

**Terms of Reference
For the
Timmins Local Citizens Committee**

**To the Ministry of Natural Resources
Timmins District**

The Timmins Local Citizens Committee (LCC) has been formed by the Timmins District Manager in compliance with section 13 of the Crown Forest Sustainability Act (1994) and Term and Condition 4 of the Environmental Assessment Boards' decision on the Timber Management Class Environmental Assessment. Resource management issues that arise within the Timmins District Porcupine administrative area will involve the Timmins LCC in the planning and development of the policies and guidelines that affect this ecosystem (see attached map).

Mandate of the Committee

Under Section 13 of the Crown Forest Sustainability Act (1994):

“The Minister shall establish local citizens' committees to advise the Minister on the preparation and implementation of forest management plans and on any matters referred to the committees by the Minister.”

As stated in the Environmental Assessment Board's decision on the Timber Management Class Environmental Assessment, the LCC will be composed of local people who live and work in the area or otherwise have a direct “local” interest in forest management planning.

The mandate of the committee will be the following:

- To participate as an integral part of the Forest Management Planning process;
- To provide advise to the District Manager on various natural resource management issues;
- To aid in the creation of practical strategies for integrated management of the ecosystem;
- To review concerns expressed by local citizens/interest groups on management issues as they arise;
- To provide a forum for the discussion of management issues and areas of concern;

- To improve the participation of the “general” public in forest management planning.

LCC Membership:

The members of the LCC shall represent the following local interest groups:

- Local business*
- Municipalities*
- Waterpower Sector*
- Local Heritage Groups or Organizations*
- Local Environmental Groups*
- Tourism Industry*
- Small Independent Loggers*
- Forest Industry*
- Aboriginal communities*
- Conservation Authority
- Naturalists*
- Trappers and Other Resource Users*
- The General Public* (2)
- Anglers & Hunters*
- Mineral Sector*
- Forest Industry Trade Unions*
- Woodworkers*
- Chamber of Commerce member or Economic Development Officer*
- Other Interest Groups* - Cottagers
- Other Interest Groups* - Campers
- Other Interest Groups* - Snowmobilers
- Other Crown Land Recreationalists*

* these groups are prescribed In Appendix 1, part D section 1 of the Class EA decision for Timber Management on Crown lands (1994) updated to FMPM (2004)

Each represented local interest group on the LCC has one vote.

The LCC will review applications/requests of any additional stakeholders for membership on the LCC.

Any other stakeholder in the Timmins area that has expressed interest in the Timmins Forest Region may request of the Local Citizens Committee to join the LCC. Upon

acceptance by the District Manager, the stakeholder would become a voting member of the LCC and can appoint an alternate acceptable to the District Manager.

In the event that a LCC member resigns, the alternate shall become the new member of that respective interest group. If there is no alternate to take the position, the interest group shall consider nominations from his/her interest group and select a new member. Where no organized interest groups exist, vacant positions will be advertised through the local media by the District Manager, a minimum of twice annually. The selected individual will require approval by the Timmins Ministry of Natural Resources (MNR) District Manager.

Each LCC member should have an alternate to take his or her place in the event that the LCC member is unable to attend a LCC function. The alternate shall have the same rights and responsibilities as a member while attending on behalf of a member.

Members of the LCC will be asked to declare any conflicts of interest that they may have on a particular issue. A conflict of interest is a situation where the member may see a personal gain through the resolution of the issue. In this case, and if the issue goes to a vote, then the alternate will vote in place of the member.

Each LCC member shall inform the chairperson or the secretary if both member and alternate will be unable to attend a meeting. In the event that a LCC member and/or alternate miss three meetings in a row without notifying the Chairperson, they will be deemed to be resigned.

With adequate explanation to the LCC, the committee members may consider reinstating either the above member or alternate (or both) to previous good standing.

All members and alternates shall be appointed for a two-year term at which time their appointment shall be re-confirmed, or new members considered by the District Manager. Fifty percent (50%) of the membership shall be eligible for renewal each year at the LCC members' discretion.

All members shall accept the Terms of Reference.

