



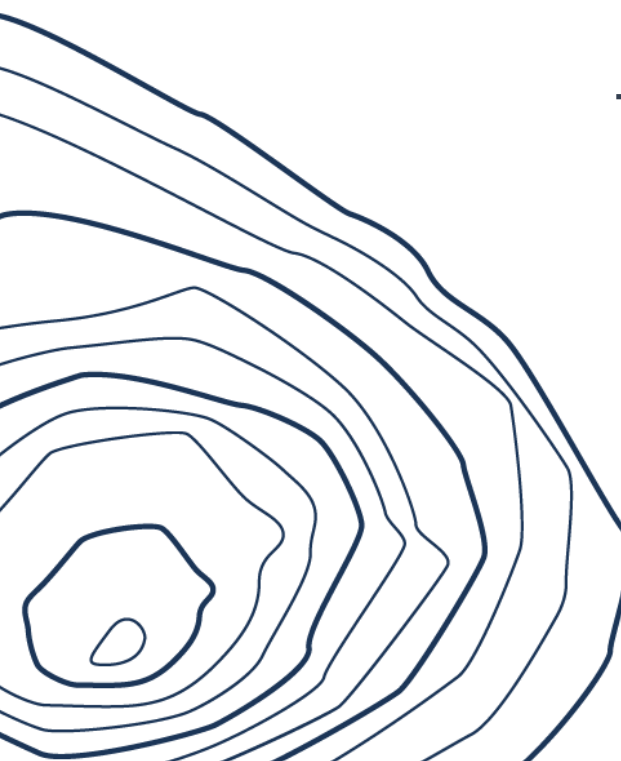
FRASER LAKE

VILLAGE OF FRASER LAKE

Community Forest Advisory Committee

TERMS OF REFERENCE

JANUARY 8, 2025
210 CARRIER CRESCENT



VILLAGE OF FRASER LAKE
COMMUNITY FOREST ADVISORY COMMITTEE
TERMS OF REFERENCE

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1. NAME OF COMMUNITY FOREST ADVISORY COMMITTEE

The committee shall be known as the Village of Fraser Lake Community Forest Advisory Committee.

2. PURPOSE

The purpose of the Village of Fraser Lake Community Forest Advisory Committee (hereinafter referred to as the "Committee") is to facilitate collaboration among representatives from the Village of Fraser Lake, regional stakeholders, and industry professionals. The Committee aims to identify and recommend an optimal governance model for the Community Forest to the Village of Fraser Lake Mayor and Council. Additionally, the Committee will provide guidance on sustainable forestry management practices to support harvesting activities during its operation, serving as an interim measure until a new governance structure is established.

3. COMMITTEE MEMBERSHIP

The Committee shall consist of 4 to 6 members, as follows:

1. Village of Fraser Lake Representatives

- Up to two members from the Village of Fraser Lake Mayor and Council, appointed by Council resolution. One member will serve as Chair.

2. First Nations Representatives

- One member appointed by Chief & Council of Nadleh Whut'en;
- One member appointed by Chief & Council of Stellat'en First Nation.

3. Industry Professionals

- One or two current or former forestry professionals residing within Regional District Electoral Area D, Stellat'en or Nadleh Whut'en First Nations, or the Village of Fraser Lake, recruited through a general call for nominations and appointed by Council in an In Camera session.

The Acting Chair is appointed during the first Committee meeting and will assume responsibilities of the Chair in their absence.

All committee members must act in accordance with the Village of Fraser Lake "Code of Conduct Bylaw", Bylaw No. 850, 2024.

4. CHAIR DUTIES

The Chair shall:

1. Facilitate meetings;
2. Review prior meeting reports and materials;
3. Arrange meeting locations and notify members of dates, times, and locations;
4. Prepare and distribute meeting agendas and reports;
5. Prepare recommendations and correspondence on behalf of the Committee.

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The Chair may delegate these responsibilities to the Acting Chair or to the Staff Liaison.

5. TERMS OF OFFICE

1. Members shall serve for a term of one year, with the possibility of extension.
2. If a member is unable to complete their term, replacements shall be appointed as follows:
 - Municipal Council representative(s): Replacement appointed by Mayor and Council at a subsequent Council meeting within 60 days of the resignation or removal of the previous member;
 - First Nations representative(s): Replacement appointed by respective Chief & Council at a subsequent Council meeting within 60 days of the resignation or removal of the previous member;
 - Industry representative(s): by open call for nominations until the position is filled.

6. REPORTING

The Committee shall provide reports to the Municipal Council, with Staff Liaison support, regarding suggestions for changes in the governance or harvesting of the Community Forest.

7. DUTIES AND FUNCTION OF THE COMMITTEE

The Committee shall:

1. Provide combined Indigenous, community, and professional forester perspectives on sustainable forestry, ecological stewardship, and fiscal management;
2. Review documents, including:
 - Forest Stewardship Plan;
 - Timber Supply Analysis; and
 - Community Forest Agreement.
3. Attend regular Committee Meetings with minimal absences.
4. Assist in reviewing and improving the current governance structure, proposing models that:
 - Support inclusive cultural perspectives,
 - Incorporate expert and public input, and
 - Promote transparency, collaboration, and accountability.
5. Develop a Community Forest Governance Restructure proposal for Mayor & Council's consideration.

8. SUPPORT FOR THE COMMITTEE

The Committee will receive staff liaison support from the Chief Administrative Officer or a designate appointed by the Chief Administrative Officer.

9. MEETINGS

1. The Committee will adopt the meeting schedule during the first meeting.
2. The First Meeting will be called and coordinated by the Chair.

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Signature of Chair
Name:

Date

Staff Liaison
Name:

Date