



Meeting Summary

Attendance:

<p><i>Public Advisory Group:</i></p> <p>Beulah Broen Larry Erickson Bob Frederick Henner Grimm Randy Sulyma Ron Timothy</p>	<p><i>Steering Committee & Advisors:</i></p> <p>Jeremy Greenfield – BCTS Shane Perry - Apollo Forest Products Meredith Spike – Carrier Lumber Shannon Burbee – Canfor PG</p>
<p><i>Facilitator & Scribe:</i></p> <p>Dwight Scott Wolfe (Tesera Systems Inc.) – Facilitator</p>	<p><i>Observers:</i></p> <p>Olin Albertson - Big River Outfitters Elke Lepka - Tlazten First Nation</p>

Quorum based on past five meetings: 4

1. Welcome & Introduction

1. Members signed in
2. Welcome by the Chair of the Licensee Steering Committee [Jeremy Greenfield]
3. Introductions
 - a. Elke Lepka (Tlazten First Nation) introduced as a guest.
 - b. Olin Albertson (Big River Outfitters) introduced as a guest.
4. Reviewed evaluation results of June 16th 2008 PAG meeting.
 - a. Noted improvement in process points since March 10th meeting
 - i. Q15: Information is not being presented clearly.
 - b. Comments to improve the PAG meeting from PAG Members:
 - i. "I liked pizza but not every time, 2 times in a row is enough".
 - ii. "Good job Neil Spendiff, presentation was good. Didn't think Auditor's presence was warranted. Good paced meeting".
 - c. General Comments:
 - i. "Try to encourage more PAG attendance. Felt this was an excellent meeting & run well".
 - ii. "One of the best meetings to date".

2. Confirmed Agenda

1. PAG member requested a brief discussion about *Indicator 59 - Percent of blocks and roads harvested by Licensees and BC Timber Sales that have been previously referred to applicable First Nations.*

a. Topic added to Agenda under *Other*.

2. PAG member requested an update on the situation with other Forest Licenses in the District.

a. Topic added to Agenda under *Other*.

3. Minutes of the June 16th 2008 PAG Meeting

1. *Section 3v: PAG member asked why when some areas are logged some of the understory is not left behind in active trapping areas (where trappers have legal access).*

2. PAG questioned the relevance of phrase in parentheses (*where trappers have legal access*). Phrase wasn't material to the topic being discussed. Phrase removed from the meeting minutes.

3. Minutes of the June 16th 2008 PAG meeting accepted as revised.

4. Audit Updates

1. Apollo Forest Products – QMI Audit of Apollo's DFA in August.

a. See attachment

b. The Audit Team observed the following positive management practices:

i. The use of a Registered Professional Biologist to monitor the installation of a bridge over a fish bearing creek.

ii. Bio engineering along a creek bank to develop stability and reduce the likelihood of sediment entering the creek.

iii. Old camp has been decommissioned and the site rehabilitated.

iv. Lower level of the former camp site has been left intact to be used by tourists/hunters with trailers and campers.

v. Open bottom arch plate culvert replaced CMP on Leo Creek FSR to provide access to upstream fish habitat.

c. There were no areas of non conformance identified during the course of this audit.

d. Areas of Concern (AOC)

i. Interested Parties: Ensure that adequate steps are taken to address the declining PAG membership and to encourage First Nations to participate in the process.

ii. Interested Parties: Ensure that the organization documents efforts made to include First Nations in the SFM process, PAG process and opportunity to participate in the audit process. Ensure that efforts made to include First Nations in the development of SFM Values is documented.

iii. Structure and Responsibility / SFM Documentation: Ensure the EMS Manual covers all the SFM documentation requirements as required by the Standard. For example, the audit found the EMS Manual had:

- No reference to the SFM Annual Report;
- No reference in the Records section on identifying, maintaining and disposing of SFM related records;
- No reference to the SFM external audits and how they are to be released to the public.

e. Opportunities for Improvement (OFI)

