



Meeting Summary

Attendance:

<i>Public Advisory Group:</i>	Bryan Muloin Beulah Broen Bob Frederick Henner Grimm	<i>Steering Committee & Advisors:</i>	Shannon Burbee – Canfor PG Jeremy Greenfield – BCTS Alena Charlston – Carrier Lumber
<i>Facilitator & Scribe:</i>	Dwight Scott Wolfe (Tesera Systems Inc.) – Facilitator Loni Spletzer (Tesera Systems Inc.) – Scribe	<i>Observers:</i>	Bill Dobbs – BCTS Terry Woodland – Carrier Lumber (Woodland Supervisor)

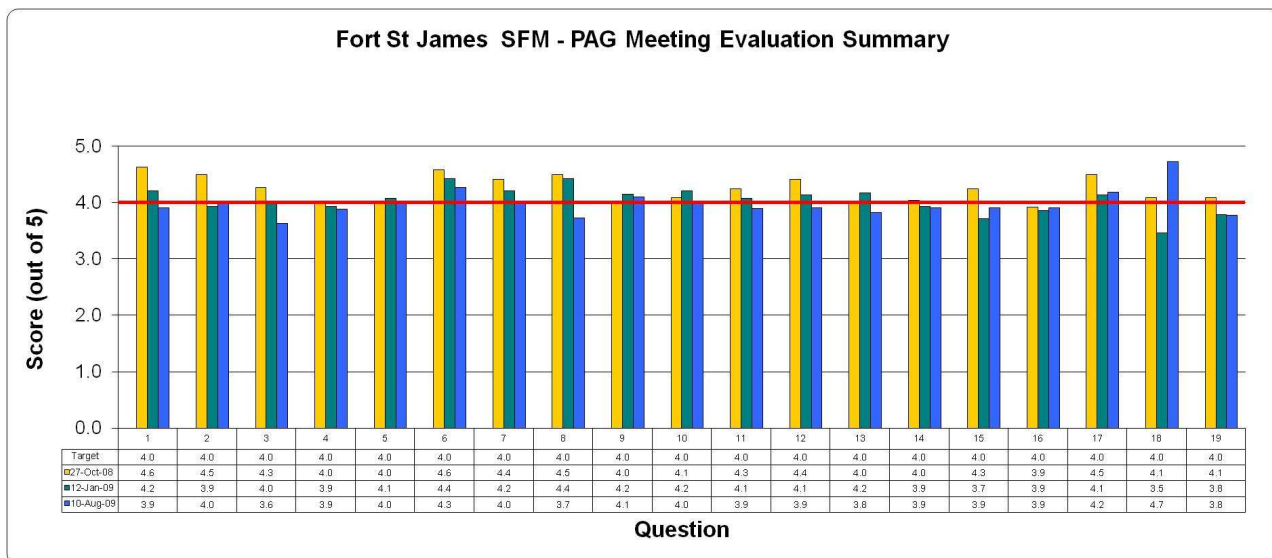
Quorum based on past five meetings: 4

1. Welcome & Introduction

1. Members signed in
2. Welcome by the Chair of the Licensee Steering Committee [Jeremy Greenfield]
3. Reviewed Evaluation Results of August 10, 2009 PAG meeting.
 - a. On or above the targets (min 4.0) for all evaluation points except the following:
 - i. Q1 (3.9) Amount of time given to review the meeting agenda prior to the meeting
 - ii. Q3 (3.6) Actions updated
 - iii. Q4 (3.9) Meeting summary captured decisions & action items
 - iv. Q8 (3.7) Licensees organized and prepared
 - v. Q11 (3.9) Information presented clearly
 - vi. Q12 (3.9) Facilitator remained neutral on content
 - vii. Q13 (3.8) Facilitator kept meeting focused
 - viii. Q14 (3.9) Licensee reps organized & prepared
 - ix. Q15 (3.9) Information presented clearly
 - x. Q16 (3.9) Your satisfaction with this PAG meeting
 - xi. Q19 (3.8) Your overall satisfaction with the PAG process
 - b. Comments to improve the PAG meeting:
 - i. Chair to try to prevent uncontrolled participation from the floor. Keep order of speakers.
 - ii. Facilitator's slide show - poor quality

c. General Comments:

- i. I'd like the chair to be more assertive with individuals who feel that they are able to make rude comments during meetings.
- ii. Excellent catering!



