



Renfrew County Stewardship Council Terms of Reference 2008

Stewardship Council

- Bob Dobson, Chair Renfrew County Cattlemen's Association
- Wayne Remus, Past-Chair Renfrew County Woodlot Owners Association
- Vacant Cottage Association
- Robin Cunningham Pembroke Field Naturalist Club
- Bob Mackenzie Ducks Unlimited: Upper Ottawa Valley
- Frank Knaapen Algonquin College Forestry Program.
- Andy Kluke Renfrew County Federation of Agriculture
- Blair Campbell Renfrew County Soil & Crop Improvement Assoc
- Eric Smith Arnprior Fish and Game Club: OFAH Zone E
- Jeff Leavey, Vice-Chair Ottawa Valley Forest (Forest Industry Rep)
- Stanley Pecoskie Rural Landowner
- Jim Meness Algonquins of Pikwakanagan
- Sharon Taylor Ottawa Valley Tourist Association
- Vacant County of Renfrew
- Vacant Youth
- Ian Pineau Member at Large
- Vacant Recreational Interests

Technical Advisors

- Mike Radford Ministry of Natural Resources
- Don Stewart Renfrew County District School Board
- Gerry Boyer Renfrew County Catholic District School Board

Council Staff

- Karen Stokes Stewardship Coordinator, Ontario Stewardship,
Ministry of Natural Resources

Goal

Where the concept of sustainability reflects the interconnectedness of ecological health, a vital economy, and strong and growing communities.

Where the primary means for promoting stewardship and sustainability are education, influence, and communication among landowners.

And where the Council works closely with landowners, and in partnership with the Ontario Ministry of Natural Resources, Ontario Stewardship and other partners.

The Goal of the Renfrew County Stewardship Council is to promote and encourage private land stewardship and the sustainable use of natural resources in Renfrew County.

Guiding Principles

The council will work towards the goal by:

- identifying stewardship issues and needs through consultation and observation
- developing strategies and action plans to address issues and needs (e.g. RCSC Strategic Directions 2004-2009).
- exploring ways to acquire financial and human resources for the program
- building trust and greater understanding among potential stewardship partners by encouraging trust and open communication
- forming cooperative partnerships to implement practical, affordable solutions; coordinating partner resources; and avoiding duplication
- educating and informing landowners and natural resource users about land use, stewardship issues and solutions
- encourage sustainable agriculture and forestry resource use
- recognizing good stewardship practices as a means of encouraging stewardship
- encouraging a stewardship ethic
- monitoring and measuring stewardship achievements

Strategic Directions 2004-2009

In the spring of 2003, the Council contracted a consultant to research and write a *State of the Environment Report for Renfrew County*. The consultant worked closely with the Council's Coordinator and was guided and assisted by Council members. Information was assembled from a variety of sources and interviews were conducted with resource agencies to compile a report that examines all aspects of Renfrew County's environment.

After review of the State of the Environment Report, interviews/ questionnaires, and completing a *Strengths, Weaknesses, Opportunities, Threats* analysis, Council established four priorities over the next 5-years. These priorities are each supported by a series of objectives and strategies for implementation. This document will serve as a coherent and comprehensive guide for the Coordinator and Council in preparing their annual work plans, and in monitoring their progress over the next 5-years.

Priorities

- Forestry
- Lakes and Rivers
- Wetlands
- Wildlife and Habitats

Council Guidelines

Council Composition

The Renfrew County Stewardship Program will be directed by the Stewardship Council. To represent the diverse landscape and demographics of Renfrew County the council shall be comprised of 12-15 volunteer individuals, with each of the following stakeholder groups having a representative:

Agricultural Groups

- Renfrew County Cattlemen's Association
- Renfrew County Federation of Agriculture
- Renfrew County Soil and Crop Improvement Association

Forestry Groups

- Algonquin College Forestry Program

- Renfrew County Woodlot Owners' Association
- Forest Industry Representative

Fish and Wildlife Groups (at least one should be an Ontario Federation of Anglers and Hunters Affiliate)

- Organization from north or east of the county
- Organization from south or west in the county

County of Renfrew

Federation of Ontario Cottage Associations

- Local cottage association

Naturalist Club (Ontario Nature)

- Local Field Naturalists' Club

Rural Land Owner

Tourism/ Chamber of Commerce

Aboriginal

- Algonquins of Pikwaganagon

Skills and Knowledge Requirements for Council Members

- commitment to the concept and goal of stewardship
- history of community service
- knowledge and endorsement of stakeholder group
- knowledge and interest in stewardship program issues
- open-minded, team player

Term

For continuity sake, no more than 3-4 members should turn over in a given year. Selection of representatives will be made by the stakeholder group they represent with review by the council executive.

