

**DISTRICT OF FORT ST. JAMES
COMMUNITY FOREST COMMISSION
ESTABLISHING BYLAW
BYLAW NO. 1027, 2020**



**OFFICE CONSOLIDATION
APRIL 12, 2023**

This consolidation of Community Forest Commission Establishing Bylaw No. 1027, 2020, is provided for convenience only. This consolidation has no Council sanction, amendments have been incorporated for convenience only, and that for all purposes of interpretation and application the original bylaws should be consulted.

The District of Fort St. James will, in no event, be liable for damages of any kind arising from the use of this consolidation.

This is not the official version of District of Fort St. James Community Forest Commission Establishing Bylaw No. 1027, 2020. A copy of the official version may be obtained from the District office or by contacting us at corporate@fortstjames.ca.

Bylaw No.	Sections Amended	Council Meeting	Date
Amendment Bylaw No. 1060, 2023	2.5 (Definitions); 3. (Members and Entitlement: 3.4.1; 3.4.2; 3.4.3) 5. (Absences)	2023-07	April 11, 2023

**DISTRICT OF FORT ST. JAMES
COMMUNITY FOREST COMMISSION ESTABLISHING BYLAW**

BYLAW NO. 1027, 2020

BEING A BYLAW TO ESTABLISH THE COMMUNITY FOREST COMMISSION TO OVERSEE
THE COMMUNITY FOREST TENURE ON BEHALF OF THE DISTRICT OF FORT ST. JAMES
COUNCIL

WHEREAS Council may by bylaw establish and appoint a commission to OVERSEE THE OPERATIONS OF THE FORT ST JAMES COMMUNITY FOREST;

AND WHEREAS the Council of the District of Fort St. James deems it desirable to establish a Commission to OVERSEE and make RECOMMENDATIONS TO COUNCIL respecting the Community Forest;

NOW THEREFORE the Council of the District of Fort St. James, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “Community Forest Commission Establishing Bylaw No. 1027, 2020”

DEFINITIONS

2. The following words used in this bylaw have the meanings assigned in this section.

2.1. “**Commission**” means the Fort St. James Community Forest Commission

2.2. “**Council**” means the Council of the District of Fort St. James

2.3. “**District**” means the District of Fort St. James

2.4. “**Community Forest Contractor**” means the managing company contracted by the District of Fort St. James and is responsible for the operations of the K1D Community Forest Tenure

2.5. “**Member**” means a person appointed by the Fort St. James Community Forest Commission to sit on this Commission pursuant to this bylaw (Amendment Bylaw No. 1060, 2023)

MEMBERS AND ENTITLEMENT

3. The Commission shall compromise of (5) voting members and (2) nonvoting members appointed by Mayor and Council subject to the following requirements:
 - 3.1. All members shall hold office for the duration of two (2) years and may be reappointed by the Council without term limits. Terms shall be staggered as determined by the Council of the District of Fort St. James
 - 3.2. Members shall hold their office staggered terms
 - 3.3. The Chair and Vice Chair shall be elected on an annual basis by its members majority vote, and at the first meeting after the establishment of the Commission.
 - 3.4. The Community Forest Commission must consist of:
 - 3.4.1. Deleted (Amendment Bylaw No. 1060, 2023)
 - 3.4.2. (1) Council Member from the District of Fort St. James (non-voting) (Amendment Bylaw No. 1060, 2023)
 - 3.4.3. (5) Members from the Community with relevant forestry experience (Amendment Bylaw No. 1060, 2023)
 - 3.4.4. Representative from the Community Forest Contractor (Non Voting)
4. Any vacancy occurring in the membership of the Commission shall be publicly advertised filled forthwith by the Commission subject to the approval of Council for the unexpired term thereof, and such members so appointed shall be eligible upon conclusion of the term for reappointment.
5. Any voting member who is absent from meetings of the Commission for three consecutive regularly scheduled meetings, without leave of absence from the Commission, or without reason satisfactory to the Commission or Chair, shall forthwith cease to be a member of the Commission (Amendment Bylaw No. 1060, 2023)
 - 5.1. That the members of the Commission adopt a code of conduct in accordance with any current policy of the Council of the District of Fort St. James.
6. No member of the Commission shall receive any remuneration for their services but will be reimbursed for reasonable out of pocket costs pursuant to District Reimbursement policies for members of Council.
7. The District shall provide administrative support on Commission matters.

AUTHORITIES

8. To consider, formulate and recommend policies and procedures to Council regarding the operation of the Community Forest Tenure.
9. To provide a link between the strategic direction of Council, the Provincial goals for the tenure license, and operational requirements of the Community Forest Contractor. This will include the

formulation and subsequent monitoring and adjustment of a long term spatial plan for all areas of the Community Forest.

10. To review reports from the Community Forest Contractor regarding the Community Forest Tenure and provide a report to Council for approval.
11. To liaise, on behalf of the District, with the Provincial Regulator Agencies on the condition of the Forest.
12. To annually review the Management Plan and other operational plans for harvesting and other activities conducted under the Community Forest License. This review should include an on site visit to those aforementioned activities.
13. Ensure that the Community Forest Contractor is acting in accordance with the Strategic Direction set out by the Council of the District of Fort St. James.
14. The Community Forest Commission is required to provide quarterly reports to Council discussing the progression of activities of the Community Forest and operational costs associated with the Commission that can be approved by Council.
15. Provide the oversight of the Community Forest Contractor by accepting all Community Forest plans and submitting a recommendation on their approval to Council. This must be done with sound fiscal practices and include a ten year plan
16. The commission shall make recommendations and provide advice regarding forestry related topics and opportunities to the Council of the District of Fort St. James.

MEETING

17. The Commission shall hold meetings monthly (but at least quarterly) as decided by the Community Forest Commission. A copy of the minutes of each meeting shall be referred to Council for information. Contract performance issues will be held in camera based on the proper application of the Community Charter.
18. Meetings of the commission shall be open to the public but shall be empowered to move in camera subject to section 90 and 91 of the Community Charter.
19. Discussion on all matters of business and all affairs of the Commission shall be open to all members of the Commission
20. A quorum shall consist of fifty percent plus one of the voting members appointed to the Commission.
21. The Corporate Officer of the District shall serve as the Secretary to the Commission.

22. The Commission may adopt such rules for its procedure consistent with the provisions of the Community Charter or in this Bylaw as it may deem expedient and may alter, amend or vary the same as it may wish provided that copies of such variations and amendments shall forthwith be forwarded to the Council for their approval.
23. The Chair shall preserve order and decide all point of order that may arise, subject to an appeal to the other members present. All such appeals will be decided without debate.
24. Questions before the Commission shall be decided by a majority vote of the voting members present.
25. No act of other proceeding of the Commission shall be valid unless it is authorized by resolution at a regular or special meeting of the Commission and approved by Council.
26. Items of revenue and expenditure relating to the programs of the Commission, shall be accounted for in the books of account of the District in accordance with the provisions of the Community Charter.
27. Accounts for authorized expenditures of the Commission shall be paid in the same manner as all other accounts.
28. The Commission will act in accordance with Roberts Rules of Order and the "Council Procedure Bylaw No. 1015, 2019"
29. The Community Forest Commission will be a member in good standing with the Community Forest Association.

READ A FIRST SECOND AND THIRD TIME THIS 12TH DAY OF FEBRUARY 2021

ADOPTED THIS 9th DAY OF FEBRUARY 2021.

Bob Motion, Mayor

Luke Charlton, Corporate Officer