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| <ul style="list-style-type: none"> 1. Amount of time given to review the meeting agenda prior to the meeting 2. Agenda followed 3. Actions updated 4. Meeting summary captured decisions & action items 5. PAG Terms of Reference followed 6. PAG members actively involved in the meeting 7. The atmosphere of the meeting 8. Facilitator was organized and prepared 9. Facilitator strived for consensus decision-making 10. Facilitator actively listened to concerns and viewpoints | <ul style="list-style-type: none"> 11. Facilitator addressed process issues 12. Facilitator remained neutral on content issues 13. Facilitator kept the meeting focused 14. Licensees organized and prepared 15. Information presented clearly 16. Your satisfaction with this PAG meeting 17. Suitability of the Meeting facility 18. Meals and refreshments 19. Your overall satisfaction with the PAG process |
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2. Confirmed Agenda – no additions

3. Review Minutes of the August 10, 2009 Ft. St. James PAG Meeting

- 1. Minutes of the August 10, 2009 PAG meeting accepted as written

4. 2008-09 SFM Annual Report (Final Version)

- 1. The FSJ SFM 2008-09 Final Annual Report was made available to be picked up by PAG members
- 2. Minor revisions to the final version of the report based on follow-up actions and PAG comments:
 - a. Indicator #2 Old Forest by Natural Disturbance Unit (p.6) – Current Status in Table 3 updated to March 31, 2009. Indicator status changed from “Pending” to “Met”.
 - b. Indicator #3 Old Interior Forest (p.6) – Current Status in Table 4 updated to March 31, 2009. Indicator status changed from “Pending” to “Met”.

- c. Indicator #4 Young Patch Size Distribution (p.7) – Indicator Current Status reporting is on a 5 year update frequency and will be rerun in 2010. Indicator status changed from “Pending” to “Met”.
- d. Indicator #10 Management Strategies for Sites and Species of Importance (p.11) – Variance was changed to 10% in version 3.7 of the SFM Plan. This will be reviewed again during the transition process to the new CSA Z809-08 Standard in 2010/11.
- e. Indicator #25 Permanent Access Structures (p.18) – as per Action Item from August 10, 2009 PAG meeting, the sentence in the middle of paragraph 1 was changed from “Area that is converted to non-forest land is removed from the productive forest land base and no longer contributes to the forest ecosystem.” The sentence now reads “Area that is converted to non-forest land is removed from the productive forest land base and no longer contributes to the timber harvesting land base.”
- f. Indicator #55 Local Aboriginal Participation in Forest Management (p.34) - Kaska Dene and Tahltan have been removed from the Current Status table. With the removal of Apollo Forest Products from the SFM Plan, these two First Nations’ Traditional Territories are no longer in the Defined Forest Area.

Action Item #1: PAG to review Annual Report and provide questions or comments to the facilitator

5. Ft. St. James SFM Plan version 3.7 (will soon be replaced with CSA Z809-08 standard)

- 1. The Fort St. James SFM Plan version 3.7 was presented to the PAG
- 2. Jeremy Greenfield presented a summary of changes for version 3.7 of the SFM Plan. Changes are mainly due to the removal of Apollo Forest Products and Stuart Lake Lumber from the SFM Plan:
 - a. Updated the footer to January 2010. Updated Header to Version 3.7. Made grammatical and spelling changes as necessary.
 - b. Updated TOC and page #s
 - c. Executive Summary: Updated current signatories. Apollo Forest Products and Stuart Lake Lumber have been removed.
 - d. Section 2.0 – Defined Forest Area: Revised Defined Forest Area and Licensee/BCTS % of AOTP (Table 1). The numbers have also been updated to reflect the area of Crown Forest Land Base contained within each licensee operating area instead of a gross licensee operating area, as was previously reported in Version 3.6.
 - e. Section 2.2.1 – First Nations: Revised process for providing information to First Nations to align with the process that has been in place for the past year. Responsibility for providing both Annual Report and current version of the SFMP lies with the Licensee/BCTS Steering Committee Chair. Removal of Table 2 outlining individual Licensee/BCTS responsibilities regarding providing information about annual report and current SFMP.
 - f. Section 3.1 - The Forest Industry: Table 3 changed to Table 2 and updated to remove Annual Allowable Cut Apportionment of both Apollo Forest Products and Stuart Lake Lumber. AAC Apportionment for both Non-Signatory Harvesting rights and Small Scale

Salvage licensees has also been updated. List of signatory parties also updated to remove Apollo and Stuart Lake Lumber.

