

TERMS OF REFERENCE
GERALDTON AREA NATURAL RESOURCES ADVISORY COMMITTEE
December 3rd, 2014

INTRODUCTION:

The Crown Forest Sustainability Act (1999) indicates in Section 13 that “the Minister (of Natural Resources) shall establish local citizens’ committees to advise the Minister on the preparation and implementation of forest management plans and on any other matters referred to the committees by the Minister”.

A Local Citizens Committee in the Geraldton-Longlac-Nakina area was formed in February 1994, to assist with the development of the Geraldton Management Unit, Longlac Forest and Nakina Forest Management Plans (1995 - 2015). These three forests were amalgamated in 1996 to form the Kenogami Forest. With the completion of the Timber Management Plans in March 1995 and with the commencement of operations on the Nakina North and Ogoki Forests in 1998, the expansion of responsibilities to include all the management units as well as forest ecosystem management issues in general, was a natural progression for this Committee. Subsequently, the Nakina North and Ogoki Forests were amalgamated into the Ogoki Forest in 2004.

It is hoped that the Geraldton Area Natural Resources Advisory Committee (hereinafter referred to as the LCC) will provide its members and their respective affiliations with the opportunity to actively participate in the process of resource management and the enhancement of economic benefits within the Ministry’s Geraldton Administrative Area.

1. ROLES and RESPONSIBILITIES:

- a) Provide information and advice to the Nipigon District Manager of the Ministry of Natural Resources and Forestry (MNR) pertaining to natural resource planning and management issues.
- b) Foster an atmosphere of cooperation and understanding between various user/interest groups, residents and visitors of the area to achieve a balanced approach to resource management.
- c) Make recommendations to the District Manager on the use, management and allocation of Crown resources, which will enhance the economic benefit of the Geraldton Administrative Area, as well as maintain sustainable development and protect culturally and biologically significant aspects of the Geraldton Administrative Area.
- d) Advise and participate in natural resource management planning in the area including input into forest management; the issue resolution process of Forest Management Planning, allocation and harvesting of fish and wildlife, disposition of Crown land for recreation and developing guidelines for the management of Crown resources. Recommendations pertaining to the categorization of forest management plan (FMP) amendments will be

provided to the District Manager as per Amendment Categorization.



Amendment
Categorization

- e) Assist in the development and implementation of monitoring programs for resource users including timber harvesting activities and the utilization of fish and wildlife resources.
- f) Each committee member is responsible to report back to and/or obtain input from the constituency they represent. (This may be done by personal contact, newsletters, articles in the local paper, etc.)
- g) Subcommittees may be formed by the LCC at any time to assist in objective achievement. All sub-committees must report back to the LCC, who will make final recommendations.

2. OBJECTIVES:

- a) Participate in the development of all resource management plans and guidelines of the MNRD within the Geraldton Administrative Area.
- b) Communicate with key user groups with an interest in the Geraldton Administrative Area activities and management, to ensure that their views are heard and accounted for.
- c) Assist in conducting and evaluating public input to resource management plans and issues in the Geraldton Administrative Area.
- d) Monitor/review and evaluate implementation of plans within the Geraldton Administrative Area.
- e) Sponsor specific projects and seek alternative funding for such activities as enhanced tourism benefits, fish and wildlife habitat improvement, scientific research, independent advice and special projects.

3. MEMBERSHIP:

- a) Every effort will be made to create a balanced LCC that represents the interests of the Geraldton Administrative Area.
- b) The LCC shall review its membership each September and advise the District Manager whether the membership adequately represents the range and balance of interest in the local area.
- c) Where stakeholders have a representative organization, that organization will be asked to nominate a member and an alternate for the LCC. Where there are several organizations representing a single stakeholder interest, those organizations may be asked to nominate one

member and an alternate to represent the organizations. (If possible only one member per organization). Where there is no formal organization representing the stakeholder interest, a LCC member and an alternate will be recommended by the LCC committee as a whole for appointment by the District Manager.

- d) Alternates are expected to fully participate in meeting discussions but cannot vote if an official vote is required, unless the primary member is absent. They can vote when a general consensus is required.
- e) The LCC may make recommendations to the District Manager regarding membership.
- f) Members may be appointed and/or re-appointed at the discretion of the District Manager in consultation with the respective affiliations and LCC members.
- g) Regular meetings will normally be held at 6:00 p.m. the first Wednesday of every other month from September to June, inclusive as necessary. Additional meetings may be called as deemed necessary by the LCC and /or MNRF.
- h) When deemed necessary, the LCC will be canvassed by an e-mail to the group to provide input into matters e.g. FMP amendments....
- i) Members must be active on the LCC. Any interest group that is not represented by either its member or alternate for three meetings per year (Sept to Aug), without the approval of the LCC may have its member and/or alternate replaced. If one or the other of the members is absent greater than three times their commitment to the LCC will be reviewed by the LCC/MNRF. Suggestions/Recommendations can be made to the represented organization regarding the replacement of the individual.
- j) At least 50% of members or their appropriate alternates will be considered a quorum. A quorum is required in order to conduct an official meeting. *Note: If there is not a member in a specific category, that category will not be considered for quorum determination.*
- k) The composition of a LCC should include a wide range of public interest group participants in numbers adequate to represent the natural resource interests in the Geraldton Administrative Area. Interest groups to be considered include but are not limited to the following:
 - a. local business;
 - b. tourism industry;
 - c. anglers and hunters;
 - d. Aboriginal communities;
 - e. forest industry;
 - f. naturalists;
 - g. municipalities;
 - h. trappers and other resource users;
 - i. other Crown land recreationalists;
 - j. forest industry trade unions;

