

# **SOUTHERN ONTARIO STREAM MONITORING AND RESEARCH TEAM (SOSMART) CHARTER**

**Revised 20 March 2014**

## **1.1 VISION**

A stream-monitoring and stream-research Network. Members of this Network collaborate, and share data, as a way of generating knowledge about stream ecosystems. This knowledge is then disseminated broadly so it can inform stream management.

## **1.2 PREAMBLE**

1. Environmental Monitoring and scientific research is a useful way of generating management-relevant knowledge about streams.
2. Leadership is needed to ensure that monitoring and research answers management-relevant questions. SOSMART members can provide this leadership.
3. Collaboration is called for given the large amount of information needed, the relatively small pool of available money, and the cross-jurisdictional nature of stream management.

## **1.3 SOSMART OBJECTIVES**

The purpose of the SOSMART is to coordinate stream monitoring and research in southern Ontario, and to integrate these knowledge generating activities with stream management. The Team emphasizes integration, data and information sharing, and communication.

SOSMART has the following objectives:

- To develop a community-of-practice, by providing an inclusive environment in which stream practitioners can meet
- To discuss, and coordinate responses to, issues affecting streams
- To make stream monitoring and data management more efficient and effective
- To foster collaborative stream research and monitoring
- To strengthen the application of knowledge about streams
- To connect monitoring programs under a single (probably nested) design
- To provide a forum for communicating information gained through stream monitoring and research
- To assemble a review panel of experts
- To advocate for stream monitoring, research and management

#### 1.4 SCOPE:

SOSMART's geographic scope is the area bounded on the south by Lake Ontario and its outlet to the St. Lawrence. It includes watersheds that drain the Oak Ridges Moraine, the Northumberland highlands, and the Trent Severn system (Figure 1). The geographic scope of SOSMART may change as projects emerge or new organizations wish to join. This network is one of a series of networks that are envisioned to eventually cover the province and the rest of the Great Lakes Basin. Organizations are encouraged to work with more than one network when their geographic focus is represented in more than one Team

