

PUBLIC ADVISORY COMMITTEE
Thursday, June 27, 2019
5:30 p.m.
Ball's Falls Centre for Conservation
Glen Elgin Room
3292 Sixth Avenue, Jordan, ON

A G E N D A

1. ADOPTION OF AGENDA

2. DECLARATION OF CONFLICT OF INTEREST

3. PRESENTATIONS (and/or Delegations)

There are no presentations or delegations at the meeting.

4. ADMINISTRATIVE BUSINESS

- a) Minutes of the Public Advisory Committee – November 29, 2018
- b) Chair's Remarks
- c) Chief Administrative Officer Comments

5. BUSINESS FOR INFORMATION

- a) NPCA Board Report No. FA-51-19 RE: NPCA Public Advisory Committee (PAC)

6. BUSINESS FOR CONSIDERATION

- a) Proposed Draft NPCA PAC Terms of Reference - Under item 5.1 above, a proposed draft Terms of Reference are attached, with changes to the TOR outlined in yellow in the document. The NPCA Board has requested the PAC to review the Terms of Reference and recommend any changes to them for approval.
- b) Consideration of New PAC Members and process to select them

7. NEW BUSINESS

The PAC will provide advice on when to re-convene once new members are selected. The next meeting will consider NPCA projects and/or programs that PAC would recommend involvement with.

8. ADJOURNMENT



**NIAGARA PENINSULA CONSERVATION AUTHORITY (NPCA)
ADVISORY COMMITTEE
MEETING MINUTES**

**Thursday November 29, 2018
5:30 P.M.**

**Ball's Falls Centre for Conservation- Glen Elgin room
3292 Sixth Avenue, Jordan, ON**

MEMBERS PRESENT: S. Annunziata (Co-Chair, NPCA Ad. Committee)
D. Dick
A. Kirkby
H. Korosis
D. Pont

MEMBERS ABSENT: J. Ariens
Y. Hopkins
J. Jordan (resigned)
S. Stea

STAFF PRESENT: K. Royer, Community Outreach & Volunteer Coordinator

The Board and Committee Co-Chair called the meeting to order at 5:49 p.m.

Prior to the official commencement of the meeting there was an informal discussion around recent newspaper articles and radio shows commenting on the Order in Council letter issued by S. Annunziata earlier this week. H. Korosis suggested it might be helpful for the NPCA to issue a statement about the Order in Council and the impact of the Conservation Authorities Act on the Order in Council (OIC). S. Annunziata stated that nothing supersedes an OIC. H. Korosis asked if the NPCA legal council had commented on the fact that the OIC would supersede the Conservation Authorities Act, even if the Act was recently amended, 2017. S. Annunziata said he didn't know if they commented on that specifically. S. Annunziata shared his frustration over the media writing opinion pieces. A. Kirkby agreed that newspapers seem to have gone by the wayside, and D. Dick also agreed that they use hyperbole to sell. A. Kirkby and D. Dick further commented that the NPCA has been unfairly maligned in NOTL by the newspapers and the group known as SORE (Save our Rand Estate). A. Kirkby noted that D. Drennan has been very professional and that he is being unfairly maligned.

1. ROLL CALL

1.1 The Board and Committee Chair welcomed all in the meeting.

2. ADOPTION OF AGENDA

2.1 Change in Order of Items
There were no changes in the order of items.

2.2 Addition of Items
There were no additional items.

2.3 Motion to Adopt the Agenda

Moved: H. Korosis
Seconded: D. Dick

That the Agenda **BE ADOPTED** as presented.

CARRIED

3. ADMINISTRATIVE BUSINESS

3.1 Approval of Draft Minutes

3.1.1 NPC Advisory Committee Minutes – June 21, 2018
On the floor for comments/questions:

A. Kirkby noted her continued frustrations with the NPCA Policy document. She feels that her comments submitted to staff were not heard. She wanted to be a part of the Advisory Committee because she felt that she could make a difference but not much has changed. A. Kirkby said that she may not continue in her role on the Advisory Committee due to her frustrations. She thought the NPCA Policy document would reflect a more Niagara-based set of rules and policies, not at the Conservation Ontario level. She noted her personal frustrations with the processes and policies in place because she is currently trying to sever her farm property and all the drains are treated as watercourses, she has nothing that isn't regulated by NPCA. She wants the policy document to treat drains separately from natural watercourses.