- i. The organization should consider developing a "master list" of First Nations interests and traditional values as part of the organization's planning inventories.
- ii. The organization should consider including specific language in the SFMP (Section 3.2) to reference woodlot owners.
- iii. Consider reviewing the "Other" requirements that Apollo subscribes to. For example, only the ISO 14001 and CSA Z809 standards are identified at this time while the Fort St. James SFM process has not been listed as an "Other" that Apollo is following.
- iv. Indicator 9 - Percent of cutblocks and roads consistent with SAR as identified in operational plans. The indicator refers to both cutblocks and roads, but the monitoring strategy and annual report only references cutblocks. Consider reviewing the VOIT to ensure it consistency between the indicator and monitoring/reporting.
- v. Indicator 14 - It was noted that retention levels were good in the field, however is was also noted that blowdown of these retention patches is an issue. Consider reviewing with the PAG this side effect of retention and reviewing the indicator to see if it should be modified.

f. Apollo Forest Products Ltd. is recommended for continued registration to CAN/CSA Z809:2002 Standard.

2. Carrier Lumber - QMI Audit of Carrier's DFA in May.

a. See attachment

b. There were no areas of non-conformance identified during the course of this audit.

c. System Weakness / Opportunities for Improvement (OFI)

- i. One (1) instance of system weakness was encountered during the audit and shares commonality with the Environmental Management System; 4.4.5/7.4.5/5.5 - Document Control/Communication. Consider updating the target and variance for this indicator.
- ii. Consider developing a better documentation tracking process for First Nation correspondence as it applies to including them in PAG activities.

d. Carrier Lumber Ltd. Ft. St. James Sustainable Forest Management Plan is recommended for continued registration to CAN/CSA Z809:2002 Standard.

3. Canfor – KPMG Audit of Canfor’s DFA in July

- a. See attachment
- b. There were no major non-conformities identified during the course of this audit.
- c. There were two minor non-conformities identified:
 - i. FSJ SFMP - Forest Land Conversion indicator. Auditor feels that the landscape level target is not appropriate.
 - ii. Canfor Chain of Custody policy was not on the external website. Corporate policy now posted.
- d. Opportunities for Improvement (OFI)
 - i. Fire Extinguisher Testing – inconsistent application of portable fire extinguisher requirements
 - ii. Lack of detail in the management review meeting minutes.
- e. Canfor’s PG Division (FSJ, TFL30 and Prince George) is recommended for continued registration to CAN/CSA Z809:2002 Standard.

4. BCTS – KPMG Audit of BCTS’ DFA in June.

- a. Stakeholder representation and committee effectiveness remain an ongoing concern with respect to the Fort St. James Public Advisory Group (PAG).
- b. BCTS FSJ SFMP is recommended for continued registration to CAN/CSA Z809:2002 Standard.

5. General Discussion of Audit Results:

- a. PAG comments on the effectiveness of Stubb trees as wildlife habitat. There was also concern about leaving deciduous in patches and not single trees and the blowdown issues that occur.
- b. PAG concern about whether Wildlife Tree Patches (WTP) and Stubb trees are effective tools for connectivity so wildlife can travel through cutblocks.

Action Item #1: LSC to provide PAG with information on Wind Firmness assessments of WTP’s and the effectiveness of Stubb trees.

5. Fall Field Trip Wrap-up

1. The Fall Field Trip was held on Wednesday, October 8, 2008 along the Carrier Forest Service Road with a lunch break at Joe Vogl’s cabin.

2. Tour Stops included:

- a. Deactivation – 2 stops to see examples of deactivation.
 - i. Stop 1 was on an Apollo block adjacent to Joe Vogl’s trapline where the deactivation had been completed with Joe’s input and still allowed for access to his trapline.

- ii. Stop 2 was an old BCTS road that was deactivated prior to the development of Indicator #70 in the FSJ SFM Plan.

b. Marten Nesting Boxes

- i. PAG stopped and viewed Marten Boxes mounted in trees on a trail near Vogl's cabin. PAG discussed changes to the design of the Boxes and the continued success/expansion of this program.

c. Vogl Cabin

- i. PAG stopped for a delicious lunch catered by the Vogl family.

d. Beaver-stop on Culvert

- i. PAG stopped at a culvert location on the Carrier FSR to view a Wire Beaver stop.
- ii. PAG discussed the effectiveness of this device and the impact of this device on trapping success and on other wildlife that use riparian corridors for travel.

