

December 6, 2022

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Sent by email

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RE: Recruitment of Municipal Representatives on Regional Watershed Alliance

Toronto and Region Conservation Authority (TRCA) would like to invite members of your municipality to participate on the Regional Watershed Alliance (RWA), which is a subcommittee of TRCA's Board of Directors.

Governed by the Conservation Authorities Act, TRCA is one of 36 conservation authorities in Ontario with a mandate to conserve, restore and manage the natural resources within the nine watersheds and Lake Ontario Waterfront of the Toronto region (including City of Toronto and portions of York, Peel and Durham Regions and the municipalities of Adjala-Tosorontio and Mono).

RWA supports creating healthy watersheds and waterfront that achieve The Living City Vision of sustainable communities, regional biodiversity and healthy rivers and shorelines through advocacy, knowledge sharing and collective action. With a membership consisting of 30 representatives, including TRCA Board members, watershed residents, sector experts, representatives from all three levels of government, and TRCA Youth Council representation, participation on this committee involves providing input to TRCA and partner-led initiatives, learning about TRCA projects and areas of work, and where relevant, providing recommendations to TRCA's Board of Directors. RWA members also provide direction and guidance to TRCA's Youth Council, as well as promote TRCA initiatives.

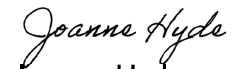
This letter is to formally request that you circulate this information through your respective council agendas and to provide TRCA with a resolution supporting the appointment of a municipal representative from your council or organization. We require your appointee to attend

two-hour quarterly meetings (March 23rd, May 31st, September 20th and November 15th from 6:30 p.m. to 8:30 p.m. in 2023), which are currently held virtually.

We expect to convene RWA in March 2023 and are required to confirm final committee composition by mid-January to achieve this timeline, taking into account TRCA Board of Directors reporting timeframes.

Should you require further information regarding the nomination and election process, please contact clerks@trca.ca

Kindly,



Joanne Hyde
Clerk and Manager, Policy

cc. John MacKenzie, Chief Executive Officer, TRCA
Michael Tolensky, Chief Financial and Operating Officer, TRCA
Victoria Kramkowski, Government Relations Specialist, Peel and York Watersheds, TRCA
Johanna Kyte, Government Relations Specialist, Durham and Toronto Watersheds, TRCA
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Town of Aurora, clerks@aurora.ca
Township of King, clerks@king.ca
Town of Stouffville, clerks@townofws.ca
Township of Adjala-Tosorontio, dgouldbrown@adjitos.ca
Town of Mono, ClerksOffice@townofmono.com

[RWA Terms of Reference](#)

Attachment 1: Regional Watershed Alliance Terms of Reference (September 23, 2022)

The Regional Watershed Alliance (RWA) is considered an advisory board of TRCA.

1. MISSION AND MANDATE

Mission:

Create healthy watersheds and waterfront that achieve The Living City Vision of sustainable communities, regional biodiversity and healthy rivers and shorelines through advocacy, knowledge sharing and collective action.

Mandate:

Reporting to the Board of Directors (Figure 1) and working closely with Toronto and Region Conservation Foundation, the RWA is an advisory board to TRCA with the purpose of:

- **Advocacy:** Advocacy for awareness, policy innovation and action within members' sectors, communities and jurisdictions on regional and local environmental and sustainability issues.
- **Advisory:** Input on TRCA initiatives, act as a sounding board to TRCA staff, and advise the Board of Directors on matters of community interest.
- **Collective Action:** Priority setting and collective investment in key sustainability and environmental issues for cross-jurisdictional and cross-sectoral actions. Support and leadership to the development of platform and campaigns to bring actors and stakeholders together to drive solutions through collective action and resource sharing.
- **Reporting:** Reporting on collective outcomes on regional sustainability to the public, TRCA municipal partners and stakeholders. Reporting to the Board of Directors on its work.

2. MEMBERSHIP AND APPOINTMENTS

Supported by TRCA staff, the RWA has a Chair, Vice-Chair, and is comprised of approximately 30 voting members.

2.1. Voting Members

The RWA members are recruited based on a diverse skill set, sector and community specific expertise, network connections, demonstrated leadership, experience, and knowledge of the watersheds within TRCA's jurisdiction.