- i. 3.1 Forest Industry Table 2 and subsequent write up
 - ii. 3.1 Forest Industry Table 3 and subsequent write up
 - iii. Section 3.1.1 – Apollo Forest Products Ltd.: Removed from SFMP.
 - iv. Section 3.1.6 – Stuart Lake Lumber Ltd.: Removed from SFMP.
- g. Section 3.1 Updated Licensee Team/BCTS Sections write up
- h. Section 3.2 – The Non-Signatories: Updated the write up for Apollo, Dunkley and Conifex
- i. Section 5.0 – SFM Indicators, Targets, and Strategies.
- i. Indicator 68 Target variance reduced from -20% to -10%
 - ii. Indicator 10 and 70 Target variance will be revisited during the transition process to the new CSA Z809-08 standards in 2010/2011
 - iii. Indicator 30, fixed table
- j. Appendix 1: Replaced the “Area Under the Plan” (AUTP) map and Licensee/BCTS DFA map with revised AUTP and DFA areas. Apollo and Stuart Lake Lumber have been removed and the licensee/BCTS operating areas have been clipped to the Crown Forest Land Base to create the new DFAs and AUTP
- k. Appendix 3: Replaced the SFMP Performance Matrix with the current 3.7 version.
- l. Appendix 8: Updated the Species at Risk tables
- m. Updated Table of Contents, List of Figures, List of Tables, Appendices

3. Discussion:

- a. It was noted that Dunkley Lumber has purchased the Stuart Lake Lumber holdings. It is unclear at this time whether they will be reopening the sawmill.
- b. PAG member asked about the variance on Indicator #70 Deactivation. This indicator will be reviewed again during the transition process to the new CSA Z809-08 standard in 2010/11.

6. Presentation on Grass Seeding Practices in the Fort St. James District – Alena Charlston

Alena Charlston gave a presentation on Grass Seeding Practices in the Fort St. James District

Highlights

1. Licensees must use seed that meets or exceeds Canada Common #1 specifications as per the federal *Seeds Act* (this is a legal requirement). The licensees prefer to use seed that exceeds these requirements, in which meets the requirements of Canada Common #1 Forage Mixture. The rationale is to try to minimize noxious weeds, minimize erosion, and reseed as little as possible. PAG members asked about how the licensees choose between Canada #1 Ground Cover Mixture and Canada Common #1 Forage Mixture which are both approved by the Seed Act. Licensee explained that #1 Forage Mix is preferred as it is a better seed mix for erosion control and has much lower weed content.

Discussion

PAG member asked about studies around the risks of introducing grasses long term in the District. Licensee explained that most of these grasses are temporary and die off and are out-competed by native vegetation. These grasses establish quickly and stabilize soil until native plants take hold.

1. PAG member asked about addition of clover in seed mix which can be quite invasive. Licensee explained that this is why the grass seed is limited in clover content. The intent is not to add too much forage to roadside seed mix due to the hazard of attracting animals to roads. It was noted that noxious weeds are not always invasive plants (some are native). It was stressed that the objective of roadside seeding is done for erosion control not to create animal feed.
2. Wet Seeding and Hydro seeding use significantly more seed and are more costly than dry seeding.
3. PAG member asked who decides which sites are grass-seeded. Some Licensees seed all sites immediately following operations and some risk rank the seeding schedule. Licensees explained that there is always professional judgment around risk ranking – each site is analyzed. The question is usually not if an area will be revegetated, but when (seeding timelines vary from 6 months to 4 years following operations depending on the risk rank). Note that the licensees have a legal requirement for areas that are disturbed by road construction that are not to be reforested must be re-vegetated by a certain time period (of which is usually 4 years). This requirement is also considered when determining which sites to grass seed.
4. PAG member asked about seeding on landings. Licensee explained that on-block landings will be replanted with trees while roadside landings are grass seeded. PAG member asked if the soil on landings gets mechanically decompacted. Licensee explained that this is not a common practice as the grass seeding loosens the soil over time.

