



401 Richmond St. W., Suite 380 Toronto ON M5V 3A8 • Box 533 Bolton ON L7E 5T4 • Phone: 647 258-3280 • Fax: 416 979-3155  
www.monitoringthemoraine.ca • info@monitoringthemoraine.ca

## **Monitoring the Moraine: Monitoring Advisory Committee Terms of Reference**

Revised: March 31, 2006

The Monitoring Advisory Committee (MAC) is an external committee formed of stakeholders who are advisory to the Monitoring the Moraine (MTM) Project, currently a 3-year joint project between Citizens' Environment Watch (CEW), Save the Oak Ridges Moraine Coalition (STORM) and the Centre for Community Mapping (COMAP), hereafter referred to as the "Partners". The MAC members include representatives from local citizens' groups, non-government organizations, government (provincial ministries, upper and lower tier municipalities and First Nations), quasi-government organizations and the private sector. Each member brings a different area of expertise and knowledge to the committee, as required by the diverse set of tasks outlined for the committee in this Terms of Reference.

### **1.0 Role**

The role of the MAC is to review MTM-project related items and provide recommendations and advice to the Monitoring the Moraine Steering Committee (Appendix 1) on the approach, models, content and technical aspects of ecological monitoring, policy monitoring, community engagement and technology development as related to the MTM Project. The MAC is not intended to complete a comprehensive review of the MTM Project, but to provide guidance and advice on the project's design and direction as a whole. This will include:

- Provide guidance on the development of an Oak Ridges Moraine Monitoring Framework and how citizen monitoring fits into the framework
- Play an advisory role to the MTM Steering Committee and assist CEW in gathering information (networking and information sharing role) for a gap analysis of current monitoring activities on the Oak Ridges Moraine
- Provide advice and input to the CBSMP to ensure relevance and meaningfulness of citizen data and to moraine-wide data in general (including data analysis, data storage/retrieval systems and guidance on working with external groups who may also have monitoring data)



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- Provide recommendations for the selection of indicators (ecological and policy), development of new protocols or for choosing appropriate protocols
- Provide advice on a quality control program development and review/evaluation

The MAC may be asked to provide advice on other matters of importance or initiatives as determined by the MTM Steering Committee, or by the MAC.

## 2.0 Composition

The MAC shall normally be composed of all members of the MTM Steering Committee and at least 20 but not more than 30 external advisors with a collective scope that embraces the major focus areas of the Project. The composition of the MAC should reflect the needs of the Partners and the MTM Steering Committee and should reflect the geographical and sectoral diversity of the moraine. The selection of MAC members is to be approved by the MTM Steering Committee. Each member may designate one alternate to represent him/her in the case that he/she cannot attend a meeting. The alternate must be approved by the MTM Steering Committee.

## 3.0 Chair

The MAC will be co-chaired by two members of the MTM Steering Committee who shall be appointed annually by consensus of the MTM Steering Committee.

## 4.0 Terms

The members and alternates shall be appointed at the discretion of the MTM Steering Committee and may be replaced at the Steering Committee's discretion at any time if not able to perform the function for any reason. An appointment will normally be one and a half years. Members may be re-appointed for a maximum of two terms.

## 5.0 Meetings

The MAC shall normally meet six times per year (once every two months) for a full day (normally 10 am to 4 pm). However, the Steering Committee may call for one or two



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additional meetings over a one year period should the need arise. Meetings shall be convened by one of the MAC Co-Chairs at times and locations (with geographical representation across the Oak Ridges Moraine) to be determined by the MAC Co-Chair to fulfill the needs of the MAC.

The Steering Committee will develop the Agenda with input from the MAC members. Any member may request an item to be placed on the Agenda by writing to one of the Co-Chairs, five days in advance of the meeting.

Meeting notes will be the responsibility of the MTM Steering Committee and will be provided to MAC members in advance of the next meeting.

Meetings of the MAC will require fifty percent of the members to be present in order to form a quorum.

## **6.0 Decision-Making**

MAC will operate on a consensus decision-making basis in its development of recommendations to the Steering Committee. In those situations where consensus cannot be reached, the MAC will be expected to report both majority and minority opinions. The Steering Committee reserves final decisions as to how it uses the advice it receives.

## **7.0 Remuneration**

The Steering Committee will arrange to cover costs (venue, food and beverages) for MAC meetings. Members who are remunerated by an organization shall not be paid to participate on the MAC and will be expected to be covered through the pocket expenses of the organization they represent. However, volunteers who are not receiving remuneration from their organization will, upon yearly approval of the Steering Committee, be provided with a per diem as reimbursement for costs associated with performing the duties of the MAC. Members eligible for a per diem will invoice Citizens' Environment Watch on a quarterly basis using the attached invoice (Appendix 2).



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## 8.0 Access to Information

Each member of the MAC shall receive an orientation package upon attendance at their first MAC meeting. The MAC shall be entitled to receive, within reasonable limits, such information as it may deem appropriate in order to fulfill its duties and as it shall request from the Steering Committee. The Steering Committee shall be the final arbiter in the event of a question regarding the determination of reasonable limits.

## 9.0 Confidentiality

All MAC members have the fiduciary responsibility to ensure that all matters and documentation of the Committee are kept strictly confidential within the workings of the MAC and, to that effect, shall agree that factual information, recommendations and decisions made during MAC meetings can be discussed freely outside of MAC meetings, while decision-making processes (i.e. discussions) will be kept strictly confidential. Contributions to MAC discussions will not be attributed to the individual making those contributions, but rather to a group context.

MAC meetings are open to observers upon request and approval by the MTM Steering Committee. All observers are required to request their attendance a week in advance of the MAC meeting and submit a confidentiality form (Appendix 3), agreeing to the confidentiality terms stated above, to one of the Co-Chairs on the day of each meeting they wish to attend.

## 10.0 Commencement, Modification and Termination

These Terms of Reference will commence on Friday December 2, 2005 and will continue in effect for 1 year unless extended or terminated by the Steering Committee. These Terms of Reference may be modified at any time by consensus of the Steering Committee.





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## 11.0 Extension and Withdrawal

By consensus, the Steering Committee may extend the terms of engagement as outlined in this Terms of Reference. A MAC member may withdraw from the MAC by giving written notice to the Steering Committee.



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## Appendix 1

Monitoring the Moraine Steering Committee (listed alphabetically):

Debbe Crandall, STORM

Sonia Dong, CEW

Fred Johnson, EnviroScape Consulting Services

Fred McGarry, COMAP

Mary McGrath, CEW

Kate Potter, ORMSPA

Graham Whitelaw, University of Waterloo





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## Appendix 2

### Invoicing Schedule and Template

Period	Invoice Due
January to March	April 30
April to June	June 30
July to September	October 31
October to December	December 31

Invoice Format:

Date:

Period of Invoice:

Total Amount:

Budget Line Item	Amount
i.e. MAC per diem	3 meetings @ x = \$

Signature:





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## Appendix 3

### Confidentiality Form for Observers of Monitoring Advisory Committee (MAC) Meetings

Date of MAC Meeting (day/month/year): \_\_\_\_\_

All observers shall not disclose any information concerning any decision-making processes (i.e. discussions) that have taken place in a MAC meeting or attribute any comments to any individual participating in a MAC meeting.

As an observer, I, \_\_\_\_\_ understand and accept the terms that have been stated above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_