

Natural Heritage Advisory Committee of Guelph City Council

Terms of Reference

Purpose

The purpose of the City of Guelph's Natural Heritage Advisory Committee (NHAC) is to facilitate the exchange of ideas between Council and the public with respect to protecting natural heritage features and areas and maintaining, restoring, and improving the biodiversity, connectivity and ecological functions of the City's Natural Heritage System.

Mandate

The mandate of the NHAC is to provide input and perspectives on strategic, high-level natural heritage conservation matters relating to City-led initiatives. The NHAC's role is advisory, consultative and intended to enhance community engagement.

Specifically, NHAC will provide feedback on the following:

- City plans, strategies and studies with a natural heritage focus such as the Natural Heritage Action Plan, the Urban Forest Management Plan and subwatershed studies; and
- reviews and updates to the Official Plan natural heritage and watershed planning and water resource policies.

Reporting

The NHAC reports to City Council through the Policy Planning and Urban Design Division of Planning and Building Services within Infrastructure, Development and Enterprise Services. NHAC agendas and minutes are posted on the City of Guelph website and reported to City Council.

Committee Composition

The NHAC shall consist of nine members appointed by Guelph City Council as per the Public Appointment Policy or any successor thereof. Members may not be employees of the City of Guelph or members of City Council. All members must be residents of the City of Guelph.

Members should demonstrate informed interest in natural heritage conservation and/or civic and community matters through employment, volunteer or personal experience. Efforts will be made to balance membership with residents who are practicing professionals in the natural heritage industry and those that are not. Similarly, efforts will be made to select members from various geographic areas of the city.

All members will act as individuals and not represent the interests of any group or organization.

Term of Appointment

Terms of Appointments to the NHAC shall be consistent with the Public Appointment Policy. The Committee will elect a Chair and Vice-Chair. Their term will also be consistent with the Public Appointment Policy.

Conduct

The conduct of the members of the NHAC shall be in keeping with the City's Procedural By-law and the Advisory Committee Meeting Procedures.

Meetings

The NHAC shall meet a minimum of two and a maximum of six times a year. The meeting schedule will be set at the beginning of the year. However, additional meetings may be called at the discretion of the staff liaison. Notice of any changes or cancellations to meeting dates/times will be provided in advance. The length of meetings shall not exceed two hours unless agreed upon by a majority of members present through a motion and vote.

Meeting schedule and agendas will be set by the staff liaison and the Chair in accordance with the mandate.

NHAC meetings shall not conflict with Council or Committee of the Whole meetings.

Delegations

Notwithstanding the City of Guelph Procedural By-law and Advisory Committee Meeting Procedures, delegations are not permitted at NHAC meetings.

Staff Resources

A City Environmental Planner or designate is the staff liaison to the Committee and administrative support will be provided by the City.

Remuneration

NHAC members are volunteer appointments and receive no remuneration.

Governance of Order and Procedure

The City of Guelph Procedural By-law (which provides rules for governing the order and procedures of the Council of the City of Guelph), Advisory Committee Meeting Procedures, and Public Appointment Policy, or any successors thereof shall be followed for all matters not specifically addressed within this document.

These Terms of Reference are established by Council and can only be altered by Council approval.