- **Toronto and Region Conservation Authority Board Members** (up to 2 voting representatives)
 - Preferably one representative from different TRCA appointing member municipalities from the Board of Directors.
- **Watershed Residents** (up to 12 voting representatives)
 - Up to 12 watershed residents selected from across TRCA's nine watersheds and

waterfront, aiming to achieve the following representation from TRCA municipalities to the best of TRCA's ability:

- Toronto: 2 representatives
 - Peel: 2 representatives
 - York: 2 representatives
 - Durham: 2 representatives
 - The remaining 4 spots will be flexible and can be utilized for Mono, Adjala-Tosorontio and/or additional representatives from the municipalities above. During the selection process, efforts will be made to ensure there is representation from across TRCA's watersheds.
- **Sector Experts and Organizations** (up to 6 voting representatives)
 - All representatives for this category must be located in and/or undertake work within TRCA's jurisdiction.
 - Representation will be sought from both experts/organizations with impact and/or jurisdiction that spans TRCA's jurisdiction and local/community-focused experts/organizations, with efforts made to include membership representation from across TRCA municipalities.
 - **Municipal Representatives** (up to 5 voting representatives)
 - There will be a minimum of 1 representative each from Toronto, Peel and local municipalities, York and local municipalities, and Durham and local municipalities (4 total).
 - The remaining additional spot can be allocated to one of the municipalities above or to Mono and/or Adjala-Tosorontio
 - **Provincial Representative** (up to 1 voting representative)
 - Up to one political representative or senior staff from the Province of Ontario.
 - **Federal Representative** (up to 1 voting representative)
 - Up to one local political representative or senior staff from the Government of Canada.
 - **Youth Council Representatives** (up to 2 voting representatives)
 - To be appointed from the Youth Council Executive. If sufficient representatives are not available from the Youth Council Executive, RWA Youth Council Representatives can be appointed from the Youth Council General Membership
 - **Indigenous Representative** with a Treaty right or historical affiliation to TRCA's jurisdiction (up to 1 voting representative)

2.2 Guests

The Regional Watershed Alliance meetings are open to the public. Municipal or other agency staff may be invited as guests to offer presentations or participate in discussions on relevant issues. Guests will not have voting privileges nor be eligible for travel expenses to and from meetings.

2.3 Appointment Process

Soliciting, vetting and selection of candidates will be done in accordance with TRCA's Public

Appointment Policy. Where relevant, TRCA staff will be involved in selection of candidates and criteria will be developed in advance to guide the review process

2.3.1 Board of Directors Representatives: Board Members will be appointed by the Board of Directors as voting representatives.

2.3.2 Watershed Residents: Applications from watershed residents will be solicited through direct recruitment, announcements in newsletters, local newspapers, web sites, volunteer networks, and through various social media platforms. A committee of TRCA staff and/or Board members will select the RWA resident members through the application process using a set of criteria to ensure suitability and eligibility.

2.3.3 Sector Experts and Organizations: Select organizations and agencies will be requested by TRCA to appoint a representative.

2.3.4 Municipal Representatives: Formal request for appointment of municipal representatives will be made to municipal councils.

2.3.5 Provincial and Federal Representatives: Federal and provincial representatives (member of Parliament or staff) with specific interest in TRCA's work and jurisdiction will be requested to participate as members.

2.3.6. Youth Council Representatives: Youth Council representatives will be elected from and by the TRCA Youth Council Executive.

2.3.7. Indigenous Representative: Formal request for appointment of an Indigenous representative will be made to Indigenous Bands with a Treaty right or historical affiliation to TRCA's jurisdiction.

2.4 Term of Appointment

RWA Members will be appointed for a two-year term with a possible extension of up to two additional years, with the exception of the Youth Council representatives, which currently serve a one-year term on the Youth Council with a possible extension of an additional year. Members unable to fulfill their commitments may be replaced as per the Board of Directors Administrative By-law.

3. ROLES AND RESPONSIBILITIES

3.1.1 The **Chair** is responsible for:

- a) Presiding over meetings, setting the agenda and generally ensuring the effectiveness of meetings;
- b) Calling special meetings, as required;
- c) In the absence of the Chair, the Vice-Chair will perform the above functions;
- d) In the absence of the Chair and Vice-Chair, Members shall appoint an Acting Chair who, for the purposes of that meeting has all the powers and shall perform all the duties of the Chair.

3.2. **RWA Members** are responsible for:

- a) Providing input to TRCA or partner initiatives
- b) Sharing important notifications from TRCA or partner organizations

- c) Representing their organization, if relevant, and the interest of TRCA.
- d) Attending RWA meetings as required;
- e) Acting as a resource to TRCA, TRCA's municipal partners, other levels of government and the Toronto and Region Conservation Foundation by providing advice on matters of community interest;
- f) Collaborating with other conservation authorities, municipalities, other levels of government, and other organizations on opportunities that transcend TRCA jurisdictional boundaries;
- g) Reporting to the Board of Directors on a regular basis.

