



SOUTH NATION
CONSERVATION
DE LA NATION SUD

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Forest Conservation Working Group

Meeting Agenda

Date: March 21, 2018

Time: 10:00 am

Location: Watershed Room, SNC

Address: 38 Victoria Street, Finch, ON K0C 1K0





Forest Conservation Working Group

Meeting Agenda

March 21, 2018 at 10:00 am

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1. Welcome and Introductions	
2. Approval of Agenda	
3. Appointment of Committee Chair	3
4. New Business	
a. Working Group Membership and Terms of Reference: Ronda	4-7
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5. Date of Next Meeting: To be confirmed.	
6. Adjournment	

Light lunch provided.

Ronda Boutz,
Team Lead, Special Projects



To: Forest Conservation Working Group
From: Ronda Boutz, Team Lead, Special Projects
Date: March 16, 2018
Subject: Appointment of Working Group Chair

RECOMMENDATION:

The Working Group appoint a Chair for 2018.

DISCUSSION:

As per the South Nation Conservation (SNC) Forest Conservation Working Group Terms of Reference, a Chair shall be elected at the first meeting of the Working Group.

The following election procedure will be used:

- Nominations require no seconder
- Election chair calls for nominations from the floor
- If a nominee does not wish to accept, they should decline immediately
- If there are no further nominations from the floor, election chair asks if there are any further nominations
- If none are forthcoming, the election chair declares nominations closed
- Where a vote is required, ballots will be distributed and scrutineer(s) appointed
- Announcement of results

Ronda Boutz,
Team Lead, Special Projects.



To: Forest Conservation Working Group
From: Ronda Boutz, Team Lead, Special Projects
Date: March 16, 2018
Subject: Working Group Membership and Terms of Reference

RECOMMENDATION:

The Working Group recommends the following Forest Conservation Working Group membership to the Board of Directors for 2018; and

- Reg Presley, Agricultural Forest Cover Committee
- Terry Otto, Agricultural Forest Cover Committee
- Michel Dignard, Agricultural Forest Cover Committee
- Bernard Vander Zweep, Agricultural Forest Cover Committee (alternate)
- Alison MacDonald, Counties
- Archie Mellan, Municipal
- Dale McLenaghan, Municipal
- Jean-Claude Havard, Boisés Est
- Dorothy Hamilton, Ontario Woodlot Association
- Elaine Kennedy, Ontario Woodlot Association (alternate)
- Evan Thompson, Mohawk Council of Akwesasne – Environmental Program
- Larry McDermott, Algonquin First Nations
- Bill Smirle, SNC Board of Directors
- Lynn Ovenden, Community Member-at-Large
- Pete Bock, Community Member-at-Large

FURTHER THAT: the Working Group approve the updated Forest Conservation Working Group Terms of Reference.

DISCUSSION:

1. **Membership**

Based on the Working Group Terms of Reference, South Nation Conservation (SNC) staff have reached out to member organizations to confirm Working Group member representation. All seats have been confirmed, except for the Developer and Maple Producers. Staff have sent letters of invitation to the Greater Ottawa Home Builders' Association and Ontario Maple Syrup Producers Association – Eastern Region.

The one Member-at-Large position was opened to the general public to submit applications. Eight applications were received by the submission deadline.

Upon review of the submitted applications, SNC staff recommend adding a second Community Member-at-Large position to ensure input from across the SNC jurisdiction.



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2. Terms of Reference

With the addition of a second Community Member-at-Large, the Working Group Terms of Reference needs to be updated to reflect the new membership listing. Also, based on preliminary feedback from Working Group members, the six meeting timeframe has been extended from June to August 2018. A copy of the updated Terms of Reference is attached.

Ronda Boutz,
Team Lead, Special Projects.

Attachment: Forest Conservation Working Group Terms of Reference – updated
March 21, 2018



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 15 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. 2 Community Member-at-Large
- b. Any Working Group member missing two consecutive meetings without communicating justification, to the Working Group Chair, will be removed from the Working Group
- c. Members failing to attend a meeting without prior notification of regrets will be recorded as absent in the meeting minutes



4. WORKING GROUP 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 August 2018; as per established meeting schedule
- b. Additional meetings may be held with 75% concurrence of the Working Group 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



To: Forest Conservation Working Group
From: John Mesman, Team Lead, Communications and Outreach
Date: March 16, 2018
Subject: Forest Cover Trends (2008-2014)

RECOMMENDATION:

The Working Group receive and file the 2016 Forest Cover Trends and Analysis report.

DISCUSSION:

After analyzing satellite imagery from 2008 and 2014, a report on a forest cover was assembled to demonstrate landscape changes in SNC's jurisdiction.

The report notes that the jurisdiction's total forest cover was only 28% as of 2014; below the high-risk recommendation of at least 30% forest cover, set by Environment and Climate Change Canada. Furthermore, the amount of forest cover lost between 2008 and 2014 was 4.1% - approximately 1 million trees lost annually.