S. Annunziata noted that he has raised A. Kirkby's concerns with Conservation Ontario after they presented the Watershed Report Card, and others had similar concerns. He said that Conservation Ontario said they will look at it. His second point was that they have some friends in government right now hearing that OWES (Ontario Wetland Evaluation System) is flawed, that the agricultural community is being maligned and treated unfairly with the Watershed Report Cards. He said he understands A. Kirkby's frustrations, and he shares the same frustrations. He also noted that the staff did receive her comments but that they have to weigh them against the Provincial Policy Statement.

A. Kirkby pointed out that the Auditor General (AG) report commented about the Report Card and noted that there were only 2 restoration projects in NOTL where there is poor water quality. Nobody pointed out that they have fruit trees in NOTL, they don't take fruit trees into consideration.

S. Annunziata noted that they had concerns with the restoration department at the NPCA because if you did an overlay of the poor water quality hot spots and the restoration project areas, that's not where the money was being spent. Now the program has changed, it is merit based, and the private sector has to come forward and present projects that will satisfy some of the conditions, especially poor water quality. Some of the commentary in the Auditor General report didn't capture that. He also encouraged A. Kirkby not to give up her place on the Advisory Committee yet, noting that she has been a great voice for the agricultural community and that we would hate to lose you. A. Kirkby mentioned that a few years back the restoration department planted grasses in a drain and now it is overrun with invasive Phragmites and bulrushes. Her opinion is that we need to eradicate Phragmites before we can move forward with any restoration projects. D. Dick added that although he knows it should be the province, the NPCA needs to start concentrating on eradicating/mitigating Phragmites. A. Kirkby also shared that the herbicide approved to fight

Phragmites is not allowed to be used in NOTL. S. Annunziata shared his frustration that when the Board tries to make a “made for Niagara” solution to some of these concerns, they get accused of getting overly involved. A. Kirkby said the Greenbelt Plan, 2017, is the only policy document that recognized Niagara tender fruit and grape industry, and allowed some flexible policies, mostly for drains.

Moved by D. Dick
Seconded by H. Korosis

That the NPCA Advisory Committee minutes of the meeting held on June 21, 2018 **BE APPROVED** as presented.

CARRIED

3.2. Correspondence

3.2.1 Special Audit of the Niagara Peninsula Conservation Authority – Recommendations with respect to Advisory Committee

S. Annunziata circulate information about the roles and responsibilities of NPCA Board of Directors. He informed all members of the NPCA Advisory Committee that as representatives of their sectors, he encouraged all members to put their names forward to be on the NPCA Board. The NPCA has important business, they are regulators, directly involved with every sector, have \$12 Million annual budget, and that members should be eligible to apply in their respective municipalities.

D. Dick asked if the NPCA Board is calling for reps? And would you still be a member of the Advisory Committee if you were on the Board? S. Annunziata said it's the municipalities that are calling for reps, if you're on the Board you couldn't be on the Advisory Committee as well. He noted that the NPCA has incredible staff, so not to worry if you don't have an environmental background, the Board is focused on the Strategic Plan, vision, and mandate of the Conservation Authorities Act. If you have an appetite to be involved, contact the clerk in your municipality, if their appetite is to have public reps he would like a wide breadth of knowledge.

