



Terms of Reference

(revised) June 2018

Council Members:

Natasha Gaudio- Chairperson
Rick Neilson – Vice-chairman
Angel Nixon – Secretary
Kim Jo Bliss – Financial Officer
Ralph Hill - member
Tony Elders - member
Joe Reynolds –member
Fiona Ryle - member
Vacant - member
Vacant – member
Vacant – member
Vacant - Student Member
Website Manager – Fiona Ryle

MNR Technical Advisor – Partnership Coordinator – Diana McGee
Municipal Technical Advisor - Ted Zimmerman
Banker – Municipality of Lake of the Woods PO Box 427 Rainy River, Ontario
P0W 1L0 - Pat Giles

Mailing Address: PO Box 874, Emo, Ontario, P0W 1E0

Website : www.rrds.ca

Definition of Stewardship:

“An ethic in which humans care for the land as part of the natural system. Environmental stewardship is about making a personal commitment to sustain and enhance ecosystems for future generations.”

Mission Statement:

To advance the responsible care of Nature in Rainy River District for benefits now and in the future.

Stewardship Area: (Insert map of area)

The Stewardship council catchment area will focus its projects in the area generally associated with the Atikokan to Rainy river corridor including all of the communities and lands in the District of Rainy River. The council may work with other communities on a project specific basis.

Council Goals:

- Engage our communities in environmental stewardship projects
- Develop purposeful, strong networks and partnerships
- Empower the youth of Rainy River District to become leaders in environmental stewardship amongst their peers and for future generations
- Increase natural awareness through outreach
- Provide a forum to discuss environmental issues and develop community-based solutions

Council Membership Guidelines & Participation:

Membership at any one time may be limited to between 8 and 12 voting members.

Technical advisors from key agencies (MNR, school boards, OMAFRA, MOE, etc.) may hold non-voting membership on council. It is recognized that these agency advisors will only attend meetings as required.

Every attempt should be made to achieve a council membership that represents a balanced cross-section of demographics and groups in the community in the “areas of interest” list below. As a guideline, no more than 30% of the members

should represent any one area of interest to ensure that concerns from all perspectives are considered in any decisions regarding program direction and project implementation.

The following “areas of interest” were identified as significant to the success of community-based ecosystem management, rehabilitation and enhancement initiatives in Rainy River District:

1. Agricultural Associations or representatives from the agricultural community
2. Chambers of Commerce
3. Education sector
4. First Nations
5. Forest and non-timber forest product industry Landowners at large
Landowner / Cottage Associations
6. Managed Woodlot Owners
7. Mining
8. Naturalists / Conservation interests
9. Municipal Representation
10. Outdoor Associations (hunting, fishing, trapping interests, Tourism Association)
11. Student member

Council Membership Selection Criteria:

Prospective council members will be given consideration based on the following criteria:

- Must be a resident of the Rainy River District
- Supports the Council’s vision and practices good environmental stewardship;
- Has knowledge of the land base, people, and values of this area;
- Has communication skills;
- Has interest in community involvement; preference to history of active community service;
- Demonstrates ability to work effectively with others;
- Is able to manage projects involving negotiation, partnerships, and co-operative ventures;
- Preference will be given to those who have affiliations with more than one association or group listed in section “area of interest” list above;

Term:

The term of membership for councilors will be three years. Members ending their term may submit a request to council to extend their term for a defined period up to three years. At any time, providing 30 days notice, a member may resign their membership on the Council.

To ensure revitalization of the program, new members may be periodically introduced to serve terms on council; however, to ensure continuity of the program, no more than 30% of the members shall have terms expire in any given calendar year.

Nomination Committee:

Selection of new members will be carried out by the Nomination Committee consisting of the Chairperson, Vice-chairperson and Secretary, with input from the whole of the Stewardship Council membership. New members will be selected in accordance with Appendix A: RRDS Member Recruitment Strategy.

Member Duties and Responsibilities:

Council Members of RRDS will work cooperatively with other landowners, members of the community, and fellow council members to encourage responsible land care and stewardship of our natural resources. Specifically to:

- Participate actively in council meetings
- Take on the role of project leader for a minimum of one project each fiscal year, provide council with regular project status updates, complete grant applications and reporting requirements as needed
- Chair a project committee as required
- Support and participate in Council initiatives where appropriate
- Contribute in identifying priorities, and setting goals and direction for programs
- Develop and evaluate specific project proposals
- Assist in the “business” of running the stewardship initiative:
 - assist with procurement of project needs;
 - financial administration;
 - reviewing and approving financial reports and budgets
 - staffing and selecting officers from amongst their number
- Actively seek community concerns and issues through their association affiliations and ensure the communications back to these many groups are maintained and enhanced.
- Represent the Stewardship Council, as necessary, on committees, at meetings and other functions
- Promote responsible resource care and use;
- Promote the activities of the council to landowners and the general public

Absenteeism:

Members are encouraged to contact the Chairperson if they are unable to attend a meeting. With the exception of students, Council members who miss three consecutive meetings or attend fewer than four meetings in a calendar year “may” have their membership status reviewed. The entire Council will examine circumstances on a case-by-case basis to determine whether or not a replacement is warranted.