6. Ecosystem Grouping Update

1. A FIA-funded project is underway to do a Landscape Unit-level analysis of Ecosystem Groupings across the entire Prince George TSA

- a. Forest District boundaries are not considered as a subset in this current analysis.
- b. PAG concern that not all PAG members will be in attendance for the results presentation (tentatively scheduled for March meeting).
- c. PAG members request lay-person's synopsis of project results/recommendations in advance of meeting with outline of LSC expectations.

Action Item #2: LSC to provide copies of historic Douglas-Fir Strategy document to PAG members.

7. SFM Annual Report

1. The FSJ SFM 2007-08 Annual Report was presented

- a. See attachment
- b. LSC will send a letter to West Fraser (FLSM) and Conifex Inc. regarding the FSJ SFMP and invite these companies to participate in the process.
- c. PAG questions about recent blockages by FN in the district and whether the SFM process and licensees accommodate these actions.
 - i. Many issues identified by the FN involved in these blockades can be accommodated by the licensees or government, however, some issues need to be elevated to a provincial government to government level. There are a number of FN Rights and Title issues that are currently before the courts.

d. PAG concerns that not all Forest Tenures are participants in the FSJ SFM Plan.

- i. Landscape level indicator data for Woodlot Licences, Salvage Non-Renewable Forest Licences (SNRFL) and Non-Replacable Forest Licences (NRFL) is being managed by the Ministry of Forests and this information is used to update the SFMP Annual Report. Operational indicators in the SFMP do not include information about not signatory to the SFMP.

- e. PAG members were invited to review this Annual Report in detail

Action Item #3: PAG members to review Annual Report and provide questions or comments to the facilitator by November 30, 2008.

8. SFM Plan Version 3.6

- a. The Fort St. James SFM Plan version 3.6 was presented to the PAG
- b. See attachment.
- c. A list of revisions was reviewed:
 - i. Version 3.6 added to the header and front page. Updated the footer to October 2008. Updated Header to Version 3.6. Made grammatical and spelling changes as necessary.
 - ii. Updated the Executive Summary to better reflect current status of the plan. Updated signatories to the plan and objectives.
 - iii. Updated 2.0 - Defined Forest Area Table 1. Updated the LSC/BCTS DFA and %.
 - iv. Updated 2.2.1 - First Nations Table 2 to add in West Moberly and Halfway River.
 - v. Updated 3.1 - The Forest Industry: Table 3 and subsequent sections to reflect the current status numbers. Also updated the SNRFL and NRFL numbers.
 - vi. Updated 3.1.1 – Apollo Forest Products: added in new licences and updated tables, Added in new version of the Woodlands and SFM Policy.
 - vii. Updated 3.1.3 – Canadian Forest Products: Updated company write up and added in new version of the Woodlands and SFM Policy.
 - viii. Updated 3.1.7 – Takla Track and Timber: Updated Company write.
 - ix. Updated 3.2 – Non Signatories: to address private land owners and woodlot holders.
 - x. Added in section 3.4 – Supporting Information: 3.4.1 Legislation, Polices, Strategic Plans Table 4 added to address linkages to operational plans.
 - xi. Updated 5.0 – SFM Indicators, Targets, and Strategies.
 1. Indicator 1 Updated based on PAG Approval and SFMP Matrix
 2. Indicator 23 Updated based on PAG Approval and SFMP Matrix
 3. Indicator 29 Removed based on PAG Approval and SFMP Matrix
 4. Indicator 38 Updated based on PAG Approval and SFMP Matrix
 5. Indicator 55 Added in West Moberly and Halfway River FN

6. Indicator 59 Updated based on PAG Approval and SFMP Matrix
 7. Indicator 64 Removed based on PAG Approval and SFMP Matrix
 8. Indicator 70 Updated based on PAG Approval and SFMP Matrix
 - xii. Appendix 1 Updated FSJ Area Under the Plan Map and FSJ BCTS/Licencee Operating Area Map
 - xiii. Appendix 2 Updated the PAG List of Participants and Updated PAG TOR to Current approved document.
 - xiv. Appendix 3 Updated the SFMP Matrix
 - xv. Updated Table of Contents, List of Figures, List of Tables, Appendices
- d. PAG concern about lack of roadside seeding.
- i. LSC encouraged PAG members to contact specific licensees regarding their concerns.

