



Terms of Reference

Forestry Committee

February 16, 2023

Version 0.1

1. Purpose

The Committee will exist for the following goals:

- To ensure the sustainable management of the Authority's forests;
- To evaluate opportunities to increase revenue based on existing markets;
- To examine revenue producing opportunities; and
- To create, maintain, and implement a 20-year Management Plan for all SVCA Managed Forests, along with individual 10-year Operating Plans for each Managed Forest in accordance with the budgetary resources available.

2. Scope

The Committee is responsible for providing direction pertaining to all Authority forested properties.

3. Authority

Staff will look to the committee for direction in the best interest of the management of Authority forests.

4. Membership

The committee will consist of five members including the Chair, (as "*ex-officio*") of Saugeen Valley Conservation Authority. Members will be appointed each calendar year at the Annual Meeting of the Saugeen Valley Conservation Authority.

A quorum for the meeting shall consist of 50% of the appointed Directors plus one. The SVCA Chair as an *ex-officio* member is not included in the quorum count but has all rights and privileges as other members (i.e., voting).

The General Manager/Secretary-Treasurer and the Manager of Forestry and Lands will attend each committee meeting. The Forestry Technician and the Executive Secretary may attend each committee meeting. If the Committee meets at one of the Authority's forested properties, the Saugeen Valley Conservation Authority Director(s) representing the municipality where the property is located shall be invited to participate.

5. Meeting Arrangements

The Committee shall function until such time as the Board of Directors, Saugeen Valley Conservation Authority deems it unnecessary.

The Committee will convene a minimum of three times annually: March, August, and in the Fall for tender opening.

The Committee will tour forested properties, where possible, to gain an improved understanding of the status of the forests. The Chair of the Committee may call for the meeting to be conducted electronically.

Meeting agenda materials and minutes will be circulated no later than 48 hours in advance of the committee meeting.

6. Reporting

Approved minutes from committee meetings will be brought forward through the Consent Agenda to the Saugeen Valley Conservation Authority Board of Directors at their next meeting, or the draft minutes within six (6) months if the committee is not scheduled to meet in this timeframe.

7. Resources and Budget

Meetings will be convened in person at the Formosa Administrative Office or at one of the forests for which the committee is responsible, or virtually when necessary to ensure quorum is met, or due to direction issued by the Provincial government, or inclement weather.

The committee shall delegate small timber sales in an amount not to exceed \$15,001.00 to the Manager of Forestry and Lands outside of a tendering process.

8. Deliverables

The Committee shall be delegated authority to implement actions for improvement to assets, infrastructure, and revenue production that do not require any unbudgeted money or impact General Levy.

The Committee will oversee the development and implementation of the 20-year Forest Management Plan.

The Committee will oversee the development and implementation of the 10-year Operating Plan for each Managed Forest.

The Committee will provide input and direction on marketing opportunities.

9. Review

This Terms of Reference will be reviewed, and amended, if necessary, at the beginning of each new term for the Authority.