Executive:

The executive shall consist of the following positions:

- Chairperson (2 terms maximum)
- Vice-Chairperson (2 terms maximum)
- Secretary
- Financial Officer

The Council will elect a Chairperson, Vice-Chairperson, Secretary and Financial Officer from their membership annually at the January meeting. The Executives’ term may be extended by consensus from the Council.

Duties of the Executive:

The Chairperson shall:

- Act as chief executive officer, call and preside at council meetings
- Call additional meetings as necessary
- Work with the Secretary to develop meeting agendas
- Facilitate and encourage discussion from members present at meetings
- Have regular communication with Council Members and meet with members outside of regular scheduled meetings to discuss Council and project planning. The results of these sessions will be shared with the Council during regular meetings to ensure they are kept current on all the ongoing and outstanding activities of the Council.
- Maintain signing authority with the Vice-Chair, Secretary and Financial Officer to authorize program expenditures
- Represent the Stewardship Council in the community
- Assist with the selection of new councilors
- Only vote in the event of a tie
- Sign up for the free Stewardship Network of Ontario

The Vice-Chair shall:

- Perform the duties of the Chairperson in his or her absence.
- Assist the Chair as required

- Assist with the selection of new councilors
- Maintain signing authority with the Vice-Chair, Secretary and Financial Officer to authorize program expenditures

The Secretary shall:

- Prepare and distribute meeting agendas, minutes and appropriate supporting or background information
- Prepare, distribute and maintain records of proceedings from Council meetings
- Perform other duties as required by the Stewardship Council
- Maintain promotional items (hats, business cards)

The Financial Officer shall:

- Keep financial records of all receipts and disbursements of the Council
- Prepare interim financial reports for regular Council meetings and an annual Project Financial Summary at the conclusion of each fiscal year
- Maintain accounts of all RRDS financial resources and ensure full disclosure of the financial statements to the Council

Administration:

- The Stewardship Council shall meet a minimum of eight times annually. Next council meeting dates will be the 2nd Thursday of every month, except July and August and locations will vary;
- All RRDS meetings will be run in accordance with the proceedings as laid out in “Robert’s Rules”.
- In cases where the Chair and Vice-Chair are both absent, an acting Chair will be appointed from the members present for the duration of the meeting;
- Decisions of the Council will be reached by consensus (close enough to agreement that there is no formal objection) where possible. In the event that Council funds will be spent or consensus is not possible, formal votes will be called and the majority shall rule. Only Council members will have voting privileges. The Chair will vote only in the event of a tie. Technical Advisors may participate in discussions but not vote;
- Quorum shall be ½ full Council numbers plus 1 (rounded up). If there is no quorum, the meeting may proceed, but major decisions will be deferred;
- Councilors may attend by teleconference and polling on Council business may be done by telephone.
- Matters to be brought up, discussed and voted upon by the Council shall be distributed to Council members for their review along with the meeting agenda;

- If a non-member wishes to address the Council, the Chair and / or Secretary must be approached in advance with details of the presentation;
- The fiscal year of the Stewardship Council shall begin April 1 and end March 31.
- The website will be used to store information such as the Terms of Reference, project updates, members and changes et cetera.

Committees:

- May be formed as appropriate to meet the program objectives;
- May contain members who are not on the Stewardship Council;
- Will be created by the Stewardship Council with a Chair and the membership appointed by Council;
- Will have a clearly defined mandate and timeframe;
- Will be dissolved upon completion of their mandate;
- Will determine their respective modes of operation;
- Will report on activities at Stewardship Council meetings.

Personal Expenses:

- Council members may request mileage reimbursement as per the Province of Ontario rate (\$0.41/km) for conducting Stewardship Council business outside of regular meetings.
- Council members may request reimbursement for personal expenses incurred while carrying out other business associated with Council activities including, but not limited to, long distance telephone charges, meals, registration fees, stationery and postage.
- Individuals have the option of contributing expenses incurred or submitting a claim to the project.

Conflict of Interest:

When a conflict of interest of a member becomes a matter of Council action, the member shall:

- Declare a conflict
- Remove themselves from the room of the discussion;
- Not vote or use personal influence in the matter

The minutes of all actions taken on such matters shall clearly reflect that these requirements have been met.

Amendments:

RRDS Terms of Reference will be reviewed and amended as needed by Council every year or at any meeting of the Stewardship Council by majority quorum vote. Written notice of proposed amendments must be given 30 days prior to voting.

