

**CSA - TFL30**  
**Public Advisory Group Meeting**

January 14, 2010, 5:30 pm – 9:00 pm  
Prince George Civic Centre

**Minutes**

Attendance:

<p><i>Public Advisory Group:</i> Teena Demeulemeester – West Moberly First Nation Jo Graber – Historical/Cultural Jeff Mohr – Recreation, non-Motorized (summer) Sandra Kinsey- Naturalist Anne Migvar – Agriculture/Ranching Esther Perry – Agriculture/Ranching Lee Sexsmith – Recreation, non-Motorized (winter) Len Shankel – Trapping</p>	<p><i>CSA Advisors:</i> Sara Fletcher – Canfor Lee Evans – BCTS</p>
<p><i>Facilitator &amp; Scribe:</i> Dwight Scott Wolfe (Tesera Systems Inc.) Loni Spletzer</p>	<p><i>Guests &amp; Observers</i> Jon Erickson – Canfor Jason Neumeyer – Canfor Ray Hourie – Resident of Sinclair Mills Michelle Hourie - Resident of Sinclair Mills Paul Demeulemeester Rhonda Cage – Integrated Land Management Bureau</p>

**1) Welcome & Introductions**

- a) Members signed in
- b) Meeting Called to Order/Introductions – Sara Fletcher (Planning Forester-Canfor)c)

## 2) Review Meeting Evaluation Summary

- a) One item under target – CI Matrix (Process) “need more firm timelines”
- b) Meeting Evaluation Comments:
  - a) Public Process –
    - Need more firm timelines (with regard to progress on the CI Matrix)
  - b) Meeting –
    - I appreciate that you dropped some information due to lack of time
    - A little short of time for all items on agenda
    - Lots to cover (with regard to whether time was allocated wisely)
  - c) Meeting Logistics –
    - Great food as always
  - d) Your Suggestions –
    1. Provide some examples of how practices are changed due to CSA indicators -> especially where objective failed
    2. Priority work plan for the year would be helpful.
  - e) General Comments –
    - The Canfor representative is great. I really appreciate her honesty and the sincerity with which she listens and answers questions.
    - Good meal

## 3) Reviewed Agenda

- a) Agenda accepted as written
- b) PAG was informed that this meeting’s agenda will include a quick review of the new CSA Standards to refresh those who were not at the last meeting (maybe a repeat for some members)
- c) PAG was informed that the final version of the TFL30 2008/2009 Annual Report is available to be picked up at the meeting

## 4) Reviewed minutes of June 16, 2009

- a) Minutes accepted as written

## 5) Licensee Certification (Audit) Update

- a) CANFOR: – Sara Fletcher gave an update on recent internal and external audits.
  - Type of Audit/Result: Canfor surveillance audit results for CSA Z809-02 (SFM) and ISO 14001 (EMS) Canfor is recommended for re-registration to the PEFC Annex 4 Chain of Custody standard.
  - Internal Audit:
    - 3 Minor Non-Conformances
      - Some locally developed documentation did not conform to ISO standard.
      - Operational controls for reducing siltation at stream crossings

have not been consistently followed.

- A review of several Site Plans and associated field maps revealed missing or conflicting information in the text.
- Several Good Practices were noted throughout the audit.
- Opportunities for Improvement:
  - Not all staff were aware that they had access to the online services provided by Quickscribe (legislation & registration bulletins).
  - Planting Contractor knowledge around the Canfor Environmental Policy is weak.
- External Audit:
  - 2 Minor Non-Conformances:
    - Contractor worksite – Large mobile fuel truck with no evidence of testing or certification. Inadequate spill kit and fire extinguisher had been discharged.
    - Standard Operating Procedures outlining transfer of certification credits are not clearly documented, nor are purchase contracts identifying if certified credits are being transferred with the purchase.
  - 1 major Non-Conformance (Chain of Custody, Corporate)
  - Tracking of chip sales to external customers
- PAG member asked if any of the Audit findings pertained to TFL30 in particular. No minor/major non-conformances in the Audit Report relating to this area. Since the audit was for all of Canfor any recommendations for streamlining and calibrating administration processes will be applied on TFL30.

