

# Report

Date August 17, 2022  
Subject Forestry Advisory Committee – Terms of Reference Amendment

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File:

## PURPOSE

To advise Council of the resignation of one of the Forestry Advisory Committee members, to seek direction on their replacement, to endorse the replacement of the Cowichan Trail Stewardship Society representative, and to seek approval to amend the Terms of Reference.

## BACKGROUND

The Forestry Advisory Committee (FAC) is a long-standing committee with a mandate to provide Council with advice and recommendations on matters pertaining to the Municipal Forest Reserve. In February of 2019, Council adopted the original Terms of Reference (ToR) with minor amendments adopted by Council on March 16, 2022. The current ToR are included with this report as Attachment 1.

The FAC membership consists of at least 7, but not more than 11 voting members appointed by Council which shall include up to:

- One Council representative;
- One Cowichan Tribes representative;
- One Halalt First Nation representative;
- One Lyackson First Nation representative;
- Three professional foresters;
- One member at large representing the Cowichan Trails Stewardship Society,
- Two members at large who are residents of the Municipality based on their specific knowledge or interest in forestry matters; and,
- One registered professional biologist.

Alan Chatterton, representing one of the three professional foresters, has submitted his notice of resignation after serving on the FAC for the last 8 years. Mr. Chatterton has been part of the FAC since 2014, and his forestry knowledge and expertise have greatly benefited the Municipality during his time on the committee.

Cowichan Trails Stewardship Society (CTSS) is replacing Vicki Holman, who was previously appointed by Council, with Ghislaine (Jessie) Fraser as their representative on the FAC. Although CTSS designates their representative, that representative must be appointed by Council in accordance with the current ToR.

## DISCUSSION

With Mr. Chatterton's resignation, staff require Council's direction on how to proceed with the FAC membership.

The ToR set out a specific membership makeup that represents various stakeholders and First Nations as per Council direction. The amendment to the ToR that was approved on March 16, 2022 allowed Council more flexibility with committee composition, adding or replacing members and avoiding issues where staff are unable to solicit representatives from the identified First Nation, stakeholder groups or professionals to occupy one of the membership categories.

Staff are proposing further minor amendments to the ToR to save staff and Council time when there are representative changes from Cowichan Tribes, Halalt First Nation, Lyackson First Nation, and CTSS. Rather than requiring Council approval each time a First Nation or CTSS has a change in representation, the proposed amendments would result in a simplified process where Council would be notified of the change rather than staff having to write a report and seek Council approval each time. The proposed amendments are redlined and included in Attachment 2 and the proposed new ToR are included as Attachment 3.

Given that all of the current appointments will expire in October 2022, any new appointments would only be for approximately 2 months or less. Staff recommend not replacing the third Professional Forester representation, given the short period of time before the appointments expire, and the time it could take to put out a call, review submissions and provide Council with options to fill the position.

## **OPTIONS**

1. **(Recommended Option)** THAT Council:
  - (1) Appoint Ghislaine (Jessie) Fraser to the Forestry Advisory Committee as the Cowichan Trails Stewardship Society representative, replacing Vicki Holman, for the balance of the term ending October 31, 2022; and,
  - (2) Approve the Forestry Advisory Select Committee Terms of Reference, as amended and included as Attachment 3 to the Acting Director of Parks and Recreation's August 17, 2022 staff report.
2. THAT Council direct staff to put out a call for professional foresters to volunteer on the Forestry Advisory Select Committee for the balance of the term, ending October 31, 2022.

## **IMPLICATIONS**

As the forestry review process continues, the FAC will be playing an important role by providing initial feedback about the draft forest management scenarios before they are brought to Council. Given the current ToR, it is not required to replace the vacant Registered Professional Forester appointment, nor will it impact the processes in place if not filled. The timeframe in which the UBC Partnership Group will be ready to present to the FAC is unknown at the time of this report. Staff continue to work with the UBC Partnership Group as they continue their work with draft forest management scenario analysis and preparations for the FAC presentation as well as materials for round 2 of the forestry public engagement with the engagement consultant. It is staff's intent for the UBC Partnership Group to present their draft forest management scenarios to the FAC for initial feedback, and then to Council prior to the end of Council's term.

**RECOMMENDATION**

THAT Council:

- (1) Appoint Ghislaine (Jessie) Fraser to the Forestry Advisory Committee as the Cowichan Trails Stewardship Society representative, replacing Vicki Holman, for the balance of the term ending October 31, 2022; and,
- (2) Approve the Forestry Advisory Select Committee Terms of Reference, as amended and included as Attachment 3 to the Acting Director of Parks and Recreation’s August 17, 2022 staff report.

Report prepared by:

*Shaun Mason*

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Shaun Mason  
Acting Director, Parks and Recreation

Report reviewed by:



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Ted Swabey  
Chief Administrative Officer

**Approved to be forwarded to Council:**



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Ted Swabey  
Chief Administrative Officer

Attachment(s):

- (1) Forestry Advisory Select Committee Terms of Reference (Current)
- (2) Redlined Forestry Advisory Select Committee Terms of Reference
- (3) Forestry Advisory Select Committee Terms of Reference (New)