

THE FRIENDS OF LIMERICK FOREST

Terms of Reference 2008



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Terms of Reference

1.0 **Name**

Friends of Limerick Forest

2.0 **Mandate**

To participate in the implementation of initiatives consistent with the goals and objectives of the Limerick Forest 20 Year Forest Management Plan as scheduled in the 5-year and annual operating plans.

3.0 **Assumptions**

Limerick Forest is owned and managed by the United Counties of Leeds & Grenville. It is considered to be a “working” forest and is not parkland or preserve. Management of the forest will be in accordance with but not limited to the following key documents;

- The Limerick Forest Long Range Plan
- The Limerick Forest Twenty Year Forest Management Plan 2007-2027
- Limerick Forest 5-year and annual operating plans
- A Silvicultural Guide to Managing Southern Ontario Forests
- A Silvicultural Guide for the Great Lakes-St. Lawrence Conifer Forest in Ontario
- A Silvicultural Guide for the Tolerant Hardwood Forest in Ontario
- The Ontario Tree Marking Guide
- The Eastern Ontario Model Forest, Forest Certification Program Policy & Procedures Manual, Information Report # 51 v. 2

4.0 **Roles & Responsibilities**

4.1 United Counties of Leeds & Grenville

- County staff report to the Director of Public Works and are responsible for the management of Limerick Forest. Proposals from the volunteer group must be submitted to the Forest Manager by the “membership spokesperson(s)” (Appendix B) for approval in October of each year, for inclusion in the annual work plan and budget request to the County.
- All volunteer program activities must be approved by the County via the Forest Manager. All final decisions will be the responsibility of the Forest Manager (i.e., program management), and the Public Works Committee / County Council (i.e., program approval via the annual budgeting process).
- County staff will be responsible for all files, documents, data and maps relating to the management of Limerick Forest. This information will be made available to the volunteers as necessary for use in the completion of projects.
- Copies of minutes from all committee meetings will be maintained on file at the UCLG office.

- The Forest Manager will be responsible for keeping the volunteer committee members updated on the Limerick Forest program via presentations at meetings, written updates, email and/or other means as necessary.
- County staff will be responsible for publishing an annual report by the end of March of the following year for all program-related activities, including the volunteer program.
- The Limerick Forest web site will be hosted on the UCLG web site and will be kept current by County staff.
- County staff may be available to support volunteer committee projects as appropriate/necessary.
- County staff will strive to ensure a safe and secure work environment for the volunteers.
- The Public Works Committee shall appoint one Councilor on an annual basis to act as a resource person for the volunteer group.

4.2 Volunteers

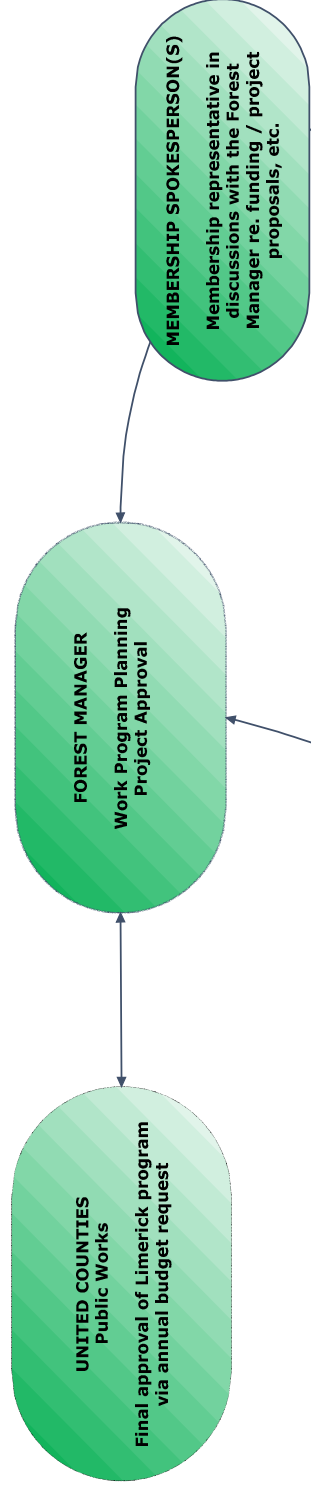
The Friends of Limerick will participate in the implementation of initiatives consistent with the goals and objectives of the Limerick Forest 20 Year Forest Management Plan as scheduled in the 5-year and annual operating plans by:

- Investigating and acquiring non-profit status thus enabling the procurement of alternative sources of funding;
- Participating in the procurement of alternative sources of funding via grant applications and/or other revenue-generating methods;
- Providing a mechanism/structure for local user groups to bring projects, questions and/or comments to the attention of the County;
- Promoting public awareness of the forest;
- Promoting and providing education to the organization's members and the public;
- Providing a forum for the exchange of information and/or discussion of issues.

5.0 **Governance**

(to be completed by the membership)

APPENDIX B Proposed Working Relationship between the UCLG and the Friends of Limerick Forest



FRIENDS of LIMERICK FOREST

PROJECT PROPOSALS and FUNDING INITIATIVES

- potential projects may originate from either the volunteer group or the County
- consistent with the 20 Year Forest Management Plan
- agreed upon by the membership
- all project proposals and/or fund raising initiatives approved by the Forest Manager
- proposals due in October for inclusion in annual work program and budget request to the County
- final approval by the County via the annual budgeting process
- ToR to be developed by the members; County will provide mandate
- decision-making process within the volunteer group to be determined by the members based on their ToR
- number of subcommittees and frequency of meetings determined by the members

FUND RAISING

- investigate and achieve non-profit status if appropriate
- develop fund raising proposals i.e., events, grant applications, etc.
- driven by project proposals and available funding opportunities
- annual projects may be funded by the UCLG and/or funds raised via non-profit revenues

