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Forest Conservation Working Group

Meeting Agenda

Date: April 9th, 2018

Time: 9:00 am

Location: Watershed Room, SNC

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



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Forest Conservation Working Group

Meeting Agenda

April 9th, 2018 at 9:00 am

1. Chair Remarks
2. Approval of Agenda
3. Approval of Forest Conservation Working Group Minutes of
March 21st, 2018 2-8
4. New Business
 - a. 2018 FCWG Work Plan: Ronda 9-11
 - b. Working Group Terms of Reference: Ronda 12-14
 - c. Resource Map: Ronda Verbal
 - d. SNC Budget: Forest Conservation Initiatives: Ronda 15-16
 - e. Best Management Practices: Ronda 17-18
 - f. Common Land Clearance Concerns: Roundtable Discussion Verbal
5. Dates of Upcoming Meetings (9:00 a.m.)
 - May 3rd, 2018
 - May 24th, 2018
 - June 14th, 2018
 - July 5th, 2018
 - July 26th, 2018 (*if required*)
6. Adjournment

Ronda Boutz,
Team Lead, Special Projects.

/dm



Forest Conservation Working Group Meeting

Wednesday March 21st, 2018, 10:04 a.m. – Meeting 01/18

Watershed Room, SNC



Present:

Pete Bock, Community Member-at-Large
Dorothy Hamilton, Ontario Woodlot Association – SDG Chapter
Alison McDonald, Counties
Dale McLenaghan, Municipal
Archie Mellan, Municipal
Lynn Ovenden, Community Member-at-Large
Reg Presley, Agricultural Forest Cover Committee
Bill Smirle, SNC Vice Chair
Jean Saint Pierre, Boisés Est (alternate)
Bernard van der Zweep, Agricultural Forest Cover Committee (alternate)

Regrets:

Michel Dignard, Agricultural Forest Cover Committee
Jean Claude Havard, Boise Est
Elaine Kennedy, Ontario Woodlot Association (alternate)
Francis McDermott, Algonquin First Nations (alternate)
Larry McDermott, Algonquin First Nations
Terry Otto, Agricultural Forest Cover Committee
Evan Thompson, Mohawk Council of Akwesasne–Environmental Program

Staff:

Angela Coleman, General Manager/Secretary-Treasurer
Ronda Boutz, Team Lead, Special Projects
Dianne MacMillan, Administrative Assistant
John Mesman, Team Lead, Communications and Outreach
Katherine Watson, Water Resources Specialist

Guest:

Doug Thompson, SNC Past Chair



WELCOME AND INTRODUCTIONS

Ronda Boutz, Team Lead, Special Projects opened the Forest Conservation Working Group meeting of Wednesday, March 21st, 2018 at 10:04 a.m.

Members introduced themselves and provided brief background information.

Angela Coleman, General Manager/Secretary-Treasurer

Angela Coleman welcomed Members, and expressed appreciation on behalf of SNC Board of Directors and staff, for Members time commitment and willingness to participate in this project.

The General Manager directed Members to contact SNC staff if they have questions regarding policies and procedures, or if additional research from other areas is required.

APPROVAL OF AGENDA

RESOLUTION NO. FCWG-001/18

Moved by: Archie Mellan
Seconded by: Alison McDonald

RESOLVED THAT:

The Members approve the Forest Conservation Working Group meeting agenda of March 21st, 2018, with the following addition:
a. Agenda Item #4 h.: Administrative Information

CARRIED

APPOINTMENT OF WORKING GROUP CHAIR

RESOLUTION NO. FCWB-002/18

RESOLVED THAT:

The Working Group appoint a Chair for 2018.

DEFEATED

NEW MOTION

APPOINTMENT OF INTERIM CHAIR

RESOLUTION NO. FCWG-003/18

Moved by: Bill Smirle
Seconded by: Archie Mellan



RESOLVED THAT: Members appoint an Interim Working Group Chair for the current meeting only; and

FURTHER THAT: Move 'Appointment of Working Group Chair' to Agenda Item #4 g.

CARRIED

ELECTION OF INTERIM CHAIR

Ronda Boutz, Team Lead, Special Projects called for nominations three times for election of Interim Chair, Forest Conservation Working Group.

First Call for Nominations

Peter Bock nominated Bill Smirle for position of Interim Chair.
Bill Smirle declined the nomination.

Second Call for Nominations

Archie Mellan nominated Reg Presley for position of Interim Chair.
Reg Presley accepted the nomination.