Eastern Ontario faces many land use pressures from industry, residential development, agriculture, and new energy projects. As a Conservation Authority, SNC has been working to provide a variety of forest stewardship programs including tree planting programs, community forests, woodlot advisory services, forested land securement, the Managed Forest Tax Incentive Program (MFTIP), and ongoing outreach and education.

To address the current rate of forest cover loss with community members and stakeholders, SNC has identified three main areas to focus on: forestry programs and services, education and outreach, and the use of scientific data for management decisions.

The recent work of the Agriculture Forest Cover Committee and current Forest Cover Working Group are two initiatives resulting from the Forest Cover Trends report.

Report findings will be summarized in a presentation during the first Forest Conservation Working Group Meeting. Working Group Members are encouraged to review the Forest Cover and Trends Analysis Report prior to the meeting, available online: [Forest Cover Trends Analysis Report](#). Hard copies will be available at the meeting.

John Mesman,
Team Lead, Communications and Outreach



To: Forest Conservation Working Group
From: Katherine Watson, Water Resources Specialist
Date: March 16, 2018
Subject: State of the Nation

RECOMMENDATION:

The Working Group receive and file the State of the Nation report.

DISCUSSION:

The 2018 State of the Nation Watershed Report Card is an important communication product for relaying information on the state of SNC's forest, wetland, surface water and ground water quality conditions.

Resource conditions are assessed using published guidelines and objectives. Measuring helps identify areas that are faring well versus those needing improvement so that projects and programs can be focused where they are needed most. This report also helps track changes and progress over time.

Staff will provide a PowerPoint slideshow at the meeting with an overview of the 2018 State of the Nation. Hard copies of the report will be available Meeting.

Ronde Boes
For: Katherine Watson,
Water Resources Specialist.



To: Forest Conservation Working Group
From: Ronda Boutz, Team Lead, Special Projects
Date: March 16, 2018
Subject: Agricultural Forest Cover Committee – Preliminary Recommendations Report

RECOMMENDATION:

The Working Group receive and file the Agricultural Forest Cover Committee – Preliminary Recommendations Report.

DISCUSSION:

In response to growing concerns to forest cover loss in Eastern Ontario, the South Nation Conservation (SNC) Board of Directors approved a 2017 Forest Conservation Special Levy of \$100,000. An Agricultural Forest Cover Committee (AFCC) was established to provide recommendations to SNC member Municipalities on forest cover in the SNC jurisdiction. The 22-member Committee consists of agricultural representatives (17 seats) as well as Municipal representatives (5 seats).

The AFCC met 6 times between January and April 2017 to develop recommendations from the agricultural sector's perspective on managing forest cover. Their Preliminary Recommendations Report was presented to the SNC Board of Directors in May 2017. The top three priority areas of focus were as follows:

1. Best Management Practices
2. Education and Promotion
3. Stakeholder Engagement

A copy of the AFCC's report can be found online at www.nation.on.ca/forest-cover. Working Group member's are encouraged to click on this direct link to review the report prior to the March 21st meeting. Hard copies will be available at the meeting.

Ronda Boutz,
Team Lead, Special Projects.



To: Forest Conservation Working Group
From: Ronda Boutz, Team Lead, Special Projects
Date: March 16, 2018
Subject: Forest Conservation Work Plan

RECOMMENDATION:

The Working Group approve the Forest Conservation Work Plan.

DISCUSSION:

In November 2016, the Board of Directors approved a 2017 Special Levy of \$100,000 to support forest conservation initiatives, this included the establishment and support of the 2017 Agricultural Forest Cover Committee.

Approximately \$60,000 has been carried forward to the 2018 budget to support the Forest Conservation Working Group and implementation of approved recommendations. Expenses related to hosting the six Working Group meetings accounts for approximately \$7,500 of this total.

In order to meet the tight deadline for tabling Working Group recommendations to the SNC Board and to facilitate meeting packages, staff recommend the Working Group prepare a work plan for March – August 2018. This would be a living document and can be updated as required.

Staff will bring a draft framework to the meeting to aid in the development of a work plan.

Ronda Boutz.
Team Lead, Special Projects.



To: Forest Conservation Working Group
From: Ronda Boutz, Team Lead, Special Projects
Date: March 16, 2018
Subject: Working Group Meeting Schedule

RECOMMENDATION:

The Working Group approve a meeting schedule for 2018.

DISCUSSION:

In order to ensure recommendations from the Forest Conservation Working Group can be incorporated into the 2019 SNC Draft Budget, it is critical that recommendations be tabled to the Board of Directors before September 2018.

To achieve this, the Terms of Reference has set six meetings to be scheduled between March and August 2018; additional meetings can be added with 75% concurrence from the Working Group when there is quorum.

Meetings should be scheduled at least 2 weeks apart to ensure adequate time for information to be gathered and agenda packages to be distributed in advance of the meeting. Meeting duration should be at least 3 hours to allow for constructive discussions.

A meeting schedule will be set at the March 21, 2018 meeting.

Ronda Boutz.
Team Lead, Special Projects.