not required for meetings to proceed as this group is an *ad hoc* working committee and not a formal decision-making body.

Communications & Confidentiality

All Committee-related communications are the responsibility of NPCA staff.

By participating in the advisory Committee, members will be subject to NPCA volunteer policies, code of conduct, and media protocols.

Members may share information and provide updates to their respective organizations. All media inquiries are to be coordinated with NPCA.

Member Recruitment

First Nations representatives and identified organizations (i.e. municipal representatives, and OPG) will be invited to participate and can appoint representatives, as desired.

Other vacancies will be filled through a Call for Expressions of Interest which may be made public and published via NPCA website, social media venues and local print media, as needed. Applicants will be assessed and recommended based on the applicant's ability to meet expectations of a member as outlined in the Member Roles and Responsibilities section above. Seats may remain vacant until candidates with the requisite background and skills can be identified.

Applications will be evaluated by NPCA staff using standardized criteria relevant for filling positions on the Committee. Final recommendation of candidates will be presented to the CAO/Secretary-Treasurer for appointment. NPCA maintains a strong policy of equal opportunity.

NOTE: Personal member information, other than name and resident municipality, will be kept confidential in accordance with Provincial legislation.

Terms of Appointment and Vacancies

Upon establishment of the Committee, members will be appointed to serve for a term of TWO (2) years beginning in January of that year. Committee Term can be extended for an additional TWO (2) years, if deemed necessary, to complete ongoing work.

Positions vacated will be filled through a "Call for Expression of Interest" to be conducted as required. In the event of a vacancy during a regular term, the vacancy may be filled for the remainder of that term.

Termination

The NPCA may, upon receipt of a recommendation from NPCA staff or CAO/Secretary-Treasurer, terminate a member's appointment based on a careful review of conditions including:

- Breach of NPCA volunteer policies, Code of Conduct, and media protocols;
- Failure to attend three (3) consecutive meetings without satisfactory reason.

Administration

NPCA Staff Leadership

To provide leadership, a senior NPCA staff member will serve as the Facilitator of the Committee. Other NPCA staff will also provide administrative support and services, including preparation and distribution of agendas, recording of meeting records, reports, and general information as required. Staff member responsibilities include:

- Facilitating discussions and building consensus;
- Providing leadership and ensuring the fair and effective functioning of the Committee;
- Scheduling meetings and notifying Committee members;
- Inviting special guests to attend meetings when required;
- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with an action or definite outcome;
- Review and approval of draft meeting record before distribution;
- Coordinating agenda items and correspondence to members; and
- Act as a conduit between the Committee and the NPCA CAO/Secretary-Treasurer and Board of Directors, as required.

Committee Resources & Budget

One senior staff, two supporting staff, and one committee administrative coordinator will be appointed by NPCA in-kind. Other NPCA staff subject matter experts may attend as necessary.

There is no provision of mileage or other reimbursement for committee members. Low-cost meeting expenses may be covered as part of NPCA's regular operating budgets as appropriate at the discretion of senior staff. Facility support for meetings will also be provided in-kind.

Amendments

The Terms of Reference and the role of the Committee shall be reviewed and assessed every TWO (2) years by NPCA staff and presented to the CAO/Secretary-Treasurer for approval.