

PUBLIC ADVISORY COMMITTEE TERMS OF REFERENCE

Introduction:

Water Management on the Matabitchuan River will aim to optimize and balance water levels and flows in the Matabitchuan River watershed for the benefit of fish and wildlife resources, power production, recreation, flood control and other uses. As part of the review, MNR and the facility operators (Ontario Power Generation Inc., Canadian Hydro Developers Inc. and Public Works and Government Services Canada) will be communicating and consulting with the public in a variety of ways, and have agreed to establish a Public Advisory Committee (PAC) to help in the process. The PAC will be composed of up to 12 volunteers representing a diversity of interests along the course of the river.

Mandate:

The Public Advisory Committee will provide a mechanism for the public to contribute to the review process and preparation of the final document. This plan will identify the issues and solutions associated with managing levels and flows of the Matabitchuan River. The formation of such a committee will not only enhance the facility operators' representatives and MNR's ability to provide a communication link with the public, but will also provide advice to the planning team. The PAC will support the agencies' efforts in obtaining a broad base of information and advice from the general public and existing organizations that have an interest in management of the Matabitchuan River. The PAC will report to the Matabitchuan River Review Steering Committee (i.e. management staff from MNR and facility operators (Ontario Power Generation Inc., Canadian Hydro Developers Inc. and Public Works and Government Services Canada). The recommendations and advice received from the PAC shall rest with the Steering Committee members, as their organizations are legally responsible for the management of the natural resources on the river system and dams present on the system.

Roles:

In reference to this mandate, the Public Advisory Committee will perform the following activities:

1. Review and advise on matters relating to the development of a water management plan for the river (i.e. issues and concerns; goals, objectives for the plan; aquatic resources; information needs, water flows, levels and fluctuations; implementation strategies)
2. Assist in implementing the communications and consultation plan by:
 - a) seeking to ensure the participation of all interested parties (general public, watershed residents, and special interest groups) in any consultation process;
 - b) jointly hosting, along with MNR/facility operators, formal public consultation sessions;
 - c) receiving and recording input from these parties; and,
 - d) reviewing and advising on the comments received from the public and interest groups as a result of the public consultation (i.e. MNR, facility operators and PAC logs).

Composition:

The PAC shall be composed of no more than 12 and no fewer than 6 individuals. Members of the advisory committee shall be selected jointly by the MNR and facility operators. Selection of the members will be based on:

- a) the knowledge and perspectives they can provide, rather than representing a specific constituency;
- b) ensuring a diversity of perspectives or interests are represented, including fishing, recreation, cottagers, property owners, residents, boating, tourism, conservation/protection, business, development, municipal government, among others;
- c) ensuring citizen representation from the public-at-large, and a range of special interest groups along the river and within the watershed;
- d) knowledge of the region, or of the Matabitchuan River system, or residence within the watershed and or geographical representation by reach of the river;
- e) demonstrated ability to work with various groups or organizations to form effective partnerships;
- f) demonstrated ability to work with others in resolving issues and conflicts of interest.

Members shall be appointed to the PAC for the length of the review process. After this period expires, the PAC members will have the option of continuing. Those interested will go through an application and selection process to act on a Standing Advisory Committee that will oversee the implementation of the review.

Administration:

The following administrative rules shall apply to the functions of the committee:

- The members shall select a Chair, and a Vice-Chair, who will serve for a 6 month term and then be re-assessed by the PAC members. The Chair and Vice-Chair can share responsibilities at times
- The members may establish an alternate person to represent them in their absence, but no member or their alternate can miss more than three meetings in a row without adequate notification to the PAC, or the member will be removed at the discretion of the Steering Committee
- The alternate or representative of a PAC member will not be able to contribute to decision making on behalf of the PAC member
- The members will be reimbursed for reasonable expenses, such as travel and meals, but must log these expenses and document them by filling out a Non-OPS Expense Invoice Form
- Meetings will be held at the direction of the Chair, to a minimum of 8 meetings and a maximum of 14 per year. Additional meetings may be scheduled with the agreement of all members or as requested by the Steering Committee
- The Chair shall be responsible for ensuring adequate notice to members of upcoming meetings and items on the agenda, distribution of meeting agendas, minutes, and the overall conduct of meetings. Secretarial support will be provided from the MNR to prepare these communication items
- In the absence of the Chair, the Vice-Chair shall assume the responsibilities of the Chair
- The Co-chairs from the Planning Team (OPGI and the MNR) will be assigned to the committee and will act in an advisory, facilitating and liaison capacity to the committee
- The minutes shall be reviewed and approved by the PAC and available for public review via a venue that will be decided upon as a group
- Recommendations of the PAC shall be arrived at by consensus decision-making. Please see the Consensus Building Model in appendix B. Where consensus cannot be achieved, majority and minority viewpoints will be noted
- Recommendations of the PAC will be submitted to the Planning Team for consideration and then given to the Steering Committee for decision-making. A decision summary will be

provided by the Steering Committee, including written descriptions of where and why they agree or disagree with the recommendations of the PAC. The PAC will discuss these decisions if deemed necessary by the group

- Meetings shall generally be open to the public, although the committee shall have the right to meet in-camera where matters to be considered need to protect the privacy rights of individual(s)
- Meetings are working sessions; members of the public may observe the sessions and may make scheduled presentations if submitted to the Chair at least 2 weeks prior to the agenda being set for the next meeting, and PAC members notified
- Other MNR and facility operators or staff may attend portions of committee meetings in the capacity of advisory or resource persons, and may provide the committee with data and information on matters related to the review through presentations and upon members' requests (i.e. PAC must be of the position that the subject matter is within the terms of reference for the project and that the request is reasonable in scope)
- Facility operator representatives and the MNR will jointly provide orientation training for the members of the PAC
- The group's Code of Ethics will guide the PAC. Any PAC member who is found by the PAC to be disruptive to the working atmosphere, administration or intent of the PAC, will be removed from the PAC at the discretion of the Steering Committee

Selection Process:

PAC members will be selected by MNR and facility operator partners. Through advertisements and letters of invitation, the public will be invited to submit an expression of interest to participate on the PAC. Applicants shall be chosen based on the completion of a successful interview. It is the intent that selected PAC members will objectively represent the many geographic reaches and interests of the Matabitchuan River.

Location of Meetings:

PAC meetings will be held in different locations in and around the Matabitchuan River Watershed, likely in New Liskeard, Latchford and Kirkland Lake, to allow greatest public access to them.

Terms of Reference recommended for approval by:

Signatories:

_____ Jim Grayston Chair Montreal/Matabitchuan Public Advisory Committee	_____ Date
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Terms of Reference approved by:

Signatories:

_____ Peter Murray, Plant Manager Co-Chair Montreal/Matabitchuan Steering Committee Northeast Plant Group Ontario Power Generation Inc. (On behalf of the waterpower Producers on the Montreal and Matabitchuan Rivers)	_____ Date
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_____ Dave Payne, District Manager Co-Chair Montreal/Matabitchuan Steering Committee North Bay District Ministry of Natural Resources	_____ Date
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