

District of Lillooet
FORESTRY ADVISORY COMMITTEE
TERMS OF REFERENCE

District Council has indicated an organized approach is warranted in order to:

1. Have an organized approach to managing forestry opportunities within the municipality;
2. Advise Council on opportunities and roadblocks surrounding forestry;
3. Give those interested in promoting forestry a vessel in which to operate.

The mandate of the Forestry Advisory Committee is to establish, through a panel of representatives with community forestry interests, a path to achieve greater understanding of the forestry industry and promote economic growth.

1. General:

The Committee is to provide advice to District Council and will be comprised of the following:

One (1) member of Council selected yearly;

Three (3) members of the public at large selected through applying to the District for consideration; and

One (1) member of the Chamber of Commerce.

Membership for the public at large will be on a term of two (2) years. Applications will be received at the end of the term for new members. Those members already sitting will be provided with the opportunity to re-apply for consideration.

These Terms of Reference may be amended from time-to-time by District Council upon recommendations of the Committee Chair.

The key functions of the Committee are to work towards realizing increased growth of the forestry industry in the municipality and surrounding areas.

These Terms of Reference constitute a “living” document and as such can be updated to reflect experience and knowledge gained by the Committee.

2. Objectives:

1. To review the current status of the forest industry in the municipality and region;
2. To build a clear list of priorities based on criteria set by the Committee;
3. To identify opportunities and roadblocks as they relate to current existing forestry practices;
4. Involving the community with an opportunity to participate as deemed necessary by the Council;
5. Communicate the process to District Council, community and relevant stakeholders.

3. Roles & Responsibilities of the Committee: What is the Scope of the Committee?

1. Obtain all relevant documents to the current status of forestry in the region;
2. Develop criteria for prioritizing forestry issues;
3. To bring information and items of importance to Council for consideration when applicable.

4. Membership:

It is recognized that members have been selected primarily for their ability to assist on providing input to the needs of the District of Lillooet. Membership has been designated by Council as follows upon the recommendation of the Chair. (To be completed upon the approval of Council after recommendation from the Committee Chair). Membership shall be represented by the positions as indicated in **Section 2: General**.

5. Functionality:

1. **Chair:**
 - a) Leads the Committee in fulfilling its mandate;
 - b) Acts as facilitator, identifying points of agreement within the Committee and generally assists the Committee on resolving those issues where general agreement is lacking;
 - c) Acts as the spokesperson for the Committee.

2. **Meetings:**

Meetings are to be scheduled in a manner that allows the Committee to achieve its required mandate. All meetings will be open to the public, except those meeting the criteria which District Council would hold Closed as per Section 90 of the *Community Charter*.

3. **Quorum:**

To be determined by the Committee.

4. **Agendas:**

Agenda items are to be submitted to the Chair for meeting and shall be consistent with the Committee's scope of advice and directly related to the fulfillment of the Committee's mandate.

5. **Minutes:**

A record of "advice to Council" will be recorded and noted in meeting summaries which briefly summarize the matters discussed and any conclusions reached. The summaries shall not attribute specific points of view to individual members of the Committee.

6. **Timelines:**

The Committee shall present its findings on an ongoing basis and in a manner determined by the Committee until the Committee is deemed by District Council to have served its intended purpose.