- k. woodworkers;
 - l. small independent loggers;
 - m. mineral sector;
 - n. waterpower sector;
 - o. Chamber of Commerce member or Economic Development Officer;
 - p. local environmental groups;
 - q. local heritage groups or organizations;
 - r. other interest groups; and
 - s. the general public.
- j) The Ministry of Natural Resources and Forestry is not considered a member of the committee. However, MNRF will appoint staff as appropriate to act as liaison with the LCC who will be in attendance (&/or send a representative) at all LCC functions. The MNRF shall, on its own initiative or upon request, provide the LCC with information on natural resource issues/programs and will conduct presentations to assist LCC members in expanding their knowledge and understanding of resource management.
- k) Present Members, their affiliations and their Term of Service:



Dec 2014

4. ADMINISTRATION:

a) Confidentiality:

Members of the LCC must have regard for the Freedom of Information and Protection of Privacy Act, meaning, they are obliged to respect the personal privacy of any individual who may be mentioned during a LCC meeting. Third party information is being supplied in confidence to the MNR. (Members are required to sign a FIPPA form).

b) Chairperson/Facilitator (To be referred to as Chair for the remainder of this document)

The chair is to be appointed by the District Manager or his/her representative.

The chair's name is to appear on all correspondence.

The chair will be the main liaison with outside agencies when dealing with LCC business.

The chair is the public representative of the LCC.

This position will be reviewed annually usually in September along with the other committee positions.

The chair may be contracted from outside the LCC if no willing Chair is available.

The chair will be paid a per diem fee as agreed upon by the LCC.

The chair will be responsible to run meetings in accordance with the rules contained in "21st Century Robert's Rules of Order".

This position and per diem will be reviewed annually, usually in September along with the other committee positions.

The chair will be responsible for the following duties:

- Distribute a draft agenda prior to each meeting, to be finalized at the beginning of each meeting.
- Canvas members prior to each meeting to ascertain attendance
- The Chair will develop the agenda based on input from committee members and MNRF staff
- Distributes agendas, minutes and reports to members
- Arranges meetings and facilities
- Notifies members of meetings, etc.
- Assist the MNRF liaison as required

d) **Secretarial Duties:**

A secretary may be contracted from outside the LCC and will be responsible for the following duties:

- Takes minutes of meetings
- Assist the MNRF liaison and chair as required

The secretary will not be a voting member, unless the position is filled from within the committee. If hired by the LCC they will be paid a per diem fee as agreed upon by the LCC, or the MNRF may appoint a staff member who will also perform duties assigned by the MNRF Liaison. The degree of this support will depend on funding and staffing availability.

e) **Budget:**

The establishment of the LCC is a requirement of the Crown Forest Sustainability Act. The MNRF will provide the LCC with operating dollars (amount subject to funding availability) to cover administrative costs and out of pocket expenses. This money will be deposited in a bank account and made available to the LCC.

The chair will be responsible for the finances of the LCC. The chair will also prepare a financial report indicating the financial standing of the LCC (credits and expenditures) and present this at every other meeting.

Signing authority for cheques will be designated to three or more members as well as the MNR Liaison, as agreed upon by the LCC. Each cheque will require two signatories to be valid, one of which must be a MNRF signatory.

Expenses for travel will be provided to LCC members.

The LCC will submit detailed requests for funding to the District Manager annually.

f) **Agenda:**

A draft agenda will be distributed by the MNR liaison &/or Chair prior to each meeting and finalized at the beginning of each meeting.

The Chair will develop the agenda based on input from committee members and MNR staff.

g) **Conflict of Interest:**



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5. CONFLICT RESOLUTION:

When the LCC submits advice or recommendations to the District Manager, all opinions, minority as well as majority shall be recorded.

The District Manager will respond to all recommendations in writing.

6. FOREST MANAGEMENT PLANNING:

Two LCC members will sit on the planning team.

Members may put their names forward for planning team membership. If more than 2 names are put forward, membership will be determined by secret ballot.

LCC members on the planning team will receive a per diem for each planning team meeting.

All expenses pertaining to the planning team will also be covered.

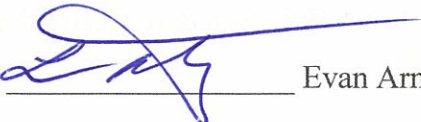
Planning team members are expected to attend all planning team meetings, open houses and appropriate training sessions.

LCC members on the planning team will give regular written reports to the LCC.

