



TERMS OF REFERENCE FOREST CONSERVATION WORKING GROUP

South Nation Conservation's (SNC) 16 member Municipalities provided funding to help implement recommendations made by the Forest Conservation Working Group which help address concerns regarding the change in forest cover in SNC's jurisdiction. This Working Group will continue the work started in 2017 by the Agricultural Forest Cover Committee.

There is approximately \$60,000 included in SNC's 2018 Budget to support the operation of the Working Group and implementation of the key recommendations approved by SNC's Board of Directors.

The following Terms of Reference sets out the administrative and operating procedures of the Forest Conservation Working Group.

1. MANDATE

- a. To provide recommendations to SNC's Board of Directors and 16 member Municipalities on measures to increase and/or protect forest cover with SNC's jurisdiction

2. ROLES & RESPONSIBILITIES

- a. To make recommendations that relate to the mandate
- b. To provide stakeholder feedback and/or expert knowledge regarding forest cover
- c. Develop a work plan to guide meetings and reporting
- d. Make recommendations for program implementation to SNC's Board of Directors and member Municipal Councils
- e. Communicate recommendations and achievements to the public, member organizations, and Municipal and County Councils

3. MEMBERSHIP

- a. Maximum of 14 members as follows:
 - i. 3 Agricultural Forest Cover Committee
 - ii. 1 Counties
 - iii. 2 Municipal
 - iv. 1 Developer
 - v. 3 forestry/woodlot organizations (e.g. Boisés Est, Ontario Woodlot Association, Maple Producers)
 - vi. 2 First Nations
 - vii. 1 SNC
 - viii. 1 Community Member-at-Large
- b. Any committee member missing two consecutive meetings without communicating justification, to the Committee Chair, will be removed from the Committee
- c. Members failing to attend a meeting without prior notification of regrets will be recorded as absent in the meeting minutes



4. COMMITTEE CHAIR

- a. To be elected at the first meeting of the Working Group from amongst the members
- b. Acting Chair to be appointed by Working Group (if required)
- c. Chair (or designate) will represent Working Group at meetings and events as required
- d. Chair will encourage each member to bring ideas on projects, funding, partnerships, etc.

5. QUORUM

- a. 50% plus 1 of Working Group constitutes quorum for all matters relating to financial allocations or major decisions concerning program implementation
- b. Non-financial matters can be dealt with by consensus

6. FREQUENCY OF MEETINGS AND MANNER OF CALL

- a. Six meetings between March and June 2018; as per established meeting schedule
- b. Additional meetings may be held with 75% concurrence of the Committee at which there is quorum
- c. Working Group shall establish meeting dates in advance
- d. Agendas to be emailed to Working Group members 5 business days prior to meeting date
- e. (Conference calls, video conferencing, and/or electronic voting) may be utilized by the Working Group in place of an in-person meeting with concurrence of 75% of the Working Group

7. RESOURCES

- a. Funding provided through SNC's Forest Conservation Fund, established by member Municipalities in 2017 through a Special Levy
- b. Working Group members will be paid a meeting allowance of \$68.81 per meeting and mileage (\$0.55/km), consistent with 2018 rates approved by the SNC Board of Directors for SNC Standing Committees, if not covered by their member organization
- c. SNC will provide technical and administrative support to the Working Group
- d. Guest speakers or subject matter experts can be brought in to provide additional information if requested by the Working Group

8. REPORTING

- a. Chair or designate will bring a report, via the draft meeting minutes of the Working Group, to SNC Board of Directors
- b. Working Group to provide final report with recommendations by June 8th to the SNC Board of Directors
- c. Final report from the Working Group will be made public

9. COMMUNICATIONS

- a. Media on major recommendations of Working Group or highlights/key issues of programs to be issued at the discretion of SNC