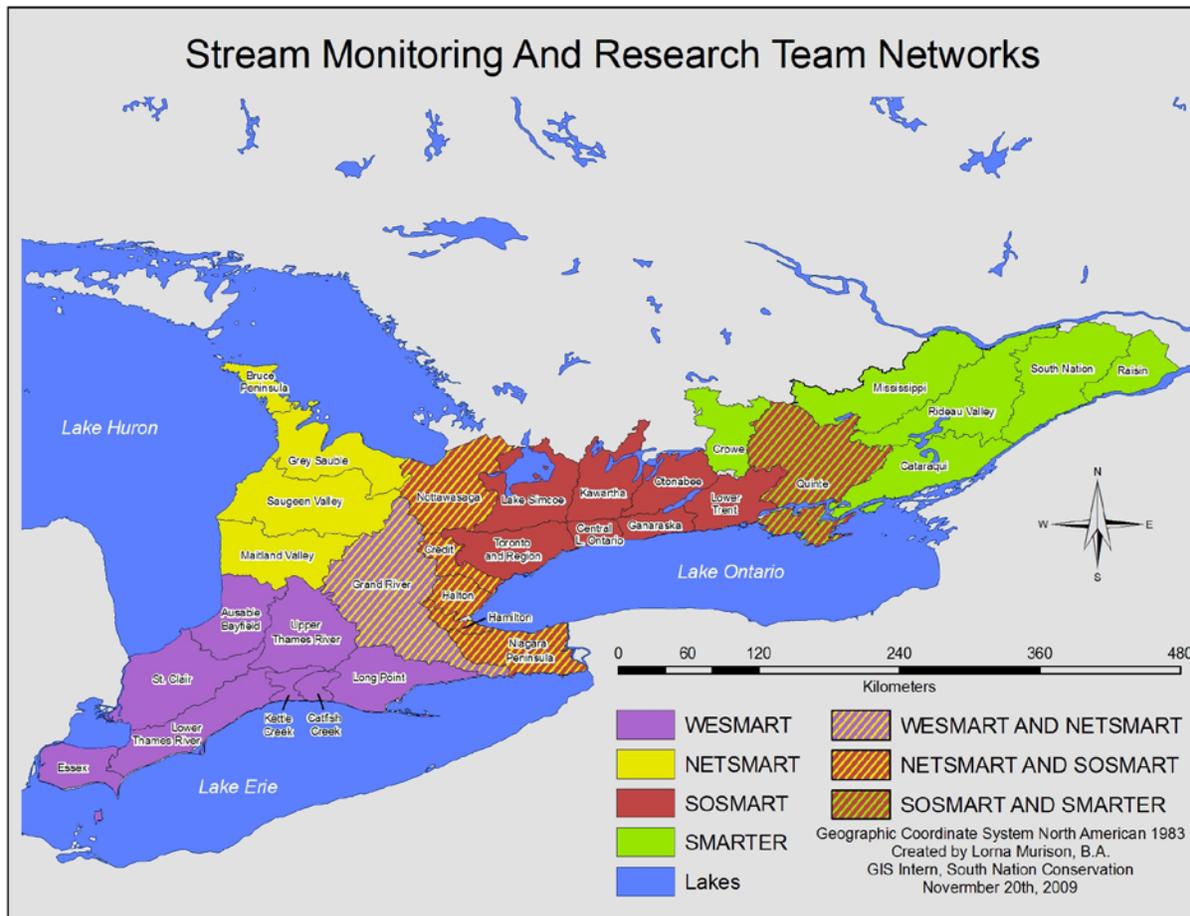


Figure 1: Stream Monitoring and Research Teams as of November 20, 2009.

# SOSMART CHARTER

## 2.0 BUSINESS OF THE SOSMART

**2.1 Correspondence.** All SOSMART correspondence shall be through the Secretary. Current contact information is located in Appendix A: Leadership Committee.

**2.2 Financial year.** Until otherwise determined by the Leadership committee, the financial year of the Network shall terminate on December 31<sup>st</sup> in each year.

**2.3 Audit.** The financial statements of the Network shall be reviewed and approved annually by the Leadership Committee. The Leadership Committee may engage external auditors for this purpose, but shall not be obliged to do so unless required to do so by majority vote of the voting Members at a duly constituted annual or special meeting of Members.

**2.4 Execution of instruments.** The Leadership Committee may, from time to time, direct the manner in which, and the person or persons by whom, any particular instrument or class of instruments may be signed. In the absence of any such direction, deeds, transfers, assignments, contracts, obligations, certificates and other instruments may be signed on behalf of the Network by two persons, one of whom shall be the Chair person and the other shall be any other member of the Leadership Committee.

**2.5 Banking arrangements.** SOSMART's banking shall be transacted in agreement with a SOSMART member organization, and with such financial institutions as may be designated by or under the authority of the Leadership Committee. Such banking business shall be transacted under such agreements, instructions and delegations of powers as the Leadership Committee may from time to time authorize.

### **2.6 The Designated banking organization:**

- a) shall have charge of all books pertaining to the financial business of the Network.
- b) shall deposit Network funds in any one or more Canadian Chartered Banks or Trust Companies licensed or institutions that are willing to administer funds on the networks behalf, to do business in Canada, as required by the Leadership Committee.
- c) shall have custody of any securities.
- d) shall sign all cheques in conformity with the bylaws, or in lieu of any banking bylaw, as required by the Leadership Committee.
- e) shall be a signing officer for purposes of the Network.
- f) shall keep records of all monies received and disbursed.
- g) may have a petty cash in such amount as may be authorized by the resolution of the Leadership committee of Leadership Committee.
- h) may give receipts and keep duplicates.
- i) shall prepare an annual report to be presented to the annual meeting.
- j) shall perform such other duties, relevant to his or her role as the Leadership Committee may require.