3.2.2 Letter dated November 22nd from NPCA lawyer Paul DeMelo

There was a discussion around the events that lead to the letter from lawyer Paul DeMelo. Mainly, S. Annunziata noted that it came up when the NPCA was investigating how to appoint more members from Hamilton after it was requested by Hamilton representatives to better reflect the increased population and levy from Hamilton. S. Annunziata shared that when you look at the 36 Conservation Authorities, 80% of Board members are elected officials. Conservation Ontario decided that the way to address knowledge gaps in the Board was to create Advisory Committees, and that the NPCA was ahead of this in 2014 when it established the Advisory Committee and the Terms of Reference. He further shared that in the AG report, she notes that one of the responsibilities of the Board is to assess the current role of the Advisory Committee. A. Kirkby further commented that it seems that until there are changes at the Conservation Ontario level, there will never be local flexibility in the Conservation Authorities Act. S. Annunziata commented that the Liberal government didn't recognize the issues coming out of agricultural sector/rural areas. There is only one Conservative representative in Niagara but there are likely other communities in Ontario facing the same issues as Niagara. He shared that he sensed something was coming and it may have a trickle down effect in Niagara. He shared his frustration with the comments in the AG report about “undue Board influence”, stating that sometimes as an elected official you have to go to bat for your municipality when things don't make sense, and he gave an example from a project happening close to the Niagara River that the NPCA wasn't going to approve. A. Kirkby commented that the NPCA Board will need both gap knowledge and elected knowledge to be successful.

4. BUSINESS FOR INFORMATION

4.1 Next steps for NPCA Advisory Committee/Criteria for NPCA Board of Directors member selection process

S. Annunziata commented on the AG report recommendations with respect to Board appointment process. He shared that the AG report is not sitting on a shelf, we are committed to implementing the recommendations. The subject of the Advisory Committee will go to the new NPCA Board, they will look at Terms of Reference and determine what knowledge gaps need to be addressed.

4.2 Meeting dates for 2019

H. Korosis commented that though there is a new Board of Directors starting in January it will be a good idea to get the meeting dates in the calendar and they can change if need be. The following schedule was established with approval from the members present:

January 31st 2019
April 25th 2019
June 27th 2019
November 28th 2019

Meetings are typically held at Ball's Falls Centre for Conservation in the Glen Elgin room, unless changed prior to the meeting. Meetings start at 5:30PM.

5. PRESENTATIONS (and/or Delegations)

There were no presentations or delegations scheduled.

6. OTHER BUSINESS

6.1 Other Business – Niagara Catholic District School Board, St. Katari site

D. Pont noted that Brian Kon from the St. Katari site (also called the NPCA St. John Valley Centre Conservation Area), home to the Soaring Eagles program, would like to put a temporary structure on that site, a long house. He asked how they would go about getting permission for this and what is the process. K. Royer answered that she would put Derrick in touch with Gregg Furtney, Senior Manager of Operations and Special Projects. K. Royer did this after the meeting.

6.2 Other Business- NPCA Board motion about Indigenous acknowledgement

S. Annunziata brought forward his comments with respect to a motion about Indigenous acknowledgement that passed at the November 21st 2018 NPCA Board Meeting. He noted that he tried to have the motion referred to the Indigenous community before it was passed. He would like to have D. Pont review the motion and get his feedback on whether the wording needs to be changed. S. Annunziata asked that K. Royer share the motion with D. Pont after the meeting. D. Pont noted that the motion passed at the Niagara Region is very inclusive. S. Annunziata noted that the NPCA motion isn't a land acknowledgement, it is more that the NPCA supports and recognizes the land stewardship. D. Pont noted that it is

important to get the language right when using these types of acknowledgements in the public sector.

The motion that passed was: That the NPCA stands with the Indigenous, First Nations and Métis communities in recognizing the importance of stewardship over the natural resources of the area.

D. Dick brought forward a comment about a school in Niagara-on-the-Lake where the school erected a teepee in the playground area and some of the people in the Indigenous community took offence to this. He noted that his daughter-in-law is native and she commented that you can't erect something like this in a school setting without appropriate ceremonies and curriculum to go along with it. D. Pont agreed that there should be a teaching component with something like this, there are certain ceremonies and rules that go along with teepees.

