

SCHEDULE "A"

**TO BY-LAW NO. 2005-006
TOWNSHIP OF UXBRIDGE**

**TERMS OF REFERENCE
UXBRIDGE WATERSHEDS ADVISORY COMMITTEE**

December 6, 2004

The Uxbridge Watersheds Advisory Committee (UWAC) serves as an advisory body focusing upon the implementation of watershed plans within the Township of Uxbridge. It acts as a resource to the community, government, Toronto and Region Conservation Authority (TRCA), Lake Simcoe Region Conservation Authority (LSRCA), and other organizations within the Township of Uxbridge. The UWAC provides a community perspective on watershed management and work supporting environmental sustainability, while respecting the interests of all parties.

The following outlines the Terms of Reference for the Uxbridge Watersheds Advisory Committee:

COMMITTEE REPRESENTATION:

The UWAC may consist of the following representatives:

- Environmental groups
- Chamber of commerce
- Development industry
- Permanent and seasonal landowners
- Aggregate industry
- Agricultural industry
- Durham Land Stewardship Network
- Tourism and recreation industries
- Academic institutions
- Youth organizations
- Angling and hunting groups
- Ratepayer Associations
- Golf course industry
- Township council and staff
- Interested members of the public

Other groups may be added if determined necessary and/or beneficial to the committee.

The term of office will coincide with the municipal term of office. Hence, the current term will conclude on November 13, 2006.

COMMITTEE OBJECTIVES:

The work of the committee should focus on local initiatives and opportunities that support the implementation of watershed plans with particular emphasis on stewardship in the more urbanized catchments. In order to garner the support of the local community, the committee may undertake public outreach exercises to raise awareness and foster opportunities to protect the health of the watersheds in Uxbridge Township.

The work of the Committee will be directed towards the following objectives:

- Advise the Township on actions required to implement watershed plans;
- Advise the Township on provincially mandated initiatives such as drinking water source protection;
- Advise the Township on opportunities to work with businesses and NGOs in Uxbridge and bring representation on board;
- Advise the Township on amendments that may be needed to official policy in order to facilitate implementation of the watershed plans;

- Consult with and consider submissions from concerned individuals and groups on issues and problems related to watershed health; and,
- Promote public education and action with respect to watershed health.

The committee may explore and initiate partnership opportunities with other organizations, NGOs, agencies, and businesses if such partnerships will help accomplish the objectives of the committee.

The Township of Uxbridge in partnership with the Lake Simcoe Region Conservation Authority (LSRCA) and Toronto and Region Conservation (TRCA) will provide financial, administrative, and technical support to the committee. Staff from the LSRCA and the TRCA will attend committee meetings and, where required, provide briefings, technical reports, and advice to the committee members. Secretarial support, such preparation and distribution notices of meeting, agendas, minutes, and other administrative duties as identified, will be provided by LSRCA and TRCA.

ADMINISTRATIVE PROCEDURES

CALLING OF MEETINGS, MINUTES, VOTING PROCEDURES:

A minimum of four meetings of the Committee shall be held each year at such time and place as the Committee shall decide, including one annual meeting prior to March 1st, and one meeting after July 1st.

Notice of Committee meetings shall be conveyed to members at least five days prior to the date of the meetings. The notice shall include the time and place of the meeting and a reminder to submit agenda items to the Chair to be discussed at the meeting.

Anyone wishing notice of any Committee meeting shall leave their name and address with the Committee Chair. The designated meeting notifier (member of the Committee), or the Chair shall inform that person, in writing or by telephone, in advance of other meetings.

Within seven days after any Committee meeting, the Recording Officer/Secretary shall send a copy of the minutes of that meeting to each member of the Committee, and a copy to the Town of Uxbridge.

At any Committee meeting, each member present, excluding the Chair, is entitled to one vote, excepting any hired staff of the Committee. In the event of a tie vote, the Chair shall cast a deciding vote.

At any meeting of the Committee, a quorum shall consist of 50% committee membership.

A majority vote of the members present at any meeting is required upon all matters coming before the meeting.