Third Call for Nominations

Dorothy Hamilton nominated Alison McDonald for position of Interim Chair.
Alison McDonald declined the nomination.

Hearing None: Nominations closed for the position of Interim Chair.

Approval of the following Motion:

RESOLUTION NO. FCWG-004/18 Moved by: Bill Smirle
Seconded by: Alison McDonald

RESOLVED THAT: Reg Presley be nominated as Interim Chair, Forest Conservation Working Group, for the duration of the meeting.

Reg Presley, Interim Chair, Remarks:

Reg Presley, Interim Chair, expressed his thanks for the nomination and stressed the importance of Group Members working well together with mutual respect and collaboration.

WORKING GROUP MEMBERSHIP AND TERMS OF REFERENCE

RESOLUTION NO. FCWG-005/18 Moved by: Dorothy Hamilton



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RESOLVED THAT:

Seconded by: Lynn Ovenden

The Working Group recommends the following Forest Conservation Working Group membership to the Board of Directors for 2018 *as amended*; 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 McDonald, 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
- *Amendment:* Addition of Jean Saint-Pierre (Alternate for Boise Est); and Francis McDermott (alternate for Algonquin First Nations);

FURTHER THAT:

The Working Group approve the updated Forest Conservation Working Group Terms of Reference.

CARRIED



FOREST COVER TRENDS (2008-2014)

RESOLUTION NO. FCWG-006/18

Moved by: CONSENSUS

RESOLVED THAT:

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

CARRIED

STATE OF THE NATION

RESOLUTION NO. FCWG-007/18

Moved by: CONSENSUS

RESOLVED THAT:

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

CARRIED

AGRICULTURAL FOREST COVER COMMITTEE – PRELIMINARY RECOMMENDATIONS REPORT

RESOLUTION NO. FCWG-008/18

Moved by: CONSENSUS

RESOLVED THAT:

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

CARRIED

The Working Group Meeting recessed at at 12:05 a.m.
The Interim Chair reconvened the meeting at 12:35 a.m.

FOREST COVER WORK PLAN

RESOLUTION NO. FCWG-009/18

Moved by: Dale McLenaghan
Seconded by: Alison McDonald

RESOLVED THAT:

Staff will bring an updated Forest Cover Work Plan for approval to the next meeting.

CARRIED



WORKING GROUP MEETING SCHEDULE

RESOLUTION NO. FCWG-010/18

Moved by: Dorothy Hamilton
Seconded by: Lynn Ovenden

RESOLVED THAT:

The Working Group approve the 2018 meeting schedule as discussed – at 9:00 a.m.:

- April 9th, 2018
- May 3rd, 2018
- May 24th, 2018
- June 14th, 2018
- July 5th, 2018
- July 26th, 2018 – if required

CARRIED

APPOINTMENT OF COMMITTEE CHAIR

Ronda Boutz, Team Lead, Special Projects called for nominations three times for election of Interim Chair, Forest Conservation Working Group.

First Call for Nominations

Dorothy Hamilton nominated Alison McDonald for position of Chair.
Alison accepted the nomination.

Second Call for Nominations

Archie Mellan nominated Reg Presley for position of Chair.
Reg accepted the nomination.

Third Call for Nominations

Hearing None: Nominations closed for the position of Chair.

The Working Group Members voted John Mesman, Team Lead, Communications and Outreach, as scrutineer.

Ballots were distributed to Members.

Ronda Boutz, counted Ballots, and announce the results:

- Reg Presley: 3 votes
- Alison McDonald: 7 votes

Approval of the following Motion:



RESOLUTION NO. FCWB-011/18

Moved by: Archie Melan
Seconded by: Dorothy Hamilton

RESOLVED THAT:

The Members approve Alison McDonald for the position of Chair, Forest Conservation Working Group.

CARRIED

Alison McDonald, Chair, Remarks:

Chair McDonald thanked Members for the nomination, and is anticipating a positive collaboration with feed back and guidance from Members.

ADMINISTRATIVE INFORMATION

Members were informed of the administrative paperwork required for SNC files.
A Forest Conservation Working Group section will be developed on the SNC website and Members will be emailed the login information.

ADJOURNMENT

RESOLUTION NO. FCWG-012/18

Moved by: Reg Presley
Seconded by: Dorothy Hamilton

RESOLVED THAT:

The Forest Conservation Working Group meeting of March 21st, 2018 be adjourned at 1:50 p.m.

CARRIED

Reg Presley,
Interim Chair.

/dm

Ronda Boutz,
Team Lead, Special Projects.