6.3 Other business- ROMA January 26-29 2019, Toronto

S. Annunziata brought forward the dates for ROMA – Rural Ontario Municipal Association conference. He noted that this would be a good opportunity for A. Kirkby to attend a conference and speak with municipal officials and members of government about her concerns. D. Dick commented that the rural community has been dealing with these frustrations for 20 years, we just keep working away at it. A. Kirkby noted that back in 2005 when they got the Greenbelt plan they had to fight hard because there were so many drains identified as rivers, had to take people on tours, they've been fighting ever since. In 2017 they made a lot of good changes, still some errors but getting closer. S. Annunziata commented that now ground-truthing is a best practice, not just relying on air photos. D. Dick noted that often the air photos are done in the springtime when water is at the highest level. A. Kirkby commented that sometimes irrigation ponds are mis-labelled as wetlands, and this is why she tells people to mow around their irrigation ponds so they don't look like wetlands. S. Annunziata gave the example of the QEW in Fort Erie and how it acted like a dam, water pools on either side have now been designated as wetlands in the gateway economic zone off the QEW where it should be industrial and commercial, all because of the unnatural damming. A. Kirkby commented that she knows all the OWES wetlands in NOTL and that some landowners don't even know they have wetlands on their property.

7. ADJOURNMENT

There being no further business, the NPCA Advisory Committee meeting adjourned at 7:09PM.

Moved by D. Pont
Seconded by D. Dick

That the NPCA Advisory Committee Meeting **BE NOW ADJOURNED.**

CARRIED

Sandy Annunziata
Board Chair,
Niagara Peninsula Conservation Authority

Kerry Royer
Recording Secretary, Community Outreach
Niagara Peninsula Conservation Authority

Report To: Board of Directors

Subject: NPCA Public Advisory Committee (PAC)

Report No: FA-51-19

Date: May 3, 2019

RECOMMENDATION:

1. **THAT** Report No. FA-51-19 regarding the NPCA Public Advisory Committee (PAC) be received.
2. **THAT** the Board of Directors approve, in principle, the Terms of Reference (TOR) for the NPCA Public Advisory Committee (PAC) and forward the TOR to the PAC for their review, comment on filling vacancies, and feedback to the Board of Directors.

PURPOSE:

The NPCA Public Advisory Committee (formally called the NPCA Advisory Committee) was created based on recommendations from the NPCA's Strategic Plan 2014-2017. The current Terms of Reference for the Committee are attached to this Report and require updating. Changes recommended by staff are outlined in yellow in Appendix 1 to this Report.

The purpose of this report is to:

- Seek the Boards' approval, in principle, of an updated Draft Terms of Reference for the PAC; and
- Direct staff to review the Draft TOR with the PAC for their feedback to the Board.

BACKGROUND:

The current mandate of the PAC, which was created in 2014, is:

“To provide collaborative local perspective, guidance and expert advice in the implementation of the NPCA policies, plans and/or other issues as the Board may request. Members serve in a non-governance capacity with a focus on providing advice and recommendations for consideration by the NPCA Board.”

The Committee is currently comprised of 10 members and the NPCA Board Chair. The members represent the public-at-large, Métis Niagara, property owners, Chamber of Commerce/Tourism, agriculture, development, conservation, urban/rural planning, and user/volunteers. Members are appointed by the NPCA Board of Directors and the NPCA Chair functions as Co-Chair of the Committee until the end of his/her term, along with a member Co-Chair elected by the Committee.

With the appointment of a new Board of Directors, the Committee has not had an opportunity to meet in 2019. The January and April scheduled meetings were cancelled to allow time for the NPCA Board to review the current TOR and the role of the Committee.

The next meeting is scheduled for June 27, 2019.

(a) Current Membership Challenges

Currently, the Committee has 7 public members, representing the following sectors/stakeholder groups and 3 vacancies:

- Public-at-large
- Agriculture
- User/volunteer
- Watershed Conservation
- Chamber of Commerce/Tourism
- Urban/rural planning
- Métis Niagara
- Development (vacancy)
- Landowners (vacancy)
- Public-at-large (vacancy).