### **3.0 MEMBERSHIP**

In order to become a Regular Member, an individual must submit his/her intent to become a member in writing to the chair. Membership privileges are conditional on the member being accepted (by majority vote), and payment of the membership fee. Founding members (participants as of March 2010) are considered to have been voted-in. Existing members shall be notified with details of membership requests (name and affiliation of prospective member at minimum) at least 2 weeks prior to the meeting at which acceptance decisions shall be made.

**3.1 SOSMART members.** A participant is classified as a Regular Member or Leadership Committee Member.

**3.2 Regular Members.** A Regular Member is an individual who may be affiliated with one or more monitoring or research groups, has shown interest in the business of SOSMART, and agrees to share his/her perspective on this business as a voting participant. Members are expected to attend meetings, host meetings and cover meeting costs (on a rotating schedule), pay an annual membership fee, and participate in activities that are in agreement with SOSMART's vision and objectives. In all matters of SOSMART business, each member gets a single vote. If unable to vote in person, members may specify an alternate. Members with annual fee(s) in arrears lose voting privileges until all fees are paid

**3.3 Guests.** At the discretion of the Chair, a guest (anyone who has not paid a membership fee) is permitted to attend a meeting in order to make a presentation or proposal, or provide input on SOSMART business.

**3.4 Annual administration fees.** An annual membership fee may be set. This fee shall not exceed one hundred dollars, the exact value to be established by majority vote at the first meeting of each fiscal year. Any set fee shall be payable by each member who is not serving on the Leadership Committee. The Leadership Committee is responsible for managing an account that includes revenues from membership fees. Though membership fees are intended to offset meeting costs, actual use of these monies is to be determined according to the wishes of Regular Members, as expressed at meetings through majority vote.

### **4.0 LEADERSHIP COMMITTEE**

The 4-member Leadership Committee (Appendix A) is responsible for organizing meetings, ensuring that pertinent business is dealt with, and accounting for SOSMART's finances.

#### **4.1 Assembling Leadership Committee**

- Any Regular Member may nominate any other regular member for a position on the Leadership Committee. The nomination process is opened by call of the Chair.
- Nominated members must be confirmed to their Leadership Committee positions by a motion carried at a regularly scheduled meeting (typically the spring meeting)
- In the event that more than one member has been nominated for a single position, this position shall be filled by majority vote
- Terms for Leadership Committee members are 1 year. Members may not serve for more than 3 consecutive terms (after his or her third term, a former member may not occupy a Leadership Committee member for at least 1 year)

**4.2 Leadership Committee Members.** The annual membership fee is waived for Leadership Committee Members, though they retain their voting privileges. At the discretion of the Chair, a vote on any matter of SOSMART business may be held via e-mail.

**4.3 Meetings.** SOSMART Business Meetings are to be held twice annually, on a date decided by members, or at the call of the Chair. A meeting of Leadership Committee may be held at the call of the Chair or when requested by at least 2 Leadership Committee members. Committee members must be given at least 72 hours notice of such meetings. Without limiting the means by which notice of a meeting may be given, notice shall be validly given if transmitted by email to the Committee Member's last known e-mail address.

**4.4 Participation by telephone.** Any member may take part in any meeting by means of a conference telephone or similar technology, so long as all participants in the meeting can hear each other.

**4.5 Quorum.** A quorum for any meeting of the Leadership Committee shall be 3 members (or equivalent). Where a Leadership Committee member holds more than one position, he/she counts as more than one member, the exact number being equivalent to the number of positions he/she holds.

**4.6 Chair.** The Chair, Vice-Chair, or in his or her absence, the Leadership Committee members present at the meeting, shall choose a member of the Committee to chair the meeting.

**4.7 Resolutions in writing.** (i.e. a letter of support, endorsement, or a position) A resolution in writing, signed by the Secunder and Chair is valid if carried at any meeting having quorum.

**4.8 Decisions by vote or consensus.** In general, decisions will be based on consensus, however, for some issues voting may be required. Members each have a single vote. In the event of a tie, the Chair shall not have a second or deciding vote.