Purpose of the Committee:

- Ensure all of the stakeholders have the opportunity to provide comment on natural ecosystem issues.
- Ensure that all stakeholders are provided with the opportunity to review pertinent information concerning:
 - The state of the Forest, including the condition of its flora and fauna;

- The policies, guidelines, programs and projects of the MNR that relate to the management of the ecosystem; and
 - Legislative requirements.
- Provide a forum for stakeholders to have issues and questions, which fall within the mandate of the committee addressed and their point of view put forward.
 - Permit a continuous and regular dialogue among the stakeholders so as to prevent conflicts; and if conflicts arise, to recommend solutions to resolve them in a structured process.
 - Review, advise and guide, through recommendations for the improvement of the forest management planning process and practices in the forest and other resource issues.
 - Support projects and programs that the LCC has determined will enhance the value of all forest's resources and ensure the long-term sustainability of the natural ecosystem.
 - Provide recommendations for the improvement of the transfer of natural resource related information to the general public.
 - Provide timely recommendations/input, recognizing pre-established legislated schedules and guidelines.

Responsibilities of the LCC Members:

Each representative with input from his or her respective constituents shall:

- Communicate to the rest of the LCC members its special interests and its needs, taking into consideration the opinions and point of view of the other members;
- Participate actively in seeking solutions to conflicts that may arise among the users of the forest;
- Report accurately to its members and the general public the LCC's deliberations, recommendations and activities;
- Promote understanding of resource related issues within the Timmins District-Porcupine administrative area through ongoing communication.
- Communicate with their constituents or parent organizations, issues that may affect them.

Responsibilities of the Ministry of Natural Resources:

The Ministry shall provide information to the LCC on all aspects of management of the Timmins District-Porcupine administrative area in a timely manner. When LCC input is deemed advisable, the MNR shall transfer information and provide consultation for the LCC to make recommendations regarding any changes that may affect the policies and guidelines on the Timmins District-Porcupine administrative area. Specifically, the

Ministry will seek to involve LCC members in a number of resource management projects in the following manner:

- Development of, changes and or amendments to forest management plans, local fish and wildlife strategies and surveys, district compliance strategies and annual plans and other Crown land strategies (e.g. Crown Land Access Points).
- Obtain feedback and suggestions for public consultation on resource management projects within the district;
- Rely on the LCC as a 'sounding board' for ideas and suggestions on local resource management initiatives prior to full public consultation;
- Provide input, feedback and recommendations to regional and provincial initiatives that are brought forward by the Ministry of Natural Resources Timmins District office.

The MNR shall designate liaison person(s) who shall assist the LCC in requests for assistance in training and/or training materials, office support, acquiring information in a timely manner, solicit agenda items, arrange for guest speakers, organize field trips for LCC if necessary and act as the one window for the LCC with the MNR.

With respect to the forest management planning process, the MNR shall provide the following materials for the management unit, in summary form and at a time no later than the commencement of formal public consultation:

- background information
- data describing non-timber resources, and data describing the timber resource

MNR will respond to, or act upon, recommendations of the LCC in a timely manner.

The MNR shall reimburse members of the LCC for reasonable out-of-pocket expenses in connection with their participation. The LCC member serving on the planning team shall be provided a reasonable per diem fee for attendance at planning team meetings.

Role of the Chairperson

The LCC chairperson shall be elected by the LCC members. The LCC may elect a chairperson who is not a member of the LCC. The Chairperson will hold the position for one year (April 1st to March 31st). Nominations for a new Chairperson will be accepted by the Secretary in February for elections to be held in March. All nominees will make a small presentation to the committee. Voting will be done by means of a private ballot and scrutinized by the MNR.

The chairperson will conduct the LCC meetings. In his/her absence, an alternate will conduct the meeting(s). After a 15-minute delay, when neither chairperson nor the alternate is present, any other committee member may conduct the meeting.

The LCC Chair will ensure that members have an opportunity to discuss a contentious issue with their parent group before a decision is made.

The Chairperson shall be given control of the meeting. Kerr/King Procedures will be followed at all meetings. The Chairperson will address the person before they speak.

Role of the Secretary

MNR will hire and pay for the expenses of a secretary for the LCC.

The minutes will be drafted 14 days prior to the next regular meeting and distributed to LCC members and their alternates and to interested individuals/interest groups who have expressed an interest in receiving copies of the minutes. At the following meeting they will be approved and are public documents after being approved. The minutes of the meeting will be signed by the chairperson.

The LCC will keep written minutes and, in particular, of any recommendations made by them to the District Manager, Timmins District MNR. Written records shall be available to the public.

Forest Management Planning Teams

A member designated by the LCC shall serve as a representative of the LCC on the forest management planning team(s) and will serve as a liaison to the LCC and the planning team(s).