There is currently no public Co-Chair, as there have been several changes to the Committee in the past 2 years, and one has not yet been selected.

It has been brought to the attention of NPCA staff that not all sectors feel represented by the current seat structure, nor by the members in the representative seats. One example of this is the current seat allotted to a single Indigenous group to have representation on the Committee. In this case, it is filled by the Métis, and it is believed that representation from the First Nations is also required on the Committee.

(b) Vacancies

Several seats on the Committee have been vacant since late 2018 and there has been no recruitment for new members due to the changes in the NPCA Board composition, CAO/Secretary-Treasurer and several Senior Management positions. It is important that the PAC review an updated TOR and provide input to the Board of Directors regarding seats and vacancies on the Committee.

(c) Current Mandate Challenges

It has been noted by the NPCA staff that the Committee mandate, as outlined in the current TOR is very broad and lacks focus. Since 2014, the Board of Directors has rarely requested that projects, policies, etc. be vetted through the Committee. This lack of focus could be a factor in the high turnover rate seen on this Committee.

It is recommended that the PAC align closely with the NPCA's Annual Workplans which should be developed and approved by the Board of Directors in 2020 for its four Divisions – Corporate Services, Land Management, Watershed Management and Communications/Engagement. On a yearly basis, once the Board has reviewed and approved annual workplans, they will be in a good position to recommend to the PAC where their involvement could be most beneficial.

(d) Auditor General Recommendations

In the September 2018 Special Audit of the NPCA, the Auditor General recommended that the **NPCA Board of Directors assess the current role of the Advisory Committee to determine whether it fills the gaps in NPCA Board skills and competencies.**

Once a permanent Board of Directors is appointed, Board profiles should be completed. These profiles will indicate areas where gaps in skills and competencies may exist. A similar process should occur whereby members of the PAC are requested to provide a profile outlining their skills, experience and competencies.

Once the profiles have been developed by both the Board and the PAC, a gap's analysis, can be completed by the Board, who will then be in a better position to assess competencies which should be sought for the PAC.

NEXT STEPS

The PAC has two remaining meetings in 2019. It is recommended that:

1. The PAC focus their June 27, 2019 meeting on providing comments on the Draft TOR as well as filling vacancies on the Committee.
2. The PAC focus their November 28, 2019 meeting on reviewing their profiles and assessing any gaps which they see on the Committee.
3. The PAC receive direction at their first meeting in 2020 from the NPCA Board of Directors regarding which programs, policies or projects they may wish to focus on for the fiscal year, based on the approved workplans for each NPCA Division.

RELATED REPORTS AND APPENDICES:

1. Appendix 1: NPCA Public Advisory Committee – Draft Terms of Reference

Prepared by:



**Renee Bisson
Acting Senior Manager, Communications**

Submitted by:



**D. Gayle Wood, BES, CMMIII
Interim Chief Administrative Officer/
Secretary-Treasurer**

This report was prepared in collaboration with Kerry Royer, Coordinator of Community Outreach and Volunteers.

NPCA Public Advisory Committee Draft Terms of Reference

Committee Name:	NPCA Advisory Committee
Type:	Standing Committee - Advisory
Date of Formation:	February 19, 2014
Staff Support:	Community Outreach & Volunteer Coordinator
Enabling Legislation:	Feb. 19, 2014 – NPCA Report # 06-2014
Amended Version:	September 20, 2017 (Proposed Revision MAY 3, 2019)
Total No. of Members:	12 (Includes NPCA Chair)
Meeting Frequency:	Quarterly – as required
No. of Meetings Annually:	4 (+)
Budget:	\$2,500
Reporting Method:	PAC Minutes provided to the Board for consideration

1. TITLE:

The name of the Advisory Committee shall be “**The NPCA Public Advisory Committee**”, or until such time a more reflective name representative of the Authority is chosen at the discretion of the NPCA Board.