**4.9 Declaration of interest.** It shall be the duty of every Member who is in any way, whether directly or indirectly, interested in a contract or arrangement of proposed contract or arrangement with the Network to declare such interest to the extent, in the matter and at the time required by law. The individual declaring such a conflict will refrain from voting on matters related to the conflict.

**4.10 Remuneration.** Leadership Committee shall serve as such without remuneration but shall be entitled to be paid their travelling and other expenses properly incurred by them in attending meetings of the Leadership Committee or of the Members, if so authorized in advance by the Leadership Committee.

**4.11 Attendance requirement.** A representative who fails to attend three consecutive meetings of Leadership Committee shall be deemed to have resigned as a Member unless such non-attendance is excused (whether before, during or after such failure to attend) by a resolution of the remaining Leadership Committee.

**4.12 Vacancies.** Vacancies on the Leadership Committee may be filled for the remainder of the relevant representative's term of office by the remaining Leadership Committee members if the vote constitutes a quorum.

**4.13 Removal of Leadership Committee (or other) members.** The Leadership Committee members may, by resolution passed by two thirds of the votes cast thereon at a meeting, if the vote constitutes a quorum, require a member of the Leadership Committee to step down. Any member, whether Leadership Committee or regular, may be removed from SOSMART by vote, in which 2/3 majority favours their removal.

## **5.0 COMMITTEES**

**5.1 Committees.** The Leadership Committee may by resolution create committees from time to time, and may appoint persons who are not Leadership Committee as members of such committees. Committees created by the Leadership Committee shall be given terms of reference by the Leadership Committee, and the Chair of each such committee shall be appointed by and may be removed by the Leadership Committee.

**5.2 Procedure.** Except to the extent provided for from time to time by the Leadership Committee, each Committee shall be responsible for determining its own procedures.

## **6.0 SOSMART BUSINESS MEETINGS**

**6.1 Annual meeting of Members.** An annual meeting of Members shall be held at the call of the Leadership Committee and shall take place not later than six months after the end of any fiscal year, for the purpose of receiving the financial statements of the Network for the preceding fiscal year, electing Leadership Committee representatives, and conducting such other business as may properly come before the meeting.

**6.2 Special meetings of Members.** A special meeting of the broader membership may be called at any time by the Leadership Committee, and shall be called by the Leadership Committee forthwith upon receipt of a requisition in writing of not less than one-tenth of all members in good standing within 30 days of receipt of such requisition.

**6.3 Notice of meeting.** Meetings shall be called in writing, accompanied by an agenda, giving at least 30 days notice

**6.4 Quorum.** A quorum for any meeting of Members shall be the half the total number of SOSMART members that exists at the time of the meeting.

**6.5 Power to vote.** Members have one vote each per business item. Voting procedures shall be determined by the Chair. Advance voting (e.g., by phone or e-mail) may be done when necessary to accommodate members who cannot attend any meeting where a vote is scheduled to take place.

**6.6 Chair.** The Chair or Vice-Chair of the Leadership Committee shall preside at any meeting of the Members. If the Chair or Vice-Chair is not present, the Leadership Committee Members shall choose a meeting Chair from amongst themselves, or from amongst regular members present.

**6.7 Procedure at meetings.** All meetings shall be conducted to the extent practicable in accordance with recognized parliamentary procedures. On any contested matter of procedure, the Chair of the meeting shall to the extent practicable resolve such issue in accordance with Robert's Rules of Order. Notwithstanding such Rules, the Chair shall retain the authority to make such rulings as he or she deems appropriate to the proper functioning of the meeting, and any such ruling shall be final, subject only to a decision of the voting Members to remove the Chair.

**6.8 Frequency of Meetings.** The network will hold at least two meetings each year that are approximately 6 months apart. Other meetings can be called at any time by the Leadership Committee to address immediate or special needs. Participation in these other meetings by group members is optional.

## **7.0 ELECTIONS, NOMINATION AND VOTING**

**7.1 Elections at annual meetings.** The confirmation of proposed Leadership Committee representatives shall take place at the annual meeting of Members.