As part of the forest management planning process the LCC shall:

- participate in the development, identification and description of objectives, strategies, problems and issues
- participating in the development of the values map(s)
- providing advice to the MNR District Manager when discretionary decisions are made (e.g., the categorization of amendments, and responses to requests for individual environmental assessments)
- participating in the independent forest audit process by having the opportunity to provide comments on forest operations; to identify concerns and issues; to provide a representative to participate in field visits and to provide any other relevant information

A MNR planning team representative and the planning team chairperson shall regularly attend LCC meetings as resource persons and observers during the preparation of the FMP.

Joint meetings of the LCC and the planning team shall be held at agreed upon stages of the planning process

LCC members may attend forest management planning team meetings as observers.

All documentation produced by the LCC shall be available for public review. In particular, the LCC shall prepare a report concerning its activities during Forest Management Plan preparation; the problems and issues addressed by the Committee; an assessment of the effectiveness of the Committee structure and recommendations for change, if any; and an assessment of the cooperation provided to the Committee by the MNR. This report of the LCC shall be provided as follows:

- A draft summary of the report shall be available at the time of the public review of the long-term management direction;
- An updated draft summary of the report shall be included in the draft Forest Management Plan Summary;
- A summary of the final report shall be included in the Forest Management Plan Summary; and the full report of the LCC shall form part of the supplementary documentation that accompanies the Forest Management Plan.

The LCC shall be given the opportunity to inspect the Annual Work Schedule prior to its approval.

In addition to the formal public consultation process, members of the public shall be afforded the opportunity to consult directly representatives of the LCC during the preparation of the Forest Management Plan.

The LCC will be provided the opportunity to become involved in the Forest Management Plan, issue resolution process.

The planning team and representatives of the LCC shall attend information centers

The member of the LCC who serves as the representative on the planning team shall be invited to serve on the interdisciplinary team, which produces the district insect pest management program

The LCC shall provide input to the planning of insect pest management programs as follows:

- The LCC may nominate a representative of the Committee to serve as a member of the planning team
- Other members of the LCC may attend planning team meetings as observers

Task Teams (Ad hoc Committee)

A group of stakeholders and/or LCC members may be directed by the LCC to form a task team to study a particular issue and be asked to make recommendations to the LCC as a whole. This group may draw on other effected stakeholders from outside of the LCC to sit on this task group.

Decision Making

The members of the LCC will strive for consensus in making informed recommendations to the District Manager. If the LCC should fail to reach a consensus, a majority of the LCC members may agree to a recommendation. All minority recommendations will be provided in writing to the District Manager as part of the majority recommendation. The District Manager has the responsibility to consider both majority and minority opinions, and to make a decision having regard to local and provincial resource management objectives and any pre-existing obligations.

As stated earlier, when an amendment to the Forest Management Plan is requested, the District Manager in consultation with the LCC, shall decide if the preparation of the proposed amendment should proceed, and the appropriate categorization of the amendment as administrative, minor or major. Where the District Manager has made a preliminary determination that the amendment should be categorized as administrative, and the LCC is not readily available for consultation on this categorization, the District Manager may instead consult the chair of the LCC, or his/her alternate, for the purpose of deciding on this categorization

LCC Meetings

All meetings of the LCC will be public.

The LCC will have a quorum to hold an official meeting by having the primary or alternate member from a minimum of six (6) members of the represented interest groups present, not including the Chairperson.

Each member group of the LCC has one vote. An LCC member may be accompanied by a colleague member(s) who may be granted the right to speak by the chairperson.

A resolution affecting a particular stakeholder/member/alternate will not be voted upon in the absence of that stakeholder/member/alternate.

Members of the public wanting to be placed on the agenda may be asked to fill out an agenda form.

Any individual who has expressed interest in a subject to be discussed by the LCC may participate in the deliberations but shall not have to the right to vote on the matter.

The LCC will convene at least every three (3) months. Notices of meetings and agenda will be sent to the members prior to the meetings. Consideration shall be given to pre-established, legislated schedules and guidelines.

The LCC will monitor the implementations of its recommendations.

Any outstanding action items and recommendations to MNR will remain in the minutes of subsequent meetings until they are acted upon.

Recommendations and action items will be numbered to allow for easy reference.


The LCC may request the MNR through the identified Liaison person(s) for any information, support, training or assistance required to assist them in making an informed decision.

LCC members must be present at Information Centres and Open Houses during the preparation of the forest management plan.


Review Schedule for the Terms of Reference

The Terms of Reference will be reviewed every two years or as required.

Updated at Timmins, Ontario this 9th day of April , 2008.



Jim Duncan
A/District Manager
Ministry of Natural Resources
Timmins District



Bill Russell
Chairperson
Timmins Local Citizens Committee