Appendix – Toronto and Region Outdoor Education Task Force Terms of Reference

1. Context

1.1. Establishment of a multi-stakeholder task force to develop and recommend strategic future directions related to out-of-class learning in the Toronto region.

1.2. Meet the future needs of the student population in the Toronto region as it relates to outdoor education, and ensure equity of access to programs and services.

2. Objectives

2.1. Develop and identify strategic priorities and make recommendations related to the long-term provision of out-of-class learning experiences that meet the needs of student populations in the Toronto region to the year 2040.

2.2. Provide recommendations to strengthen and enable partnerships and collaboration between public sector agencies that maximize the use and value of public assets and infrastructure.

2.3. Provide expertise and recommendations on strengthening experiential connections between the urban and natural environments, with consideration for the impact of urban intensity on student access to greenspace and natural systems.

2.4. Provide recommendations related to long-term financial sustainability, including, but not limited to:

- **2.4.1.** Government funding programs;
- **2.4.2.** Private grants, fundraising and endowments;
- **2.4.3.** Alternative business models (co-operatives, social enterprises, etc.);
- **2.4.4.** Other funding models.

3. Authority and Boundaries

3.1. To study and make recommendations to the TRCA Board of Directors on improvements and future needs related to outdoor education in the Toronto region.

3.2. The minutes of the Task Force will be received by the Board of Directors.

3.3. The work of the Task Force is to meet needs located wholly or partially within the school boards of TRCA's municipalities.

4. Composition and Elections

4.1. Membership to consist of:

- **4.1.1** School Board Trustee from each of the area school boards (11);
- **4.1.2** Board Member representing each participating municipality (five).

4.2. Term of appointment is 18 months.

4.3. The Chair and Vice-Chair will be elected from amongst its Members for the term of the Task Force. The Board of Directors may appoint an interim Chair until such time as an election can take place. The voting procedures used will be that outlined in the Board of Directors Administration By-law.

4.4. Establish subcommittees/working groups or standing committees as needed.

5. Resources and support

5.1 TRCA staff to act as Clerk, arranging meeting logistics, preparing the agenda, maintaining meeting minutes, tracking and delegating action items, with support from the Clerk's Office.

5.2 Director, Education and Training to provide general support in regards to the activities and actions of the Task Force.

5.3 At regular Task Force meetings, Members will be eligible for travel expenses and any other expenses approved in advance by TRCA's Director, Education and Training, according to TRCA policy, 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.

6. Expectations of each member

6.1 Work collaboratively with Task Force Members to study and develop recommendations related to the mandate.

6.2 Represent their school board;

6.3 Board Members to represent the interest of TRCA and/or those of their participating municipality;

6.4 Attend meetings to be held bi-monthly, or more frequently as required;

6.5 Act as a resource to TRCA, TRCA's municipal partners and Toronto and Region Conservation Foundation by providing advice on matters of community interest;

6.6 Collaborate with other conservation authorities and lower tier municipalities on opportunities that transcend TRCA jurisdictional boundaries;

6.7 Maximize the collective impact of the Task Force through resource and data sharing, measuring, and reporting on regional priorities;

6.8 Report to the Board of Directors on a regular basis.

7. Roles of specific members

7.1 The Chair will have the following additional responsibilities:

7.1.1 Presiding over Task Force meetings, setting the agenda and generally ensuring the effectiveness of meetings;

7.2.1 In the absence of the Chair, the Vice-Chair will perform the above functions.

8. Governance

8.1 Chair to set agenda for meetings.

8.2 Quorum to consist of one-half of the Members. If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum, or shall recess until quorum arrives, and the Clerk shall record the names of the Members present and absent. If during a meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of the Board of Directors Administrative By-law. Agenda items may be covered and presented and issues discussed, but no formal recommendation may be made by the remaining Members which do not constitute a quorum.

8.3 Task Force is an advisory board of the Board of Directors and as such does not have decision-making power, but shall make recommendations to the Board of Directors.

9. Communication

9.1 The Task Force makes recommendations to the Board of Directors.

9.2 Each member reports back to their appointing agency as required.