



Terms of Reference

Healthy Lake Scugog Steering Committee (HLSSC)

Approved by Council Resolution CR-2023-128 on April 3, 2023.

Alternative formats available upon request by contacting:
accessibility@scugog.ca or 905-985-7346 ext. 115

Healthy Lake Scugog Steering Committee Terms of Reference

1. Purpose & Mandate

The mandate of the Healthy Lake Scugog Steering Committee is as follows:

- To research short- and long-term solutions to the health, aesthetics, climate impact, weed growth, eutrophication and other contributors that impact the enjoyment, fisheries, recreational activities and events on the lake; and
- To provide a collaborative effort to design and implement the Lake Scugog Enhancement Project, as recommended in the *2023 Class Environmental Assessment Project File Report*.

2. Committee Composition

The contributing organizations may identify the representatives wishing to sit on this Committee, and the Committee as a whole may nominate persons to serve as members within any of the categories described below. All Committee appointments are subject to approval by Township Council, and Council may change the composition or membership of the Committee at any time.

The Committee shall be comprised as follows:

- 1 member of Council;
- 2 representatives from the Kawartha Conservation Authority;
- 2 representatives from the Scugog Lake Stewards;
- 1 Fundraising Lead;
- 1 representative from the Mississaugas of Scugog Island First Nation;
- 1 representative from the office of the local MP;
- 1 representative from the office of the local MPP;
- 2 representatives from Parks Canada/ Trent Severn Waterway;
- 1 representative from the Ministry of Natural Resources & Forestry;
- 2 lakeside Business Owners;
- 1 representative from the Port Perry BIA
- 1 representative from the Scugog Chamber of Commerce;
- 1 Project Ambassador;
- 2 residents of Township of Scugog;
- 1 representative from the Region of Durham Works Department;
- 2 Township of Scugog Staff Members (Director of Public Works and Infrastructure and Manager of Capital Projects or their designate).

If deemed necessary, any of the above noted member agencies may request Council to appoint additional “alternate” members in excess of the number represented above with the intent that they will attend on a rotating or “fill-in” basis as required. However, any agencies’ number of votes shall be in accordance with the composition listed above, regardless of who/how many representatives are appointed or present from that member agency. E.g. Council may agree to appoint 4 representatives from Parks Canada – Trent Severn (2 regular, 2 alternate), but only 2 may vote at any one time, even if more are present.

There shall be no term limits for Committee members, except for the term limitations established for Chair and Vice Chair as outlined in the Rules & Procedures for Committees.

3. Subcommittees

The Committee may form Subcommittees and working groups as may be necessary to address specific issues. The Committee shall establish a clearly defined, specific work plan for the subcommittee or working group, which shall not be the core function of the Committee. The work plan for the subcommittee or working group shall be provided to Council. These Subcommittees may draw upon a member of the Committee as well as outside resource members, as deemed necessary. The Chairperson of a Subcommittee and/or working group shall be a voting member of the Committee. Staff support will not be provided to a Subcommittee or working group.

4. Staff Support

Staff has two principal functions in regard to Committees: Committee Coordinator role and Staff liaison role, providing technical support, policy advice and guidance, as needed.

The Committee will receive administrative support (Committee Coordinator) from the Corporate Services Department. This will include the recording of minutes, the preparation of agendas, support necessary to convene a meeting and other support as may be necessary from time to time.

5. Frequency of Meetings

The Committee will hold a minimum of four (4) meetings per year. All meetings of the Healthy Lake Scugog Steering Committee shall be open to the public. The meeting schedule shall be established on an annual basis and at the first meeting of the calendar year. Additional meetings may be required based on the requirements to review plans and complete an annual work plan and report to Council in a timely manner. Annual work plans shall be presented to Council in the first quarter of each year.

The Chair or Committee Coordinator shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of 48 hours prior to the date of each meeting.

The Council representative or alternate shall be in attendance for each meeting to act as a liaison between Council and the Committee. If the Council representative is not in attendance the meeting may proceed at the discretion of the Committee.

6. Procedures and Rules

As a formal Committee of Council the Committee is subject to the Procedure By-Law which governs the procedures of Council and its Committees and Board, Rules of Procedure for Committees, Boards and Advisory Committees Code of Conduct, the Township's Harassment Policy and any other applicable policies and/or procedures.

7. Conflict of Interest

A conflict of interest may arise for Committee members when their personal or business interests clash with the duties and decision of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 will apply to the Committee.

If a Committee member discloses a pecuniary interest, that member shall remove themselves from the meeting for the duration of the discussion and voting (if any) with respect to that matter.

9. Council Role

Council may, at its discretion, at least annually, review the composition of the Committee to ensure that it is representative of their mandate and is working effectively. Council can, with or without the advice of the Committee, make changes to the composition of the committee to ensure Committee effectiveness.

9. Youth Members

Youth members shall serve a term of up to twelve (12) months, generally corresponding with the traditional school year and are not eligible to act as Chair or Vice Chair, and must meet the following requirements:

- Youth members shall reside in the Township of Scugog.
- Youth members must be secondary school students aged 13 to 18 and express an interest in Lake Scugog.
- It is important that the youth member be able to attend as many Committee meetings as possible. The member should be able to be

contacted or reached during the day should additional meetings be required.

- Applicants for youth membership must include a letter of reference from their school and a letter of parental/guardian support with their expression of interest.