

NPCA Advisory Committee Terms of Reference

Committee Name:	NPCA Public Advisory Committee	
Type:	Standing Committee - Advisory	
Date of Formation:	February 19, 2014	
Staff Support:	Community Outreach & Volunteer Coordinator	
Enabling Legislation:	Feb. 19, 2014 – Report # 06-2014	- To: NPCA Board
Amended Version:	September 18, 2019	
Total No. of Members:	13 (Includes NPCA Chair)	
Meeting Frequency:	Quarterly – as required	
No. of Meetings Annually:	4 (+)	
Budget:	\$2,500	
Reporting Method:	PAC Draft Minutes provided to Board for consideration	

1. TITLE:

The name of the Advisory Committee shall be **“The NPCA Public Advisory Committee”**

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, 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 Executive Coordinator 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 unapproved minutes may be submitted to the NPCA Board at their earliest meeting following a 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 opportunity
- 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 THIRTEEN (13) members comprising multi-stakeholder representation including, planners, business sector, agriculture, conservation, Indigenous representatives, development sector, the general public and the NPCA Chair. The 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.

7.1 REPRESENTATIVE SEAT STRUCTURE:

The Public Advisory Committee shall consist of the following representation:

- THREE (3) members from the public-at-large (with knowledge of NPCA mandate and related programs including heritage, education, restoration, and health being an asset).
- ONE (1) member representing Métis Niagara
- ONE (1) member representing a Chamber of Commerce and/or Tourism Industry
- ONE (1) member representing agricultural/value-added agricultural sector from the south part of the watershed
- ONE (1) member representing agricultural/value-added agricultural sector from the north part of the watershed
- 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 PUBLIC 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 PUBLIC 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 Public Advisory Committee meetings but will carry no voting power and will not receive per diem for attending.

7.3 PUBLIC 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 PUBLIC ADVISORY COMMITTEE are considered as recommendations only and no formal voting process is required.

7.5 A meeting quorum will be 50% + 1 of current filled positions

7.6 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 PUBLIC 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 PUBLIC ADVISORY COMMITTEE. In addition, a member Co-Chair shall be elected by the PUBLIC 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 PUBLIC 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 Public 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 PUBLIC ADVISORY COMMITTEE. The Community Outreach & Volunteer Coordinator will coordinate reports on PUBLIC 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 PUBLIC ADVISORY COMMITTEE will develop a 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.
- Applicants shall be required to submit the following information:
 - contact information
 - area of expertise, general availability, why they want to serve on NPCA PAC
 - highest level of education
 - professional/employment background and professional memberships
- Applications will be 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
 - Relevant volunteer/community service work related to the seat they are applying for
- Final recommendation of candidates will be presented to the NPCA Board for appointment. NPCA maintains a strong policy of equal opportunity. The NPCA recognizes that diversity is a source of strength and works to champion inclusive attitudes and approaches to recruitment that lead to full and meaningful participation of all.

14. AMENDMENTS

The Terms of Reference and the role of the NPCA Public Advisory Committee shall be reviewed and assessed every 4 years by 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.