



# Terms of Reference

## Property and Parks Committee

February 16, 2023

Version 0.1

## 1. Purpose

The Committee will exist for the following goals:

- To ensure the maintenance of the Authority's assets, as well as improved services, while maintaining sustained revenue from the campgrounds, providing safe public spaces, and safe workplaces;
- To examine means to improve the overall infrastructure at campgrounds, conservation areas, and other properties;
- To evaluate opportunities to increase revenue based on existing infrastructure at the Brucedale, Durham, Saugeen Bluffs, and other conservation areas;
- To look beyond existing infrastructure to examine revenue producing opportunities;
- To create, maintain, and implement a 10-year master plan for each campground and conservation area in accordance with the budgetary resources available;
- To incorporate all aspects of risk management and potential liability into decisions being made concerning SVCA properties and their operation, and
- To ensure that provincial health and safety guidelines are being respected at all SVCA properties.

## 2. Scope

The Property and Parks Committee is responsible for providing direction pertaining to conservation areas and properties.

## 3. Authority

Staff will look to the committee for direction in the best interest of the conservation areas and properties.

## 4. Membership

The committee will consist of 5 members including the Chair (as "*ex-officio*"), of Saugeen Valley Conservation Authority. Members will be appointed each calendar year at the Annual Meeting of the Saugeen Valley Conservation Authority.

A quorum for the meeting shall consist of 50% of the appointed Directors plus one. The SVCA Chair as an *ex-officio* member is not included in the quorum count but has all rights and privileges as other members (*i.e.*, voting).

The General Manager/Secretary-Treasurer and the Manager of Forestry and Lands will attend each committee meeting. The Executive Secretary may attend each committee meeting. If the Committee meets at one of the Authority's properties, the Saugeen Valley Conservation Authority Director(s) representing the municipality where the property is located shall be invited to participate.

## 5. Meeting Arrangements

The committee shall function until such time as the Board of Directors, Saugeen Valley Conservation Authority deems it unnecessary.

The committee will convene a minimum of three times annually: March, July, and September.

The committee will tour conservation areas and properties on a rotational basis to gain an improved understanding of the status of the holdings.

Meeting agenda materials and minutes will be circulated no later than 48 hours in advance of the committee meeting.

## 6. Reporting

Approved minutes from committee meetings will be brought forward through the Consent Agenda to the Saugeen Valley Conservation Authority Board of Directors at their next meeting, or the draft minutes within six (6) months if the committee is not scheduled to meet in this timeframe.

## 7. Resources and Budget

Meetings will be convened in person at the Formosa Administrative Office or at one of SVCA's properties for which the committee is responsible, or virtually when necessary to ensure quorum is met, or due to direction issued by the Provincial government, or inclement weather.

## 8. Deliverables

The Committee shall be delegated authority to implement actions for improvement to assets, infrastructure, and revenue production that do not require any unbudgeted money or impact General Levy.

The committee will oversee the development and implementation of master plans, as well as the Conservation Lands Inventory and the Conservation Areas Strategy.

The committee will provide input and direction on marketing opportunities.

## 9. Review

This Terms of Reference will be reviewed, and amended, if necessary, at the beginning of each new term for the Authority.