b) BCTS – Lee Evans

- The recent BCTS Audit did not contain much information on TFL30, since there have not been BCTS operations on TFL30 for a long time.
- A recent BCTS Internal Audit noted one Minor non-conformance:
  - Records were not kept up to date on Species at Risk Training.
  - An Action Plan was implemented and the issue has now been rectified as all staff are trained up.
- PAG discussed the action item related to Indicator #37 – Non-Timber Uses and Non-Timber Forest Products:
  - At the last meeting the Continual Improvement Matrix was updated with a strategy to “develop objectives for NTFPs and their use”, and respond to PAG with Suggested Strategy and completion date
  - Companies will work on what data will be collected and the performance of this Indicator will be re-visited by the auditor next year. The previous

study contained data about what non-timber forest products came out of the Prince George Region (including TFL30). In addition to “products”, there is hiking, caves, hunting, etc that needs to be included in “Uses”.

- PAG members are interested in what approach would be used with First Nations and would be willing to work with licensees on some strategies.

## 6. Review Terms of Reference

- 1) Revisions to the Terms of Reference
  - a) Cover Page: review date changed to January 14, 2010
  - b) Section D – Timelines (p.5):
    - i) Delete: CSA Z809-08 – new standard released March/April 2009
    - ii) Add: PAG meetings / January, March & June 2009
    - iii) Add: Surveillance Audit (BCTS) / January 2010
    - iv) Add: CSA Z809-08 projected for publication / End of March 2010
    - v) Delete: TFL30 Licensee Steering Committee to propose workplan for conformance to new standard / Late Fall 2009
    - vi) Add: TFL30 Licensee Steering Committee to propose workplan for conformance to new standard / June 2010
    - vii) Delete: Surveillance audit (BCTS) / December/January 2009
  - c) Section E (3) - Communication and Information - Internal to Canfor (p.6):
    - i) replace “Woodlands Managers meeting” with “Management Review”
  - d) Section G.1 b - Roles and Responsibilities - PAG Structure (p. 7):
    - i) Integrated Land Management Bureau is now part of the Ministry of Forests & Range not Ministry of Agriculture and Lands
- 2) PAG consensus on revisions to the Terms of Reference.

## 7) 2008/2009 Annual Report – Sara Fletcher

- 1) Some minor changes were noted to the TFL30 Sustainable Forest Management Plan 2008/2009 Annual Report
  - a) List of acronyms and definitions has been added.
  - b) Indicator #9 *Species at Risk Notice / Orders & Habitat* moved from “pending” to “not met”
  - c) Indicator #15 *Effectiveness Monitoring Plans for Selected Wildlife Species and Ecosystem Resilience* moved from “pending” to “not met”.

## 8) Z809/08 Certification Standard – Dwight Wolfe

- 1) reviewed highlights on background and time frame for transition

- 2) summary of key changes include rigorous public participation requirements and performance requirement frameworks
  - a) Core Indicators (CI): new set of 35 mandatory core indicators added to bring consistency to SFMP's across Canada
  - b) Non-Core Indicators can also be added
  - c) Many of the Core Indicators are already found in the Prince George SFMP and may simply need modification (some examples were reviewed such as: Species at Risk, Conservation of Soil & Water, Carbon Uptake and Storage, etc).
  - d) Standard requires 27 key topics to be discussed
  - e) Standard includes new Aboriginal Requirements
  - f) Standard strengthens requirements around Safety, Worker Protection and Community Stability
  - g) Standard requires company policies to honour all International Agreements & Conventions applicable to SFM
  - h) A digital (pdf) version of the new Certification standard document can be found here: <http://www.csagroup.org/%5Crepository%5Cgroup%5CZ809-08.pdf>
- 3) Discussion:
  - a) PAG member asked why these Core Indicators need to be mandatory – the answer is consistency of reporting across Canada.
  - b) CSA will now require evidence of “Discussion Items” related to each SFM Elements (captured in Minutes of each meeting). Experts brought in for presentations to the PAG can count toward this requirement.
  - c) A mechanism is required to measure participant's level of satisfaction (Meeting Evaluation Questionnaire already being done by this PAG)
  - d) Aboriginal Requirements: each SFM Planning Public Process must understand current legal requirements, and the SFM Plan must incorporate aboriginal forestry plans and values, promote capacity development & meaningful participation of Aboriginal communities
  - e) PAG member asked about funds for recreational opportunities. Funding of recreational opportunities is not in the scope of the SFM plan. This is decided at a corporate level by the plan proponents.
  - f) PAG concern about the existing public process and is not sure if process meets objectives. The process may be running smoothly, but may not affect overall change and needs to look at longer trends (Effective Monitoring Tool needed)

