

**Sechelt Community Forest
Community Forest Advisory Committee
Terms of Reference
January 20, 2009**

Role of the Community Forest Advisory Committee

The Community Forest Advisory Committee (CFAC) is constituted by Sechelt Community Projects Inc. (SCPI) to provide input in respect of the planning and management of the Sechelt Community Forest (CF). The role of CFAC is:

- To gather input and make recommendations to SCPI about the community's views and opinions regarding forest management practices, and all forest resource values and recreation.
- To review and comment on the operational plans for the Community Forest;
- To work with SCPI to develop and maintain a strategic plan that includes a vision and mission statements for the five year probationary period and beyond;
- To gather information on the development of value added and secondary manufacturing, subject to business authorization changes.

CFAC is an advisory body to SCPI board and staff and does not have decision-making authority regarding the management of the CF. CFAC decisions are to be forwarded as recommendations to the Corporation.

SCPI's Use of CFAC Recommendations and Information

SCPI will use CFAC recommendations and information to guide forest resource management decision-making.

SCPI will provide rationales for resource management decisions made, showing how CFAC and other public information has been taken into account and how decisions have subsequently balanced the use of resource values.

Terms of Reference for CFAC

1.1 Participants

- Ideally CFAC will consist of 12 community members that represent a cross section of resource users in the community, including:

- Conservation
- Local business
- Woodworkers
- Forest products manufacturing
- Non timber forest products
- Education
- Recreation
- Fisheries
- Wildlife

Terms: 2 Years

- Members may remain on CFAC for a maximum of three consecutive terms (ie: 6 years) then must reapply to CFAC for membership.
- Quorum is 50% of the membership plus one.
- A person may apply to CFAC for membership and on acceptance by the committee becomes a member. Inaugural membership should be accepted by the Board of SCPI. Discuss with board of Directors
- Every member must uphold and comply with the Terms of Reference for CFAC.
- A person ceases to be a member of CFAC:
 - a) by delivering his or her resignation in writing to the chair stating their intention, with reasons, to be recorded in the minutes
 - b) on being expelled, or
 - c) on having missed 3 consecutive meetings without the excusal of the Chairperson.
- A member may be expelled by a resolution of the members passed at a CFAC meeting:
 - a) The notice of resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
 - b) The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the CFAC meeting before the resolution is put to a vote.
 - c) The expelled member may appeal the decision to the SCPI Board of Directors.
- Changes to the Terms of Reference

CFAC recommendations for amendments to the Terms of Reference will be passed on to

the SCPI Board for consideration and a decision.

1.2 The CFAC Executive (Chair & Vice –Chair)

Elections should take place at the first meeting prior to SCPI's AGM.

1.2.1. Chair

- The term of office for the Chair position will be 1 year.
- Be the official spokesperson for CFAC. The Chair should be able to communicate with the Chair of the SCPI Board as necessary.

1.2.2. Vice-Chair

- The Vice-Chair position should be elected yearly and take on the duties of the Chair in his/hers absence.

1.3 Subcommittees

Subcommittees may be stuck to address specific items outside of regular meeting time and must operate under the following parameters:

- A chair of the subcommittee must be assigned at the conception of the subcommittee
- The subcommittee's specific mandate is identified by CFAC, including a date set for reporting back to CFAC.
- The subcommittee must report back to CFAC with findings, suggestions or information.
- The subcommittee provides information only and CFAC is not obliged to act on the findings of the subcommittee.
- A subcommittee is open to all members who may wish to participate including community members at large.
- A subcommittee of CFAC has no decision-making authority.
- A subcommittee's findings should also be relayed to SCPI if substantially different from CFAC.

1.4 Meeting Format

- Meetings will be open to the public and media to observe procedures.
- Meetings will be conducted pursuant to Roberts Rules of Order.

2.0 Operating Principles

2.1 Timelines

- CFAC will work with SCPI to prioritize issues or initiatives, pursuant to strategic objectives.
- All issues, positions, and recommendations considered by CFAC will be presented, documented and tracked.

2.2 Internal Communication

- *A SCPI Operations representative* will be present at each regularly scheduled CFAC meeting.
- *Agendas* are created in partnership by the Chair and SCPI staff. The agenda is to be distributed to CFAC members for review 5 days prior to meeting. Items can also be submitted at a meeting if time permits.
- *Minutes* are to be distributed to all CFAC members along with the agenda 5 days prior to the next scheduled meeting.
 - a) The minutes are intended to record decisions made, information related to the decision and action items assigned. They are not intended to record dialogue such as individual points or comments. Minutes will include:
 - persons present and adoption of previous minutes
 - review of agenda
 - discussion of items with conclusions and recommendations
 - action items
 - date set for next meeting
- *Financial Statements* - Financial Statements will be provided at the discretion of SCPI.

2.3 External Communications

- The minutes of the regularly scheduled CFAC meetings will be made available to the public through the CF website only after being adopted by CFAC.
- Official CFAC statements to the media will be given by the Chair.

2.4 Resources provided by SCPI

- A recording secretary
- Meeting venues
- Information, data as well as technical and professional support as requested by CFAC
- Maps

- Guest Speakers on specific issues
- Consultants as needed

Note: Consultants, guest speakers and technical professional support or any assistance requiring financial resources must be subject to the approval of SCPI.

2.5 Decision-Making Methodology

Recommendations to SCPI staff and the Board of Directors requires a CFAC vote of 50% plus one in favor. Notwithstanding this, all opinions will be heard and recorded, where possible. Values, interests and concerns raised by the community will also be heard.

2.6 The Success of CFAC depends on:

- The will of CFAC members and SCPI to make the CFAC community input process work.
- CFAC regulating its own membership to maintain effective and balanced input.
- SCPI's support of CFAC.
- SCPI's willingness to respect the collective views of the community in the management of the community forest.
- Maintaining a credible and valid process that is accountable to the community through both membership and community consultation.
- CFAC members using an advisory process in a positive manner to assist the CF in achieving success.