



# Terms of Reference Irrigation Committee

## 1.0 MANDATE

The Irrigation Committee will:

- 1.1 Identify, research, report and assist Council by providing opinions and options on irrigation issues.
- 1.2 Act as the body for growers' concerns/requests on irrigation
- 1.3 Advise on the implementation of irrigation works, and designation of certain drains as irrigation works
- 1.4 Review and comment on existing and proposed irrigation works
- 1.5 Comment on policies and procedures pertaining to irrigation matters
- 1.6 Review annual operating budget and recommend irrigation rates
- 1.7 Host public meetings with growers, as required

## 2.0 QUALIFICATIONS

- 2.1 Members shall have access to a computer and an email address to receive meeting invitations and agenda packages with large files.
- 2.2 Members shall be residents of the Town of Niagara-on-the-Lake (Town), work in the municipality or have a place of business in the municipality, and be an irrigator in good standing.
- 2.3 A demonstrated commitment to and interest in the Community.
- 2.4 Represent growers across all irrigation systems (ABL, Four Mile Creek, and Harrison/Routh).

## 3.0 ORGANIZATION

- 3.1 This committee will consist of up to seven (7) members, one (1) being a member of Council and up to six (6) appointed by Council.
- 3.2 Applications for the Irrigation Committee appointments are requested at the beginning of the term of Council. Members will be appointed by resolution of Council for the current four (4) year term until and until their successors are appointed.
- 3.3 Advisory agencies are non-voting members and can be represented by: Ministry of Agriculture Food & Rural Affairs, Niagara Peninsula Conservation Authority, Ministry of the Environment, Conservation & Parks.
- 3.4 An ad-hoc committee will be considered disbanded after its' mandate has been fulfilled.

## **4.0 DUTIES & RESPONSIBILITIES**

The members shall elect a Chair and a Vice Chair at the first meeting.

### **4.1 Chair**

- a) Chair all regular meetings of the committee and exercises authority and performs duties, as required.
- b) Ensure that decorum is maintained at each meeting and that the rules of procedure and conduct are observed in accordance with the Town's Procedure By-law No. 5125-19.
- c) Ensure that all committee members are provided an opportunity to comment.
- d) If applicable, assure that all applicants are provided an opportunity to present and comment.
- e) Provides guidance and leadership to the committee in the completion of its mandate.

### **4.2 Vice-Chair**

- a) Assume all functions of the Chair in the Chair's absence.

### **4.3 Members**

- a) Attend meeting of the committee (if unable to attend notification should be sent to the staff liaison as soon as possible prior to the meeting).
- b) Review agendas and reports sent prior to the meeting.
- c) Contribute time, knowledge, skill, and expertise to the fulfillment of the committee mandate.
- d) Are cognizant of any conflict of interest or perceived conflict in terms of issues that may service to benefit them personally.
- e) Act to protect the privacy of individuals with respect to personal information contained in reports and information circulated to the committee.
- f) Any committee member missing three (3) consecutive meetings without reasonable cause or explanation will be deemed to have resigned from the advisory committee, filling of vacancies for the committee will be considered by Council.
- g) Periodically review the committee Terms of Reference and recommend changes as required.

### **4.4 Quorum**

- a) A majority of the members of any committee of Council shall constitute a quorum.
- b) If quorum is not attained within fifteen (15) minutes after the hour set for a meeting, the recording secretary shall call the roll and take down the names of the Members present and the meeting shall stand adjourned until the next meeting is called.

#### **4.5 Support Staff**

- a) This committee shall be assisted by Town Staff, who will provide expert advice, technical reports, background information and will prepare the recommendations of the committee.

### **5.0 MANAGEMENT OF THE COMMITTEE**

#### **5.1 Meeting Schedule**

- a) This committee shall meet bi-monthly, or at the call of the chair.
- b) Established meeting dates and times will not be changed unless circumstances warrant special consideration.
- c) All notices of meetings will be posted on the Town's web-calendar.
- d) The meeting agenda and presentation packages for each Committee meeting will be sent electronically to members one (1) week prior to each meeting.

#### **5.2 Delegations**

- a) Delegations will not be permitted
- b) The Committee can request to receive a delegation. The request shall be voted and approved by a majority of the members.

#### **5.3 Conflict of Interest**

- a) Members shall avoid conflicts of interest. Members shall take proactive steps to mitigate conflicts of interest in order to maintain public confidence in the Town and its elected officials. Members are encouraged to seek guidance from the Integrity Commissioner and/or legal advice when they become aware that they may have a conflict between their responsibilities to the public as a Member and any other interest.
- b) All members have the duty to advise of any conflict of interest with respect to all matters before the committee. Members should decline to participate in the disposal of a matter where a real or apparent conflict is present.
- c) If a member has any conflict of interest on any matter and is present at a meeting at which the matter is the subject of consideration, the member:
- d) Should, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- e) Should not take part in the discussion of any question in respect of the matter; and
- f) Should not attempt in any way whether before, during or after the meeting to influence the discussion of the application.

#### **5.4 Reporting**

- a) Minutes of this committee will be forwarded directly into the information package unless there are action items, then minutes will be forwarded directly to Council.

## **5.5 Remuneration**

- a) Not applicable
- b) Committee members will be reimbursed for out-of-town meetings requiring mileage & travel expenses with prior approval of the Director of Operations.

## **6.0 Enabling Legislation**

By-law No. 5125-19 (Procedure By-law for the Town) Municipal Act, 2001, S.O. 2001, c. 25 Irrigation Act, Private Members Bill Pr. 88