2. ACCOUNTABILITY AND MANDATE:

To provide collaborative local perspective, guidance and expert advice in the implementation of NPCA policies, plans and/or other issues as the Board may request. Members will serve in a non-governance capacity with a focus on providing advice and recommendations for consideration by NPCA Board.

New mandate: The Committee will approve involvement in up to four projects per year, which are aligned with the approved NPCA annual workplans from each Division – Corporate Services, Land Management, Watershed Management, and Communications/Engagement.

3. 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. 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.

The power to appoint or rescind shall be reserved solely for the full Board Authority. The NPCA Chair shall function as Co-Chair and will serve until the end of his/her term.

4. RESOURCES & BUDGET

The budget will be allocated at \$2,500 to cover meeting expenses. Thereafter, the budget will be re-assessed on an annual basis.

The Advisory Committee is primarily supported by the Community Outreach & Volunteer Coordinator, with the Community Engagement Manager and **Chief Administrative Officer** providing general oversight.

5. REPORTING

Meeting Agendas will be prepared by the **Clerk/Executive Assistant to the CAO and Board and** Community Outreach & Volunteer Coordinator in consultation with the Committee Co-Chairs. Minutes shall be recorded and circulated to members. DRAFT minutes will be submitted to the NPCA Board at their earliest meeting following an ADVISORY COMMITTEE meeting as long as Committee members are given 2 weeks to review the draft minutes. Actionable items to be carried forward by the NPCA Chair in a timely fashion.

6. RESPONSIBILITIES:

- Act as Champions/Ambassadors for the NPCA
- Advise on potential partnership opportunities
- Provide a conduit to the local community within their sector
- Identify barriers and opportunities in the community within their sector
- Advise on opportunities to communicate information from the NPCA to their sector partners
- Advise on other issues from within their sector.

7. MEMBERSHIP:

The NPCA **PUBLIC** ADVISORY COMMITTEE shall consist of up to **TWELVE (12)** members comprising multi-stakeholder representation including landowners, planners, business sector, agriculture, conservation, Indigenous representatives, development sector, the general public and the **NPCA Chair**. The NPCA encourages diversity of age and gender on the Committee.

7.1 REPRESENTATIVE SEAT STRUCTURE:

The Advisory Committee shall consist of the following representation:

- TWO (2) members from the public-at-large (with at least one member that has technical knowledge related to the work of the NPCA).
- ONE (1) member representing Métis Niagara
- ONE (1) member representing property owners
- ONE (1) member representing a Chamber of Commerce and/or Tourism Industry
- ONE (1) member representing agricultural/value-added agricultural sector

- ONE (1) member representing the development sector
- ONE (1) member representing the environment sector
- ONE (1) member representing First Nations
- ONE (1) member representing urban and rural planning (must have Registered Professional Planner designation)
- ONE (1) member representing volunteers/users (e.g. hikers, hunters, campers, etc.)
- ONE (1) for the NPCA Board Chair (who also serves as a Co-Chair of the ADVISORY COMMITTEE)

7.2 Internal or external persons may be invited to attend the meetings at the request of the Co-Chairs, on behalf of the ADVISORY COMMITTEE, to provide advice and assistance where necessary. These attendees will have no advisory privileges and may be requested to leave the meeting at any time by the Chairperson. NPCA Board members are encouraged to attend Advisory Committee meetings but will carry no voting power and will not receive per diem for attending.

7.3 ADVISORY COMMITTEE members may cease to be a member of the Committee if they:

- Resign from the Committee
- Fail to attend 2 consecutive meetings without providing reasons of significance to the Co-Chairs
- No longer objectively represent their respective sector
- Breach of Confidentiality
- Co-Chairs can recommend to the NPCA Board for a member to be removed if they are no longer meeting their responsibilities.

7.4 Decisions of the ADVISORY COMMITTEE are considered as recommendations only and no formal voting process is required.

7.5 Extended Absence

In the event that a member of the Advisory Committee advises the Co-Chairs of an extended absence in writing, a surrogate may be pre-approved at the discretion of the Chair and Full Board Authority.