LCC members on the planning team are responsible to complete a report on its activities. These reports will be prepared for each of Phase I and Phase II planning. These reports will include the items outlined on page A-97 of the June 2004 Forest Management Planning Manual for Ontario's Crown Forests.

The LCC members on the planning team must represent the views of the entire LCC.

The Plan Author and appropriate MNR staff, if not already a standing member or alternate member of the LCC, will attend LCC meetings during the planning schedule of a respective forest management plan to act as resource persons to the committee

Approved By:  Evan Armstrong, Chair. December 3rd, 2014,

AMENDMENT CATEGORIZATION December 3rd, 2014

Prior to a FMP amendment request being processed, the District Manager in consultation with the plan author and local citizens committee is required to determine if the proposal should proceed, and if so, the public and aboriginal consultation requirements required. The level of consultation is dictated by the amendment category as determined by the District Manager. There are three amendment categories as follows:

- Administrative Amendments: require no formal public or aboriginal consultation.
- Minor Amendments: require a 15 day review and comment period.
- Major Amendments: require:
 - that Information Centres be held in appropriate locations,
 - that a Report on Protection of Aboriginal Values is completed,
 - that a 30-day review and comment period is provided for the proposed amendment, and
 - that a 30-day inspection period is provided for the MNR-approved major amendment.
 - Within this process there is opportunity to invoke the Issue Resolution Process and request an Individual Environmental Assessment.

The following is a list of potential amendment topics that GANRAC agrees, in advance, should be categorized as administrative and should proceed accordingly. GANRAC provides this advice to the District Manager, in advance, to facilitate timely and cost effective processing of amendments that GANRAC believes to be non-contentious.

- Correcting errors in mapping or text.
- Allowing for operational roads through unallocated stands (expansion of the Operational Road Boundary)
- The addition of aggregate extraction areas.
- Allowing for renewal activities within areas not shown for renewal and not within areas allocated for harvest.

When the District Manager determines that a FMP amendment proposal should proceed as an administrative amendment as per the criteria above, this decision along with the details of the amendment proposal will be provided to the LCC at the following GANRAC meeting.

All FMP amendment proposals that do not meet the above criteria for administrative amendments will be brought to the LCC prior to the District Manager determining whether the proposal should proceed, and if so, the appropriate amendment category.

GANRAC Membership (Affiliation and Date of Appointment)

		December 3rd, 2014		
		Affiliation		Year of Appointment
1	Member	Gary Selinger	Fishing/Hunting Interest	Nov-07
2	Alternate	Len McEathron	Fishing/Hunting Interest	Jan-12
3	Member	Edgar Lavoie	Environmental Interest	Aug-94
4	Alternate	George Horobec	Environmental Interest	Mar-05
5	Member	Ken Stevens	Geraldton Community Forest	Jan-11
6	Member	Linda Beaulieu	Road Accessed Tourism	May-12
7	Alternate	Vacant	Road Accessed Tourism	
8	Member	Bernie Baillargeon	Bear Mgmt & Baitfish	Feb-09
9	Alternate	John Espinola	Bear Mgmt & Baitfish	May-10
10	Member	Vacant	First Nations	
11	Alternate	Vacant	First Nations	
12	Member	Louis Garon	Trapping	Mar-07
13	Alternate	Travis Vernier	Trapping	Dec-14
14	Member	Steve Crawford	Cottaging	Jul-12
15	Alternate	Gerald Bolduc	Cottaging	Jun-13
16	Member	Bill Hoff	Crown Recreation	Jan-12
17	Alternate	Hector Vincent	Crown Recreation	Dec-14
18	Member	Remi Moreton	Remote Tourism	Apr-10
19	Alternate	Perry Barkhouse	Remote Tourism	Jan-11
20	Member	Evan Armstrong	General Public	Apr-14
21	Alternate	Tom Gross	General Public	Dec-14
22	Member	Vacant	Municipality of Greenstone	
23	Alternate	Vacant	Municipality of Greenstone	
24	Member	Martin Boucher	Chamber of Commerce	May-12
25	Alternate	Eileen Johnson	Chamber of Commerce	Apr-13
26	Member	Scott Koski	Forest Industry -AV Terrace Bay	Oct-12
27	Alternate	Ed Hoffman	Forest Industry -Columbia Forest Products	Nov-95
28	Member	Deanna Hoffman	Forest Management -Ne-Daa-Kii-Me-Naan Inc	Apr-13
29	Alternate	Denny Michano	Forest Management -Ne-Daa-Kii-Me-Naan Inc	Feb-15

4. (f) Conflict of Interest

Definition:

- Conflict of Interest is defined as conflict between a member's personal and/or business interests and his/her responsibility as a committee member which includes actual or perceived conflicts and those situations that may have the potential to be actual or perceived conflicts. A conflict of interest may exist where pecuniary advantage or intangible benefits has been or may be conferred on the member. Note: Conflict of interest also applies to the committee chair.

It is important to note that conflicts of interest are not universally morally evil. We live complex lives and our responsibilities in one role may well compete with our responsibilities in another. Conflicts of interest are often simply unavoidable.

1. Process to deal with Conflict of Interest (Refer to Flow Chart)