To: Forest Conservation Working Group
From: Ronda Boutz, Team Lead, Special Projects
Date: April 4, 2018
Subject: 2018 FCWG Work Plan

RECOMMENDATION:

The Working Group approve the 2018 Forest Conservation Working Group Work Plan.

DISCUSSION:

As per discussions at the March 21, 2018 Working Group meeting, a draft work plan is attached for 2018.

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.

Staff will review and finalize the work plan with the Committee during the April 9, 2018 meeting. This is a living document that can be updated as required; it will assist in the preparation of meeting packages and tracking of action items and deliverables from the Working Group.

Ronda Boutz,
Team Lead, Special Projects.

Attachment: Forest Conservation Working Group – 2018 Work Plan

Forest Conservation Working Group – Work Plan

Meeting	Items	Resources	Goal	Status
#1 March 21	Membership and Introductions	<ul style="list-style-type: none"> - Election of Chair - Terms of Reference and Working Group Mandate - 2016 Forest Cover and Trends Analysis Study (2008-2014) - 2018 State of the Nation 	<p>Working Group Establishment and CA Progress</p> <p>Working Group Work Plan</p>	
#2 April 9	Working Group Areas of Focus	<ul style="list-style-type: none"> - Terms of Reference and Working Group Mandate - Interactive Map: Land and Forest Resources (ownership & type), Land Class and soil type - List of existing or proposed Best Management Practices - SNC Budget: Lands, Forest and Stewardship - List of existing land clearance concerns 	<p>Establishment of Recommendation Categories</p> <p>Areas of Focus / Breakdown of Recommendation Categories</p>	
#3 May 3	Education and Outreach	<ul style="list-style-type: none"> - List of partners, programs, targets and statistics in Eastern Ontario - List of other CA or municipal programs on forest conservation - Specialist High Skills Majors Program: Agriculture 	<p>Tree Conservation Program Identification and Review</p> <p>Key messaging for educational programs and</p>	

Forest Conservation Working Group – Work Plan

			resources to be developed (if any)	
#4 May 24	Land Use Planning and Permitting <ul style="list-style-type: none"> - Review of existing policies - Gap analysis of current policies - Review of Existing Tree Conservation Bylaws 	<ul style="list-style-type: none"> - County Review: Alison McDonald, SDG - Summary of municipal roles/responsibilities RE forest cover - Burn Bans: North Dundas - Tree Conservation Bylaws: Lanark County and Southwestern Ontario 	Proposals for Land Use Planning Processes	
#5 June 14	Funding Mechanisms <ul style="list-style-type: none"> - Resource availability on existing programs - New programs or program expansions: funding needed 	<ul style="list-style-type: none"> - Summary of current SNC programs that support private landowner stewardship and education/outreach regarding forest conservation - Cost Analysis of Existing or Proposed Programs - List of available funding sources 	Resource Needs and Funding Requests Identification of Target/Priority Areas within SNC jurisdiction	
#6 July 5	Municipal and CA Approaches and Recommendations <ul style="list-style-type: none"> - Recommendations for SNC Board and Member Municipalities - Report to the SNC Board 		Report to SNC Board of Directors, including recommendations for 2019 Budget consideration	
#7 if needed July 26	To be determined			



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

RECOMMENDATION:

Report is for discussion purposes, no recommendation at this time.

DISCUSSION:

At the March 21, 2018 meeting, Members of the Working Group requested clarification on the Working Group's mandate in the Terms of Reference, a copy of the Terms of Reference is attached to facilitate further discussion.

Based on previous work from the Agricultural Forest Cover Committee, the Board of Directors formed the Forest Conservation Working Group to continue the Committee's work, this includes refining of the Committee's Preliminary Recommendations Report as well as any new recommendations developed by the Working Group.

The Working Group is not expected to set a forest cover target for the jurisdiction, rather to provide feedback from their various stakeholder sectors on programs, services, etc. that could be implemented by South Nation Conservation and/or its member Municipalities to protect and, where possible, increase forest cover.

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 within 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: Ronda Boutz, Team Lead, Special Projects
Date: April 4, 2018
Subject: SNC Budget: Forest Conservation Initiatives

RECOMMENDATION:

The Working Group receive and file the SNC Budget: Forest Conservation Initiatives report.

DISCUSSION:

As requested at the March 21, 2018 meeting, staff have assembled the attached table to summarize current programs and services in the 2018 SNC Budget that support forest conservation. The table below provides a summary of programs and services currently approved in the Budget.