Action Item #4: PAG members to review SFM Plan version 3.6 and provide questions or comments to the facilitator by November 30, 2008.

9. Others:

1. Indicator 59 - Percent of blocks and roads harvested by Licensees and BC Timber Sales that have been previously referred to applicable First Nations
 - a. Questions regarding recent FN blockades were answered during the Annual Report discussion (above).
2. Licensee Updates
 - a. Questions regarding involving other Forest Licensees in the FJS SFMP process were answered during the Annual Report discussion (above).
3. Appointment of New PAG members
 - a. Both Elke Lepka and Olin Albertson expressed an interest in joining the Fort St. James Public Advisory Group.
 - b. The PAG and the Licensee Team jointly confirmed the appointments of Elke Lepka and Olin Albertson as PAG members.

Action Item #5: PAG Facilitator to provide PAG binders to new PAG members and follow-up with orientation.

4. Right of Way Safety Logging on Permitted Roads.
 - a. PAG questions regarding the amount and timing of logging along FSR Right of Ways

Action Item #6: LSC to provide PAG members with information on Right of Way Safety Logging on Permitted Roads.

10. Update Actions:

1. Action List was reviewed and updated:

- a. Action Item Mar 26-02: Draft Suggestions for CI Matrix Strategies were presented to the PAG at the June 16th Meeting. Action Completed.
- b. Action Item Nov 5 – 01: Descriptions and background on Coarse Filter Ecosystem Groups to be completed by end of fiscal (March, 2009). Presentation to PAG in May 2009.
- c. Action Item Nov 5 – 01: Field Trip occurred on October 8, 2008. Action Completed.
- d. Action Item June 16 – 01: PAG Meeting Name Tags updated. Action Completed.

11. PAG Meeting Feedback (PAG questionnaire): Fort St. James SFMP PAG meeting evaluation distributed, completed, and collected.

12. Next meeting

Agenda:

- a. Review Annual Report

Time: 5:30 PM – 9:00 PM

Date: January 12, 2009

Place: Seniors Centre (Fort St. James).

13. Actions

ID#	ACTION	WHO	DEADLINE	STATUS
Jan 27 - 04	Provide one page update on licensee FIA funded projects. Licensees to maintain and update.	Licensee Team	Next meeting	Completed & ongoing
Nov 5 - 01	Provide descriptions of Coarse Filter Ecosystem Groups and background on how these Ecosystems are formed.	Licensee Team	May 2009	
Nov 5 - 03	Plan a Field Trip for fall 2008 (Dwayne Eastman & Bob Frederick)	Licensee Team	September 2008	Completed
June 16 -01	Update PAG Meeting Name Tags to add PAG / Licensee designation	Licensee Team	Next Meeting	Completed
Oct 27 - 01	Provide PAG with information on Wind Firmness assessments of WTP's and the effectiveness of Stubb trees.	Licensee Team	Next Meeting	
Oct 27 - 02	Provide copies of historic Douglas-Fir Strategy document to PAG members.	Licensee Team	Next meeting	
Oct 27 - 03	Review Annual Report and provide questions or comments to the Facilitator.	PAG	November 30, 2008.	
Oct 27 - 04	Review SFM Plan version 3.6 and provide questions or comments to the Facilitator.	PAG	November 30, 2008.	
Oct 27 - 05	Provide PAG binders to new PAG members and follow-up with orientation.	Facilitator	Next Meeting	
Oct 27 - 06	Provide PAG members with information on Right of Way Safety Logging on Permitted Roads.	Licensee Team	Next meeting	