3.3. **TRCA's Government and Community Relations Specialist** is responsible for providing general support in regards to the activities and actions of the Committee and setting agenda for the meetings.

3.4. **TRCA's Clerk's Office** is responsible for acting in a Committee Clerk capacity, arranging meeting logistics, preparing the agenda, maintaining meeting minutes, tracking and delegating action items

4. GOVERNANCE

4.1 Members are required to attend quarterly evening meetings of the Regional Watershed Alliance. An agenda will be circulated in advance of meetings. The Chair will have the discretion to call additional meetings, if required. Some meetings may be held during regular work hours depending on the preference and availability of members and staff or via conference call or online meetings.

4.2 Quorum will consist of voting members in numbers greater than or equal to one-third of the total number of voting members on the RWA. Consensus-based decision making will be the preferred procedure. Formal decisions will be based on a simple majority vote. In the event of a tie, the vote fails. Should a member resign or be removed from the Committee, quorum provisions, until the vacancy is filled, will be reduced by the number of vacant positions, as determined by the Clerk.

4.3 The RWA is an advisory board of the Board of Directors and as such does not have decision-making power but can make recommendations to the Board of Directors

4.4 The RWA will adhere to the Board of Directors Administrative By-law as adopted by Resolution #A141/18 & Resolution #A142/18 at Authority Meeting #7/18, held on September 28, 2018, and as amended periodically or superseded by any bylaws enacted as per the *Conservation Authorities Act*. Other policies and legislation may be applicable in regard to code of conduct, conflict of interest and policies on volunteers.

4.5 At official RWA meetings, as well as RWA Working Groups, members will be eligible for travel expenses, according to TRCA Administrative By-law, where these are not covered by their agency or other source. Members shall not receive a per diem or honorarium for attendance at meetings and functions.

4.6 If any part of the Terms of Reference conflicts with any provisions of the Board of Directors Administrative By-Law, the *Municipal Conflict of Interest Act* or the *Municipal Freedom of Information and Protection of Privacy Act* or a provision of a Regulation made under one of those Acts, the provision of that Act, Regulation, or By-Law prevails.

4.7 In all matters of procedure not specifically dealt with under the Terms of Reference, Board of Directors Administrative By-Law shall be binding.

4.8 The RWA may form time-limited working groups, if necessary to move forward watershed- or project-based objectives. These working groups may solicit local community representatives or experts to participate as needed. Any RWA Working Groups will report to the RWA.

5. YOUTH COUNCIL

The Youth Council is comprised of community youth champions, existing youth group representatives and new recruits. The Youth Council reports to the Regional Watershed Alliance.

5.1 Youth Council Mission

Build healthy communities through improved connection to greenspace and nature.

5.2 Youth Council Mandate

Reporting to the Regional Watershed Alliance and working closely with TRCA and the RWA, the Youth Council will establish as a subcommittee to the RWA with the purpose of:

- a) Building Capacity and Engaging Youth - provide youth across the Toronto region with learning opportunities;
- b) Building a Youth Network/Strengthening Existing Networks - create/enhance a broad network of youth in the region who are interested in environmental and sustainability issues;
- c) Identifying Youth Perspectives - develop an understanding of youth opinion around current environmental issues and understand/investigate how these might be incorporated in the work of TRCA and its partners; and
- d) Creating fun opportunities for Youth - provide entertaining and engaging learning opportunities

5.3 Youth Council Structure and Governance:

5.3.1 Youth Council members must be between the ages of 16 and 30 years old and either work or attend school within TRCA's jurisdiction.

5.3.2 Youth Council members can join as either the Youth Council Executive or General Membership.

- **Youth Council Executive:** The Youth Council Executive is composed of up to 10 members which are appointed through an application process on an annual basis. Executive Members drive the agenda of the Youth Council and organize events and initiatives. Executive Members have a term of one year, with the option to extend their term by an additional year.
- **Youth Council General Membership:** Youth Council General Members can join the Youth Council at any time and may attend or participate in Youth Council events and initiatives.

6. REPORTING

The RWA is an advisory board of the Board of Directors and as such does not have decision-making power but can make recommendations to the Board of Directors. The RWA will report to the Board of Directors on membership, projects and progress through their meeting minutes or seek Board of

Directors approval as necessary on specific initiatives.

The RWA is not a formal commenting body regarding review and approval of planning applications or permits.