## **8.0 INDEMNITY OF LEADERSHIP COMMITTEE AND OFFICERS**

**8.1 Indemnification.** Every member of the Leadership Committee and his or her heirs, executors and administrators, estate and effects shall from time to time and at all times be indemnified and saved harmless, out of the funds of the Network, from and against (a) all costs, charges and expenses whatsoever which the representative sustains or

incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him or her for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or her in or about the execution of the duties of his or her office, and

(b) all other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except the costs, charges or expenses occasioned by his or her own wilful neglect or default.

## **9.0 AMENDMENT**

**9.1 Amendment.** These Operational Guidelines may be amended from time to time by the Leadership Committee, but any such amendment shall have effect only until the next annual meeting of Members and shall cease to have effect unless confirmed at such Meeting by the affirmative votes of not less than two thirds of the voting Members voting on the matter. The voting Members may at any annual or special meeting of Members confirm, reject, amend or otherwise deal with any operational guidelines or operational guidelines amendment submitted to them for confirmation.

## **10.0 GENERAL**

**10.1 Errors and omissions.** The accidental omission to give any notice to any Member, Leadership Committee representative or the non-receipt of any notice by any Member, Leadership Committee representative in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice.

**10.2 Waiver of notice.** Any Member, or Leadership Committee representative may waive the notice required to be given to him or her and such waiver, whether given before, during or after the meeting or other event of which notice is to be given, shall cure any default in giving such notice.

## Appendix A: Leadership Committee

Table 1: SOSMART Leadership Committee and Responsibilities

Position	Role	Elected Member (term commencement)
Chair	Call meetings, and lead them in a way that ensures all members have equal opportunity for participation; represent SOSMART as spokesperson	Les Stanfield (January 2015)
Vice-chair	Assume Chair's duties when necessary (e.g., due to illness)	Dan Moore (April 2014)
Secretary	Maintain a list of SOSMART business items, and a list of SOSMART members; report on SOSMART business at meetings; prepare correspondence	Angela Wallace (April 2014)
Treasurer	Account for SOSMART's funds, and report on these funds at meetings	Scott Jarvie (March 2011)

Current correspondence address:

SOSMART Secretary  
 Angela Wallace  
 c/o Toronto and Region Conservation  
 9520 Pine Valley Drive  
 Vaughan, ON L4L 1A6  
[awallace@trca.on.ca](mailto:awallace@trca.on.ca)

## Appendix B: 2012 SOSMART Membership

<b>Organization</b>	<b>Representative (alternate)</b>	<b>Status</b>
Central Lake Ontario Conservation Authority	Dan Moore (Ian Kelsey)	Leadership Committee
Conservation Halton	Andrea Dunn (Kim Ootjers)	Member
Credit Valley Conservation	Loveleen Clayton (Jon Nodwell)	Member
Crowe Valley Conservation Authority	Sharlene Richardson	Member
EcoSpark	Holly Brose (Joyce Chau)	Member
Fisheries and Oceans Canada	Jason Barnucz	Member
Ganaraska Region Conservation Authority	Brian Morrison	Member
Independent	Les Stanfield	Leadership Committee
Kawartha Conservation	Brett Tregunno	Member
Lake Simcoe Region Conservation Authority	Rob Wilson	Member
Lower Trent Conservation Authority	Ewa Bednarczuk (April Anderson)	Member
Ministry of the Environment and Climate Change – Dorset Environmental Science Centre	Chris Jones	Member
Ministry of Natural Resources and Forestry	Vacant	Member
Nottawasaga Valley Conservation Authority	Ian Ockenden	Member
Otonabee Region Conservation Authority	Erin McGauley	Member
Seneca College	Bill Humber	Member
Toronto and Region Conservation Authority	Scott Jarvie	Leadership Committee
Toronto and Region Conservation Authority	Angela Wallace	Leadership Committee
Toronto and Region Conservation Authority	Christine Tu	Member
Trout Unlimited	Jack Imhoff	Member
University of Ontario Information Technology	Douglas Holdway	Member