Appendices:

The following appendices are deemed to be part of the Terms of Reference:

- Appendix A: RRDS Member Recruitment Strategy & Back ground Information
 - Application form
- Appendix B : Annual Student Bursary
- Annual Report and Work Plan?
- Appendix C – Past Members

Appendix A: RRDS Member Recruitment Strategy

Rainy River District Stewardship will implement the following procedures with respect to the recruitment of new members:

- 1.** RRDS members have the opportunity to seek and recommend potential new members to the Council.

The candidate will complete the Prospective RRDS Member Information form that will identify his/her interests and abilities to contribute to the Council.

The information form will be reviewed by the Nomination Committee, and the Chair/designate will meet with the prospective member. The Nomination Committee will make their recommendations known at the Council meeting.

A decision will then be made as to whether the applicant should be invited to attend an RRDS meeting.

In the interest of both parties, a trial period of 3 meetings will help determine the mutual interest of the new member continuing on the Council.

- 2.** RRDS may wish to advertise in local newspapers for new members. Newspaper ads will request that interested persons submit a completed Prospective RRDS Member Information form. The procedures outlined in 1. will apply.

Rainy River District Stewardship Background Information

What is Stewardship?

The word stewardship implies that our "ownership" of the land is only temporary and that we have a responsibility to leave the land undamaged if not improved for those who follow. Being a good steward of the land means simply taking good care of the land, water and living things that support us.

Modifying behaviors to increase the uptake of a stewardship ethic is a difficult challenge. People living in Rainy River District have a big job – there is a lot of land out there. Our district is made up of a combination of Crown and private land. We are all responsible for the care of Crown land but private Landowners have a role to play as well: our forests, wetlands, and wildlife habitats are also owned by private citizens. We depend on all landowners to manage their own little piece of the environment for the good of us all; it isn't just about the pieces of Crown land that everyone uses, it is about the land that people own too.

Landowners have rights. They pay taxes and they make the decisions on how their lands will be managed. Traditionally when they have needed help, advice, or even financial assistance it was available from a variety of government agencies, but times are changing. Public services are being reduced and refocused and many of these responsibilities are falling back on the community.

People that use Crown land have a responsibility too. This is the land that we all depend on for its resources - the water, the trees, the wildlife and the opportunities that surround them. We all use this land, and we have the responsibility to ensure the sustainable use of resources so that the opportunities we enjoy are available for future generations.

If we are interested in encouraging responsible land care for Crown land and resources, as well as helping landowners in their efforts to be good stewards of our natural resources, we need to get involved. Volunteering to help your community in this way is a very worthwhile and a personally satisfying endeavour.

Rainy River District Stewardship

The Rainy River District Stewardship is currently looking for community volunteers to help build the Stewardship Council. These are volunteers who reflect a broad range of land interests in administrative boundaries of the Rainy River District. The ideal council will maintain a balance of opinion at the table by:

- having geographic distribution across the district
- including both men and women and a range of ages
- including representation from the following broad categories:
 - Agricultural Associations or representatives from the agricultural

- community
- Chambers of Commerce
- Education sector
- First Nations
- Forest and non-timber forest product industry
- Landowners at large
- Landowner / Cottage Associations
- Managed Woodlot Owners
- Mining
- Naturalists / Conservation interests
- Municipal Representation
- Outdoor Associations (hunting, fishing, trapping interests)
- Tourism Association

Ideal council members tend to be those who are already active in the community, who are well connected, and who have a concern for the future of our environment. Experience has shown that dedication and the time and energy to commit yourself may be more important than who you are or what you represent. It takes energy to make good things happen and this council will be focused on making things happen.

If you are interested in serving your community as a Council Member on Rainy River District Stewardship, please complete the attached Information Form by mail, email or fax to the address below:

- Chairman
c/o Rainy River District Stewardship
P.O. Box 874
Emo, ON
POW 1E0

Phone:

Email:

VOLUNTEER JOB DESCRIPTION

TITLE:

Council Member, Rainy River District Stewardship

DUTIES AND RESPONSIBILITIES:

As an unpaid volunteer member of Rainy River District Stewardship, you will be asked to work cooperatively with other landowners, members of the community, and fellow Council Members to encourage responsible land care and stewardship of our natural resources. Specifically to:

- Participate actively in council meetings
- Take on the role of project leader for a minimum of one project each fiscal year, provide council with regular project status updates
- Chair a project committee as required
- Support and participate in Council initiatives where appropriate
- Contribute in identifying priorities, and setting goals and direction for programs
- Develop and/or evaluate specific project proposals
- Assist in the “business” of running the stewardship initiative:
 - assist with procurement of project needs;
 - financial administration;
 - reviewing and approving financial reports and budgets
 - staffing and selecting officers from amongst their number
- Actively seek community concerns and issues through their association affiliations and ensure the communications back to these many groups are maintained and enhanced
- Represent the Stewardship Council, as necessary, on committees, at meetings and other functions
- Promote responsible resource care and use
- Promote the activities of the council to landowners and the general public

TIME COMMITMENT:

There will be approximately 10 meetings per year plus personal time committed to promoting the program, attending workshops, leading/organizing projects, and representing the council at a variety of community events (+/- 2-10 hours/month). Council members themselves will determine location of meetings. We meet every on the second Thursday of every month except July and August. Additional meetings with project committees may be scheduled as necessary.