In the event of the absence of the Chair and the Vice-Chair from any meeting, the members present shall, after a waiting period of fifteen minutes from the time of the duly called meeting, appoint an Acting Chair who, for the purposes of that meeting, has all the powers of and shall perform all the duties of the Chair.

If quorum is not met one half hour after the time appointed for a meeting of the Committee, the Chair, Vice-Chair, Recording Officer/Secretary, or Acting Chair, shall call the roll, and record the names of the members present; the meeting shall stand adjourned until the next meeting.

MEMBERSHIP, ELECTIONS AND APPOINTMENTS:

Members of the Committee are solicited by Uxbridge Township Council on an annual basis and are appointed for their expertise, representation of government agencies or related non-governmental organizations, or commitment to Uxbridge Brook watershed issues. Prospective members can be recommended by Council or any member of the Committee, or they can request consideration for membership by contacting the Chair.

The election of officers shall be held yearly at the Annual Meeting. Such elections shall be conducted by a person appointed by the Committee. All officers shall be accredited members of the Committee.

The order of procedure for the election shall be:

- a) Chair
- b) Vice-Chair
- c) Recording Officer/Secretary
- d) Treasurer
- e) Meeting Notifier
- f) Such other elections as the Uxbridge Watersheds Advisory Committee may determine

Elections shall be held by secret ballot and no member may vote by proxy.

No member shall be elected to hold more than one office.

Nominations for each office shall be received from the members present at the meeting, and such nominations shall not require a seconder.

Members nominated for office of The Committee must be present at the meeting at which the election vote is taken, except in the following circumstances: absences due to illness, funeral or other circumstance over which the member has no control; such nominated members may be considered by the Committee at the meeting. However, the member must notify the Chair, or the Vice Chair of his/her desire to stand for office, either verbally or in writing prior to the meeting.

Upon a vacancy, due to death, incapacity, resignation or continued absence occurring in any office of The Committee, The Committee may fill that vacancy at any subsequent meeting.

FREEDOM OF INFORMATION:

Subject to review by the Township, all matters arising out of Committee meetings and supporting technical reports shall form part of the public record and shall be available for public review immediately upon request. A file of information pertaining to Committee issues and proceedings will be kept at the public library in Uxbridge, for in-library use. Exceptions of the foregoing include the following matters:

- a) Personnel records
- b) On-going property negotiations
- c) Court cases in which the Committee is involved
- d) Discussions which could adversely affect the interests of a third party.

POWER AND FUNCTION OF THE CHAIR (VICE-CHAIR):

The Chair of the Committee is entitled to one vote only in the event of a tie vote and this will be the deciding vote.

The Chair of the Committee shall be an *ex officio* member of any and all Committee sub-committees.

The Chair shall act as an official representative of The Committee at meetings, functions, gatherings and public meetings unless he or she so directs the Vice-Chair or, in the absence of the Vice-Chair, such other member as he/she chooses, to represent the Committee.

AUDITS, BUDGETS AND ANNUAL MEETING:

The fiscal year of The Committee shall be the calendar year.

At the Annual Meeting of the Committee, the agenda shall include:

- a) introduction of new members;
- b) minutes of previous meeting;
- c) financial statement;
- d) election of officers;
- e) annual reports;
- f) appointment of committees; and
- g) proposed budget and municipal contribution

In order to approve the budget, a weighted majority (51%) of the members at the meeting will be required.

Within thirty days following the adoption of the budget by The Committee, the Chair shall send to the Township of Uxbridge Treasurer a notice indicating the monies requested by The Committee from the municipality.

Requests for capital expenditures must be made in writing to the Town of Uxbridge Treasurer. The Township Council will then review and approve monies to be allocated in accordance with the budget. Unbudgeted expenditures will be considered on a case by case basis.

Final auditing services will be provided by the Township of Uxbridge. Proceeds from fund-raising initiatives will also be recorded and provided to the Township to be kept in an account. All information collected will be provided under conditions previously stated in Section 18 - Freedom of Information.