Duties

Each member of the council will assist the program by:

- Representing the views of the community and stakeholder group that they represent.
- Promoting stewardship initiatives with their stakeholder groups and the community.
- Actively participating in council meetings.
- Helping procure program resources.
- Contributing to, reviewing and approving priorities, project ideas and design, annual work plans, schedules, financial reports and budgets.
- Finding a replacement from their group when they decide to resign.
- If possible, find an alternate to attend council meetings in their absence.
- Notify the stewardship coordinator or council chair if they cannot attend a meeting. Failure to attend 2-consecutive meetings without notice will result in the stewardship coordinator contacting the council member, assess his/her interest and commitment in the program, and solicit a replacement if necessary.

Executive

The executive should consist of the following positions:

- Chair
- Past Chair
- 2 Vice-Chairs
- Secretary-Manager

To ensure succession in the council executive, the executive shall only serve a 2-year term. After this term, 1 of the 2 vice-chairs shall assume the role of Chair. If both vice-chairs exhibit an interest in serving as Chair, a vote will take place. Immediately commencing the determination of Chair, nominations for vice-chairs will proceed. These positions will be determined by popular vote. If both vice-chairs do not demonstrate an interest in serving as council chair, nominations for this position will take place with the position being solidified by popular vote. The outgoing Chair will serve as Past-Chair for one year.

The Stewardship Coordinator will hold the Secretary-Manager position

The County of Renfrew who is banker for the program is providing the Treasurer role.

Agency Advisors

The following agencies will each supply a technical advisor to sit with council in a non-voting capacity:

- Ministry of Natural Resources
- Renfrew County District School Board
- Renfrew County Catholic District School Board

Stewardship Coordinator

A salaried Stewardship Coordinator will be provided by the Ministry of Natural Resources to work for the Stewardship Council.

Duties of Executive

The Chair shall:

- act as chief executive officer, call and preside at council meetings
- work with the stewardship coordinator to develop meeting agendas
- have regular communication with the stewardship coordinator
- authorize program expenditures
- participate in the selection of new councilors

The Vice-Chairs shall:

- act in the absence of the chair
- participate in the selection of new councilors

The Past-Chair shall:

- familiarize the Chair with their duties and maintain continuity.

The Secretary-Manager shall:

- conduct the council's correspondence
- retain documentation
- prepare and distribute meeting notices, agendas, meeting minutes and resource information
- prepare an annual work plan, budget, work schedule and annual report
- participate in the selection of new members
- conduct stewardship duties assigned by Council
- have signing authority on behalf of the stewardship council, with authorization from the chair, or in the Chair's absence, a Vice-Chair

Council Parameters and Limitations

- support responsible stewardship
- determine program direction and priorities
- recommend and approve projects and funding
- coordinate and cooperate not duplicate
- non-political / non-partisan / non-arbitrary
- will not endorse specific products, services or suppliers
- bound by conflict of interest guidelines

Conflict of Interest

A council member who in any way, directly or indirectly, may have a conflict of interest with any activity/ transaction/ project being considered by the RCSC shall disclose the nature of their potential conflict and may be asked to leave the discussion and not participate in any decision relating to the subject of potential conflict.

Accountability

Members of the council, technical advisors and the stewardship coordinator are responsible for informing their respective stakeholder groups or agencies, partners and the public of the council's activities and for soliciting their input and feedback.

An annual report of the council's activities and finances will be produced.

The County of Renfrew will provide to the council an annual financial statement, which will be summarized in the annual report.

Administration

Meetings

The Stewardship Council will have 9 regular meetings per year, on a monthly basis. The months of July, August, and December will not have a meeting due to vacations and holidays. Meetings will be held the second Tuesday of each month. The November meeting will be held later in the month due to vacation conflicts. Additional meetings and meeting locations are determined at the discretion of the Chair.

Decisions will be made by consensus whenever possible, with the exception that parliamentary procedure will be used if required. Advisors and the secretary -manager are non-voting positions. A quorum consists of 50% plus one, active stewardship

councilors.

Remuneration

Councilors will be remunerated for all reasonable expenses associated with their involvement in the Stewardship Program. These include such things as mileage (\$0.40 / km), meals, phone, fax and postage costs. Other expenses such as courses may be reimbursed with approval from the Chair. Where possible, advisors will be reimbursed by their respective ministries or boards.

Finances

The County of Renfrew will provide financial administration. Two accounts have been set up. These are:

- Stewardship Council Project Account
- Forest Stewardship Committee Project Account

All expenditures require the written authorization of either the Stewardship Coordinator, Chair or in the Chair's absence, a Vice-Chair.

The fiscal year is April 1 - March 31.

Committees

Committees may be formed as appropriate to meet the program objectives. They may contain members who are not on the Stewardship Council. Councilors who are members of committees are responsible for reporting the committee's activities to the stewardship council on a regular basis.

Amendments

The terms of reference will be reviewed annually and amended as required.