#### **9) TFL30 SFMP Priority Action Plan – Sara Fletcher**

- 1) Reviewed TFL30 SFMP Priority Action Plan (January 14, 2010)
- 2) The Objective of the Priority Action Plan is: *to review ongoing projects, pending indicators, audit findings, the continuous improvement matrix and other information in order to efficiently allocate time and resources to the projects with the highest risk of impacting the SFMP commitments and certification.*

#### **10) Indicator Discussion**

Sara Fletcher explained that the discussion document “TFL 30 SFMP Summary of Proposed Changes to Indicators” will be used to present and track the proposed changes to indicators. This document will be revised to include changes endorsed at each

meeting.

- 1) Indicator #15 Effectiveness Monitoring Plan for Selected Wildlife Species and Ecosystem Resilience
  - a) Existing Indicator Statement(s)
    - Effectiveness monitoring plans (wildlife) are developed and implemented for selected indicator species to keep common species common. Target: March 31, 2010. Variance + 3 months.
    - Monitoring plan is developed and implemented for evaluating ecosystem resilience. Target: March 31, 2010. Variance + 3 months.
  - b) LSC recommendation: move Indicator 15 to the Continuous Improvement Matrix until such time that the indicator and targets are implementable and measurable.
  - c) Discussion
    - LSC Comments: KPMG's 2009 audit identified this as an Opportunity for Improvement (OFI) due to lack of progress on this indicator within several SFM Plans (i.e. TFL30 and Vanderhoof). Several factors contribute to the lack of progress on development of effectiveness monitoring plans, including the complexity of implementing such plans properly, a lack of corporate direction on a biodiversity conservation strategy (a corporate non-conformance in the 2009 audit), decreasing FIA dollars, and the need to determine transition to the Z809-08 standard.
    - PAG asked how this indicator would be referenced in the new standard. The LSC is not sure and will certainly look into this.
    - PAG asked who selects species to track/focus the study and if the PAG can recommend species. LSC said that the process would likely involve members of the public and others as part of a multi-disciplinary team.
    - PAG asked what the revised timeline would be to address this Indicator if it is moved to the CI Matrix. PAG also discussed why the indicator is present in the first place and if other indicators already address the SFM Element. If the Element is not addressed adequately elsewhere in the SFM Plan, then this indicator becomes very important. The PAG is concerned that this issue will stay in the CI Matrix and not be addressed in a timely fashion. The LSC assured the PAG that addressing this issue is a high priority.
    - PAG does not think this indicator has to be this complicated. A PAG member referenced an article on "Valuing Common Species" found in a recent edition of Science Magazine.

**Action Item #1:** Facilitator to circulate Science magazine article "Valuing Common Species" to PAG members.

- PAG feels that this Indicator should be moved to the CI Matrix as this project will cost lots of money and that it should be done the right way
- PAG discussed the impacts of leaving the Indicator in the SFM Plan. LSC informed the PAG that without a framework in place the Indicator target will continue to not be met and the "Opportunity for Improvement" could get elevated to a "Minor Non-conformance" in the next audit.