REWARDS:

- being able to make a difference in your community by participating in a practical program of "on the ground" land management activities that promote a healthier environment
- accepting the personal challenge of seeing where change is needed and being part of the solution
- Opportunity to interact with like-minded Council Members/partners who share a passion for our natural resources
- opportunity to learn new things and meet new people
- opportunity to be part of something new, developing a program from the ground up and making it work in your community

COUNCIL MEMBER SELECTION CRITERIA:

Prospective council members will be given consideration based on the following criteria:

- Must be a resident of the Rainy River District
- Supports the Council's mission and practices good environmental stewardship;
- Has knowledge of the land base, people, and values of this area;
- Has good communication skills;
- Has interest in community involvement; preference to history of active community service;
- Demonstrates ability to work effectively with others;
- Is able to manage projects involving negotiation, partnerships, and cooperative ventures;
- Preference will be given to those who have affiliations with more than one association or group listed in section "area of interest" listed on page 1;
- Consideration will be given to any identified "gaps" in current council membership in terms of areas of expertise, demographics and stakeholder representation.

Rainy River District Stewardship PROSPECTIVE MEMBER INFORMATION FORM

(for electronic submissions, type on the line or double click the box and select 'checked')

NAME: _____	Telephone: (HOME) _____			
	(WORK) _____			
ADDRESS: _____	(CELL) _____			

EMAIL ADDRESS: _____				
Do you live in Rainy River District? _____	Township: _____			
Please check the category that you represent best:				
<input type="checkbox"/> Farmer	Naturalist/Conservationist			
<input type="checkbox"/> Non-Farm Landowner	Business Owner			
<input type="checkbox"/> Hunter/Trapper	Outdoor Recreationist			
<input type="checkbox"/> Lake/Cottage Association Member	Environmental Tourism Operator			
<input type="checkbox"/> Forestry	Mining			
<input type="checkbox"/> Education/Youth	Other (please explain) _____			
Age Group: <21 <input type="checkbox"/>	21-30 <input type="checkbox"/>	30-45 <input type="checkbox"/>	46-60 <input type="checkbox"/>	60+ <input type="checkbox"/>

The following is optional. Please give us a little more background on yourself by briefly answering the following questions. Feel free to use additional pages.

1. Why are you interested in becoming a Council Member with Rainy River District Stewardship?

2. What do you consider to be the most pressing land stewardship issue we are facing in the district?

3. As a Council Member, you must be able to work with others to meet collective stewardship goals. How do you see yourself functioning within the Council? As a (check any that apply to you):

- Chairperson, who has the ability to draw out the best from people
- Visionary, who thrives on complex problems and enjoys a challenge
- Free Spirit, who can take a fresh look at situations and prefers to think things through independently
- Morale Builder, who believes that efficiency is based on good relationships
- Technical Expert, who is able to give an informed opinion in their area of expertise
- Output Driver, who pushes to get things done and checks to ensure that standards are upheld
- Critic, who brings objective observations and impartial opinions to the group to aid in decision making
- Jack of all Trades, who actively assists the team in whatever ways are needed
- Shaper, who mold opinions and objectives of all to produce the groups collective viewpoint
- Promoter, who links group with others by being outgoing, sociable and relationship oriented

4. Please briefly describe how your background, experience and skills would enable you to fulfill the role(s) identified in question 3.

5. List some initiatives that you see the Rainy River District Stewardship undertaking, and identify one project that you would be prepared to take a leadership role of.

Please Return Completed Prospective Member Information Form to:

- Chairman
c/o Rainy River District Stewardship
P.O. Box 874
Emo, ON
P0W 1E0

Phone:

Email: [j](#)

Appendix C

The Rainy River District Stewardship Council Past Members:

Angela Petsnick
Amos Brielmann
Jeffrey Johnston
Rick Neilson
Adam Egan
Brian Love
Tomas LePine
Christina Vandermeer
Robroy Donaldson
Timo Brielmann
Chelsea Hill
Brian Tucker
Kiley Hanson
Emery Ruff
Meagan Veniot
Zachary Jolicoeur
Maryan Seid

Stewardship Coordinators OMNR:

Colin Langford
David May

Partnership Specialists OMNR:

Karen Dykxhoorn
Daniela Klicper