8. PRIVACY

The meetings of the ADVISORY COMMITTEE are public; however, members should be aware that their names will be in the public realm and a list of membership may be provided when requested. Personal member information,

other than name and resident municipality, will be kept confidential in accordance with Provincial legislation.

9. LEADERSHIP & ADVISORY COMMITTEE CO-CHAIRS

To provide leadership, the NPCA Board Chair will serve as Co-Chair of the ADVISORY COMMITTEE. In addition, a member Co-Chair shall be elected by the ADVISORY COMMITTEE to serve for a period of 12 months. Co-Chairs may serve for two (2) consecutive terms (with the exception of the NPCA Board Chair). The Co-Chair responsibilities include:

- Building consensus
- Providing leadership and ensuring the fair and effective functioning of the Committee
- Scheduling meetings and notifying ADVISORY 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 a decision, action or definite outcome
- Review and approve the draft minutes before distribution

NPCA Chair responsibilities include:

- Approving Agenda items and correspondence
- Approving delegations for Advisory Committee meetings
- Act as a conduit between the Advisory Committee and the NPCA Board of Directors

10. ROLES AND EXPECTATIONS OF MEMBERS

- 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 the Co-Chairs and staff 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 Co-Chairs and staff contact 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.
- Members are encouraged to go back to their respective sectors with information received at Advisory Committee meetings to notify of opportunities to give feedback

11. ADMINISTRATION

Community Outreach & Volunteer Coordinator will provide Administrative services for the Advisory Committee, including preparation and distribution of Agendas, recording of meeting minutes/notes, reports and general information as required to ADVISORY COMMITTEE. The Community Outreach & Volunteer Coordinator will coordinate reports on ADVISORY COMMITTEE activities for inclusion in NPCA Board meeting agendas.

12. DURATION OF MEETINGS

Meetings will be approx. TWO (2) hours in duration. Exceptions may occur from time to time to deal with significant items.

13. APPLICATION PROCESS – CALLS FOR EXPRESSIONS OF INTEREST

- Potential applicants will be assessed and recommended for appointment based not only on if there is an available seat but also on their ability to meet the roles and expectations of a member (Section 11). Seats may remain vacant until candidates with the requisite background and skills can be identified.
- The Call of Expressions of Interest will be fully transparent and made public and published via NPCA website, social media venues and local print media.
- For Committee recruitments, the ADVISORY COMMITTEE will develop a Selection Sub-Committee comprised of the NPCA Board Chair, the member Co-Chair and one Advisory Committee member in good standing. In the absence of a Co-Chair in good standing, the NPCA Chair shall approve a 3rd member to sit on the sub-Committee from the members in good standing on the Advisory Committee.
- Final recommendation of candidates will be presented to the NPCA Board for appointment.

NOTE:

Previous vacancies on the Committee have been advertised on social media, the NPCA's website and through emails to our stakeholders and volunteer groups. Applicants were asked to fill out an on-line application form including the following information:

- Contact information
- Highest level of education and how it relates to the position
- Professional/Employment Background
- Professional Memberships
- Why they want to serve on the NPCA Advisory Committee

In previous recruitment processes, the applications were reviewed by the NPCA Coordinator of Community Outreach and Volunteers, as well as an NPCA Advisory

Committee Selection Sub-Committee, as per the TOR. Applications were evaluated based on the following criteria:

- Knowledge and experience related to the sector representation
- Knowledge of the Niagara Peninsula Conservation Authority
- Experience working on multi-sector committees

Considerations for diversity of gender, age, geography and ethnicity were also part of the evaluation process, in accordance with the current TOR. Recommendations were put forward to the NPCA Full Authority Board for approval and appointment.

14. AMENDMENTS

The Terms of Reference and the role of the NPCA Advisory Committee shall be reviewed and assessed every 4 years by the incoming NPCA Board of Directors. The Terms of Reference may be amended to meet the ongoing needs of the NPCA, by agreement of the majority of Board members.