

TORONTO AND REGION NATURAL SCIENCE AND EDUCATION COMMITTEE TERMS OF REFERENCE

TABLE OF CONTENTS

1. Purpose	2
2. Objectives	2
3. Authority	2
4. Membership and Elections	2
5. Roles and Responsibilities	3
6. Governance	4
7. Reporting	5
8. Definitions	5
9. Administration	5

1. PURPOSE

- 1.01. To establish a multi-stakeholder committee as a subcommittee of the Board of Directors of TRCA to advise and coordinate the efficient implementation of recommendations from the Outdoor Education Task Force advisory board as it pertains to the provision, planning or access for students to out-of-classroom learning related to natural science, conservation, and environment in the Toronto region.
- 1.02. To meet the current and future needs of the student population in the Greater Toronto Area region as it pertains to out-of-classroom learning related to natural science, conservation, and the environment, and ensure equity of access to programs and services.

2. OBJECTIVES

- 2.01. Through working with TRCA and government, agency and community partners advance implementation of the recommendations of the Outdoor Education Task Force as endorsed by the TRCA Board of Directors (2021) by leveraging expertise, assets and capacity within the out-of-classroom learning system related to natural science, conservation, and environment, with a particular emphasis on deriving enhanced value from publicly-owned and managed facilities and programs through improved collaboration and integration:
 - (a) Establish Consistent Access and Curricular Standards Across TRCA and School Boards.
 - (b) Establish a Unified Performance Measurement System.
 - (c) Advance Shared-Ownership and Access Models That Enhance and Sustain an Overall Out-Of-Classroom Learning System.
 - (d) Develop a Long-Term Equitable Access Financial Plan.

3. AUTHORITY

- 3.01. To study and make recommendations to the Board of Directors of TRCA regarding recommendations to TRCA and government and agency partners on improvements and future needs as it pertains to the provision, planning or access for students to out-of-classroom learning related to natural science, conservation and the environment in the Greater Toronto Area region.
- 3.02. The work of the Subcommittee of the Board is to meet needs located wholly or partially within the school boards of TRCA's participating municipalities.

4. MEMBERSHIP AND ELECTIONS

- 4.01. Membership to consist of:
 - (a) School Board Trustee from each of the area school boards (up to 10);
 - (b) TRCA Board of Directors Member (up to 2);
 - (c) Ministry of Education (up to 2);

- (d) Indigenous representatives with a Treaty right or historical affiliation to TRCA's jurisdiction (up to 2);
- (e) Youth representatives (up to 2) attending an educational institution in TRCA's jurisdiction.

Membership for School Board Trustees will be based on proportional membership from School Boards in TRCA's jurisdiction. The Minister of Education will be formally requested by the TRCA Chair to designate two senior officials (one at a minimum Director level) within the Ministry of Education. Membership for Youth representatives will be advertised on TRCA's website and announced to TRCA's existing Youth Council that is part of the Regional Watershed Alliance subcommittee of the TRCA Board of Directors. Membership recommendations for Indigenous representatives will be requested by the TRCA Chair to the Chief of Indigenous communities with a Treaty Right or historical affiliation to TRCA's jurisdiction. Committee members will be appointed for a four-year term aligned with municipal and school board Terms of Council or until their successors are appointed.

- 4.02. The Chair and Vice-Chair for this subcommittee of the Board of Directors will be elected from amongst its Members for the term of the Committee at the inaugural meeting of the term. The Board of Directors may appoint an interim Chair until such time as an election can take place. The election procedures and procedural matters used for this election and in the administration of the subcommittee will be that outlined in the Board of Directors Administration By-law.

5. ROLES AND RESPONSIBILITIES

- 5.01. The **Chair** is responsible for:

- (a) Presiding over Committee 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.

- 5.02. **Committee Members** are responsible for:

- (a) Working collaboratively to study and develop recommendations related to the mandate;
- (b) Represent their school board or organization;
- (c) Represent the interest of TRCA and/or those of their participating municipality, when representing TRCA's Board of Directors;
- (d) Attending Committee meetings as required;
- (e) Acting as a resource to TRCA, TRCA's municipal partners and the Toronto and Region Conservation Foundation by providing advice on matters of community interest;
- (f) Collaborating with other conservation authorities and lower tier municipalities on opportunities that transcend TRCA jurisdictional boundaries;
- (g) Maximizing the collective impact of the Committee through resource and data sharing, measuring, and reporting on regional priorities;
- (h) Reporting to the Board of Directors on a regular basis.

- 5.03. **TRCA's Director, Education and Training** is responsible for providing general support in regards to the activities and actions of the Committee and setting agenda for the meetings.
- 5.04. **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.

6. GOVERNANCE

- 6.01. The Committee 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.
- 6.02. The Committee may establish subcommittees/working groups or standing committees as needed.
- 6.03. The Committee shall meet at minimum three times per year or more frequently as required. Members are required to attend all meetings of the Committee.
- 6.04. A quorum will consist of one-third of appointed 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.
- 6.05. At official Committee meetings, Members will be eligible for travel expenses according to Board of Directors 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.
- 6.06. 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.
- 6.07. In all matters of procedure not specifically dealt with under the Terms of Reference, Board of Directors Administrative By-Law shall be binding.

7. REPORTING

- 7.01. The Committee is considered an advisory board of TRCA and shall make recommendations and report to the Board of Directors.
- 7.02. The minutes of the Committee will be received by the Board of Directors.
- 7.03. Each member shall report back to their appointing agency as required.

8. DEFINITIONS

None.

9. ADMINISTRATION

Review Schedule:		Next Review Date:	
Revision History			
Version Number	Approval Authority and Date		
1			