- PAG would like to see the LSC provide a firm timeline and further detail on the strategy to address this issue.

**Action Item #2:** LSC to provide update by June 2010 as to what the corporate strategy/direction is for this Indicator and what FIA funding is available to address the Issue.

- d) General Agreement (with 3 dissensions) on LSC recommendation to move Indicator 15 to the Continuous Improvement Matrix until such time that the indicator and targets are implementable and measurable.
- Reasons for dissention:
    - 1. Would like to see the suite of FIA proposals and monies available before agreeing to move to CI matrix.
    - 2. Would like a firm timeline and further detail on the strategy to address this issue before agreeing to move to CI matrix.
    - 3. Same as 2 (above).

2) Indicator #48 Aboriginal Participation in Planning Process

- a) Existing Indicator Statement: Documented opportunities for Aboriginal peoples' participation in developing public plans. Target: To conduct  $\geq 1$  meaningful face-to-face meeting per Aboriginal peoples per year. Variance: 0.
- b) LSC recommendation: Revise the target statement to reflect efforts to set up face-to-face meetings: *To make reasonable efforts to conduct  $\geq 1$  meaningful face-to-face meeting per Aboriginal peoples per year.* Variance to remain as 0.
- c) Discussion
- LSC Comments: This target was not met for the 2008/09 reporting period due to the fact that meetings were held with only 3 of 4 First Nations. Canfor's internal audit (2009) identified this indicator statement as a concern as it is out of the licensees' realm of control. In addition, there are years in which there aren't changes to forest management operational plans, particularly on TFL30 where harvest levels have been minimized due to the MPB epidemic.
  - PAG discussed changing variance to 1.
  - The LSC noted that this indicator will be revisited when the SFM Plan transitions to the new version of the CSA Standard.
  - The LSC noted that this is the first time the indicator was not met. It may not be a continuing issue.
  - PAG members are comfortable to leave wording as is and not change variance.
  - The LSC agreed to leave the indicator wording as currently written and revisited this indicator when the SFM Plan transitions to the new version of the CSA Standard.

3) Indicator #7 Coarse Woody Debris

- a) Tabled to next meeting

4) Indicator #30 Carbon Storage

- a) Tabled to next meeting

**12) Reviewed/Updated Action Items**

- 1) Action Item June 16 – 01: Issue added to the Continual Improvement Matrix and discussed at this PAG meeting. Action Completed.
- 2) Action Item June 16 – 02: LSC did not contact David Coates (Research Silviculturist – MoFR - Smithers) regarding his perspectives and preferred approach to plant diversity. LSC to contact Dave Coates before the next PAG meeting. Action Not Completed.
- 3) Action Item June 16 – 03: PAG reviewed draft Annual Report and provided comments to the Facilitator. Action Completed.

**13) Meeting Evaluation Forms collected**

**Next Meeting: June 2010 TBA**

**Actions**

<b>ID#</b>	<b>ACTION</b>	<b>WHO</b>	<b>DEADLINE</b>	<b>STATUS</b>
June 16 - 01	Add the following issue to the Continual Improvement Matrix – “develop objectives for NTFPs and their use”, and respond to PAG with Suggested Strategy and Completion Date.	Sara Fletcher	Next meeting	Completed
June 16 - 02	Contact David Coates (Research Silviculturist – MoFR - Smithers) regarding his perspectives and preferred approach to plant diversity.	Sara Fletcher	Next meeting	Not completed
June 16 - 03	Review draft Annual Report and provide comments to the Facilitator.	PAG	June 30, 2009	Completed
Jan 14 - 01	Circulate Science magazine article “Valuing Common Species” to PAG members.	Facilitator	Next meeting	
Jan 14 - 02	Provide update as to what the corporate strategy/direction is for Indicator #15 <i>Effectiveness Monitoring Plan for Selected Wildlife Species and Ecosystem Resilience</i> and what FIA funding is available to address the Issue.	Sara Fletcher	June 2010	