SNC Budget: Forest Conservation Initiatives Summary

Program/Service	Deliverables	Budget	Notes
SNC Tree Planting	Plant ~100,000 tree seedlings	\$211,800	<ul style="list-style-type: none">• 50 Million Tree Program and over the counter sales• Subsidized cost for seedling purchase and site prep/planting/tending for sites that qualify for 50 Million Tree Program
Woodlot Advisory Service	Free Site Visits to Woodlot Owners (min. 4 hectares) and up to \$500 grant for Forest Management Plan	\$40,000	UCPR: \$10,000 SDG: \$30,000
Clean Water Program	Cost-share grants to landowners to completed projects that protect/improve water quality	\$60,000 for grants	<ul style="list-style-type: none">• Buffer strips (\$150/ac to max. of 10 ac)
Ottawa Rural Clean Water Program	Cost-share grants to landowners to completed projects that protect/improve water quality	\$60,000 for grants	<ul style="list-style-type: none">• City of Ottawa only• Buffers (\$150/ac to max. of 10 ac)• Fragile Land Retirement (\$150/ac to max. of 10 ac)• Forest Management Plans (up to 75% to max. of \$750)



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Forest Conservation Working Group	Funding to support Working Group and implement approved recommendations	\$60,000	<ul style="list-style-type: none">• Funding carried forward (as surplus) from 2017 Forest Conservation Special Levy
SNC Land Acquisition	Funding for the purchase of land and expenses related to accepting land donations	\$278,000	<ul style="list-style-type: none">• SNC owns approx. 13,000 acres of land• SNC adds about 100 acres (on average) of land to its portfolio each year
SDG Roadside Tree Program	Funding for planting of trees/living snow fences along targeted areas of SDG County roads	\$15,000	<ul style="list-style-type: none">• Planting of over 100 trees at sites selected in partnership with SDG Counties

In addition to the above listed programs/services, SNC staff also complete several smaller tree/shrub planting projects under special projects funded through external grants.

Ronda Boutz.
Team Lead, Special Projects.



To: Forest Conservation Working Group
From: Ronda Boutz, Team Lead, Special Projects
Date: April 4, 2018
Subject: Best Management Practices

RECOMMENDATION:

The Working Group receive and file the Best Management Practices report.

DISCUSSION:

Best Management Practices were identified by the Agricultural Forest Cover Committee as the highest priority area of focus; they felt these actions will have the most positive impact on the future of forest cover within the South Nation jurisdiction.

The table below is a summary of their recommendations related to best management practices and status of deliverables.

AFCC Best Management Practices Summary

Best Management Practice	Recommendation	Status
1. Define and Establish Marginal Lands Mapping and Update the Canada Land Inventory	<p>That the Counties and City of Ottawa work with the Forest Cover Working Group, local farm organizations, and Conservation Authorities to create an online GIS pilot project to identify the marginal lands not conducive to farming (classes 6 & 7) by the end of 2017. Additional collection of soils data through Agri-Food Canada, Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), the Counties, crop consultants, and the Ministry of Natural Resources and Forestry should be used to update and refine these maps.</p> <p>That Municipalities work with agricultural groups, OMAFRA, stewardship stakeholders, and Conservation Authorities to ask the provincial and Federal Governments to support a pilot project within SNC jurisdiction for the collection of up-to-date soils data; this will better reflect the</p>	<p>Counties have committed to producing an online map identifying marginal lands, map(s) not yet available.</p> <p>No action taken to date. Requires commitment from OMAFRA and Federal Government to proceed.</p>



Best Management Practice	Recommendation	Status
	lands soil potential capability and support good decision-making for planning and agricultural land clearing.	
2. Create an Best Management Practice for Land Clearing	That the AFCC Working Group work with the agricultural community, the Conservation Authorities, and OMAFRA to develop a Best Management Practice (BMP) for Land Clearing. This guide should consider input from all stakeholders to develop and promote BMPs for all developments, not just agriculture.	No action taken as yet. BMPs from British Columbia and New Brunswick could be used to develop content. Copies of these BMPs will be available via the Members website and hard copy at the meeting.
3. Encourage Windbreak Development	That additional funding be allocated to programs that support windbreak planting. The AFCC Working Group should also reach out to the agricultural community, stewardship stakeholders, CA's and municipalities to develop a long-term plan to increase funding for strategic planting of windbreaks within the jurisdiction.	Funds currently available under Ottawa Rural Clean Water Program for windbreaks within City of Ottawa. Most windbreak projects do not meet the required 1 hectare (2.5 acres) required to received subsidies under 50 Million Tree Program

Ronda Boutz.
Team Lead, Special Projects.