

## **Terms of Reference**

### **Planning and Policy Analytical Team (PPAT)**

#### Team Type:

The Planning and Policy Analytical Team will be advisory and ongoing.

#### Purpose:

To support the Board in setting strategic goals and identify target accomplishments that need to be undertaken to achieve those goals.

To take a lead role in reviewing and keeping abreast of the key legislative, regulatory, professional and other changes that impact the management of the MRWCC such as Integrated Watershed Management Plan implementation, source water protection, approved Water Management Plan, responses to Provincial and Federal policies, etc.

The Team will recommend all the work and activities to the Board. Reports will distinguish between observations and recommendations. The Team Chair will give a team update at each Board Meeting.

#### Composition:

No more than 10 members. At least one member of the Board of Directors, the Executive Director, the Program Coordinator, and other subject matter specialists from a diverse membership with planning and policy expertise, including members from Municipal, Provincial and Federal Governments.

#### Meetings:

The team will meet at least 2 times per year. The Team members will decide on meeting dates and times. Chairperson will be a member of the Board of Directors, decided annually by the Board of Directors at the first Board meeting after the AGM. The Executive Director with the help of the Program Coordinator will be responsible for coordinating the Team in clearly setting out any specific objectives/tasks the Team plans to achieve, policy guidelines that the Team expects to follow in its activities including preparing the Strategic Management Plan; reports assigned by the Board; and meeting minutes. Resources will be provided for Staff support, project funding and to bring in experts as required. Decisions will be made by consensus whenever possible.

#### Review:

Annually to coincide with budget process.

*Approved date: September 27, 2018*