

**TERMS OF REFERENCE**  
**GERALDTON AREA NATURAL RESOURCES ADVISORY COMMITTEE**  
**September 3rd, 2008**  
(Updated September 1st, 2009)

**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). With the completion of these 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 forest ecosystem management issues was a natural progression for this Committee.

The Nakina North and Ogoki Forests were amalgamated into the Ogoki Forest in 2004, with the LCC being involved with planning on both the Ogoki and Kenogami Forests.

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 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.

- 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 Ministry of Natural Resources 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 6:30 p.m. the first Wednesday of every month from September to June, inclusive. Additional meetings may be called as deemed necessary by the LCC and /or MNR.
- h) 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/MNR. Suggestions/Recommendations can be made to the represented organization re: replacement of the individual.
- i) 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.
- j) 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:
  - Local business or Chamber of Commerce
  - forest industry trade unions (woods workers)
  - small independent loggers
  - environmental affiliations
  - cottager associations
  - general public
  - remote tourism
  - road accessed tourism
  - tourist associations
  - Geraldton Community Forest
  - fishing and hunting interests
  - First Nations
  - individual forest industry companies
  - communities or Economic Development Corporation
  - trapping
  - prospecting or mining industry
  - baitfish industry
  - snowmobile clubs
  - other Crown land recreationists
  - resource users
  - waterpower sector
  - local heritage groups

- j) The Ministry of Natural Resources will not be a member of the committee. However, MNR will appoint one staff member to act as liaison with the LCC who will be in attendance (&/or send a representative) at all LCC functions. The MNR 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:



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#### **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. (e.g.: the name, address, phone number of an individual).

b) **Chairperson**

The chair and vice-chair are to be elected from within the LCC by the LCC by secret ballot. 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 in September along with the other committee positions.

c) **Facilitator**

A facilitator may be contracted from outside the LCC if no willing facilitator is available.

The position may be filled by a committee member on a regular or rotational basis.

He/She will be paid a per diem fee as agreed upon by the LCC.

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

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

d) **Secretarial Duties:**

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

- Takes minutes of meetings
- Distributes agendas, minutes and reports to members
- Duties as assigned by the Committee
- Arranges meetings and facilities
- Notifies members of meetings, etc.
- Typing, mailing, photocopying, etc.
- Assist the MNR liaison as required

The secretary will not be a voting member, unless the position was filled from within the committee. If hired by the LCC he/she will be paid a per diem fee as agreed upon by the LCC, or the Ministry of Natural Resources may appoint a staff member who will also perform duties assigned by the MNR 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 Ministry of Natural Resources 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 LCC will select one or more members to be responsible for the finances of the LCC. The individual(s) will 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 MNR 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 secretary prior to each meeting and finalized at the beginning of each meeting.

The MNR liaison 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 MNR Area Forester, if not already a standing member or alternate member of the LCC, will be urged to attend all LCC meetings during the planning schedule of their respective plan (Kenogami and/or Ogoki) to act as resource persons to the committee

Approved By: \_\_\_\_\_ Ed Hoffman, Chair. September 3<sup>rd</sup>, 2008.