

# LAND CARE -- NIAGARA

## NIAGARA COMMUNITY LAND STEWARDSHIP COUNCIL TERMS OF REFERENCE

### MISSION STATEMENT

PROMOTE AND ENHANCE RESPONSIBLE LAND USE PRACTICES AND COOPERATION THROUGH:

- (1) ENCOURAGING AWARENESS OF THE RANGE OF VALUES IN THE COMMUNITY;
- (2) MINIMIZE CONFLICTS THROUGH INFORMATION AND COMMUNICATION;
- (3) EDUCATING AND PROVIDING THE BEST INFORMATION ON RESPONSIBLE MANAGEMENT;
- (4) CREATING PARTNERSHIPS BETWEEN LANDOWNERS/LAND USERS/AGENCIES AND INTEREST GROUPS.

### I. PURPOSE OF COUNCIL

To provide an apolitical and non-partisan forum to recognize and influence community involvement and interest in responsible resource management.

### II. MEMBERSHIP

Council will consist of 8 to 15 volunteers who have demonstrated their interest in the stewardship of our natural resources and are willing to uphold the mission statement and related policies of Council. Council dynamics will strive to balance the values that the *Niagara* community places on their natural resources and include representation from the geographic areas of *Niagara*. **When council deems a need for new members, an ad-hoc committee of voting members will be established. This sub-committee will then make recommendations to council for final approval.**

Members may be required to resign where in the view of Council, the activities of the member violate Land Care --*Niagara* stated objectives.

### III. RESPONSIBILITIES OF MEMBERS

Members of Council will participate by:

- (a) attending meetings and participating regularly to keep aware of the current business;
- (b) helping to secure project needs, including funding and partnership support;
- (c) bringing community interests to the table, working cooperatively on behalf of all stakeholders, and representing the Council at stakeholders meetings and functions;
- (d) attending community functions and otherwise representing the Council.

#### **IV. TERM**

Council members may not hold membership for more than 3 consecutive 2 year terms. In the event that an individual is elected to the position of officer in their sixth year, that person will be allowed to complete their two year term before exiting the program. On a given year the Council shall not replace more than 50 percent of their numbers.

Term of office is considered to be April 1 to March 31.

#### **V. OFFICERS**

Council will elect a Chairperson and Vice-Chairperson. Council may appoint or elect other officers including but not limited to: secretary, treasurer. Term of Officers is 2 years and will be filled as required.

Nominations for elected officers shall be done verbally or as directed by council. Elections will be by show of hands or as directed by council provided two or more individuals accept nomination for a particular position.

#### **VI. DUTIES OF CHAIRPERSON**

Duties of the chairperson will include:

- (a) developing meeting agendas (with the stewardship coordinators support);
- (b) presiding over all general business meetings, and ensure that meetings start and finish on time;
- (c) ensuring that business items are addressed in an appropriate and timely manner;
- (d) providing the strongest possible leadership in the development of Land Care -- *Niagara*;
- (e) vote only in the event of a tie.

#### **VII. DUTIES OF VICE-CHAIRPERSON**

During the absence of the Chairperson, the Vice-Chairperson will assume all the duties and powers of the chair and any other officer as the counsel may determine.

#### **VIII. DECISIONS BY COUNCIL AND QUORUM**

Generally, decisions of the council will be reached by consensus. If necessary, formal votes will be called and the majority shall rule. A quorum consists of three voting members.

#### **IX. MEETINGS**

Council must meet at least once every 3 months. Council may prepare a meeting schedule six months in advance or simply schedule subsequent meetings at the close of each scheduled meeting. Business meetings will run from 7:00 p.m. to 9:00 p.m., unless otherwise agreed. Additional meetings may be called by the chairperson with appropriate notice.

If non-members (public and agencies) wish to address council or participate in discussions, they must contact or be contacted by the coordinator or the chairperson prior to the meeting and become placed on the agenda.

The coordinator will be responsible for the taking and distribution of minutes. During the absence of the coordinator, council will decide who assumes these duties, on meeting by meeting bases.

**X. ADMINISTRATION OF ACCOUNTS**

Council will authorize expenditures greater than \$300.00 through an agreed protocol with a partner willing to provide banking services that can be audited. Expenditures less than \$300.00 will be authorized by the chairperson or coordinator and will be paid for by petty cash. Administration of the Land Care -- *Niagara* Bank Account is by the Chairperson, Coordinator and Vice-Chairperson (**or other as agreed by council**).

Financial updates will be provided to Council by the coordinator at regular meetings.

**XI. COMPENSATION OF MEMBER EXPENSES**

Members of the Council will be reimbursed for reasonable expenses as related to the objectives of Land Care -- *Niagara*. Expenses may include but not limited to: training and development workshops, entry fees, out of Region travel, meals, accommodation, long distance phone charges and postage.

**XII. COMMITTEES**

Council may form committees as appropriate. Such committees must be chaired by a council member but may include representation from the public who are generally supportive of Land Care -- *Niagara* objectives or has expertise in topic area. Committee working members are non-voting. The Committee Chairperson is responsible for reporting committee activity to the Council on a regular basis. Proposed actions by committees must be approved by a quorum of the stewardship council prior to implementation.

Where practical, Committees will be short-term and goal orientated.

**XIII. CONFLICT OF INTEREST**

**For the purpose of these terms of reference, conflict of interest is any actual or perceived situation that has a pecuniary advantage or disadvantage to a council member.**

Any council member having a personal conflict of interest over any issue coming before the Council must declare their conflict at the earliest opportunity. When a member has a personal conflict of interest with an issue or a matter to be discussed, that member shall not vote on any question with respect to the issue.

**Council may ask the member to leave any discussion that relates to the conflict.**

Every disclosure of a conflict of interest shall be recorded in the Minutes.

**XIV. AMENDMENTS**

These terms of reference may be amended as deemed by a quorum of council.

December 8, 2005