Action Item #2: Alena Charlston to provide PAG with enlarged version of seed mixture graphic referenced in the Grass Seeding presentation

7. PAG Meeting Evaluation Review – Shannon Burbee

Shannon Burbee initiated a discussion with the PAG concerning the recent Meeting Evaluation results and the fact that the results are falling below target. See Section 1.3 of these minutes for the evaluation summaries for the last three meetings.

1. The Licensee Team recognizes that the meeting summaries are averages (some PAG members are very satisfied others are not). The Licensee Team is asking for more comments when there are low scores so that focused improvements can be made. A PAG member commented that an “average” score (i.e. 3/5) is often put down unless there is something profound. It was stated that target is 4 (good) not 3 (average). There does seem to be a trend “down” which is unsettling. The PAG sees an “average” score as not necessarily a negative.
2. The PAG discussed the effectiveness of the questionnaire. With the implementation of the new CSA Z809-08 Standard, there will be a need to review the public participation process and then revamp the indicators in the SFM Plan. PAG members are disappointed with the quality of the presenters and the technical level of the material presented, etc. There is also

concern in the PAG about the recent attrition of licensees/PAG members. The Facilitator noted that there have been 3 PAG members lost since 2004. Currently, there is an advertisement on the website (<http://www.sfmptgtsa.com>) inviting PAG members to attend meetings.

3. PAG member wondered if the current targets are set too high given that the target in the Annual Report is 3 out of 5 (Average). The Licensee Team prefers to keep the meeting targets at 4 out of 5.
4. PAG members were encouraged to forward more comments to the Facilitator.

Action Item #3: PAG to forward more comments to the Facilitator regarding effectiveness of the PAG meetings.

5. The PAG discussed an Open House to recruit more public participation. The PAG felt that an Open House may not be successful.

8. Presentation and Review of PAG Terms of Reference

1. Revisions to the Terms of Reference
 - a) Date of Terms of Reference changed to “January 25, 2010”
 - b) Section 1.2 Participating Licensee Team: deleted Apollo Forest Products Ltd., Lakeland Mills Ltd., L & M Lumber Ltd, Winton Global, Ta Da Chun Timber Ltd., and Stuart Lake Lumber Co. Ltd.,
 - c) Section 1.2 Participating Licensee Team: revised Canfor and BCTS references to read “*Canadian Forest Products Ltd. (Canfor – Houston and Prince George), BC Timber Sales (BCTS) – Stuart Nechako Business Area*”
 - d) Section 2 Defined Goals: Delete “*The development and implementation of the SFM Plan will be the responsibility of the Licensee Team, guided by the PAG.*” Add “*The development, implementation, and maintenance of the SFM Plan will be the responsibility of the Licensee Team, guided by the PAG.*” Add “*Additionally; the Licensee Team will attempt to resolve all strategic level issues (including those recognized and agreed to by the PAG) relative to the SFM; and identify appropriate processes and contacts for any specific operational issue that may arise from time to time.*”
2. PAG consensus on revisions to the Terms of Reference.
3. Discussion
 - a) PAG member asked for definitions for Non-Replaceable vs Replaceable Forest Licences. Indicator 38 in the Annual Report shows the cut level by Licensee for each type of license they have. The Resource Tenures & Engineering Branch of the Ministry of Forests and Range has descriptions of each form of Timber Tenure. These documents can be found at the following website: <http://www.for.gov.bc.ca/hth/timten/brochures.htm>

9. Licensee Certification (Audit) Updates

1. CANFOR: Shannon Burbee gave an update on recent internal and external audits.

- a. 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.
 - b. Internal Audit:
 - i. 3 Minor Non-Conformances
 1. Some locally developed documentation did not conform to ISO standard.
 2. Operational controls for reducing siltation at stream crossings have not been consistently followed.
 3. A review of several Site Plans and associated field maps revealed missing or conflicting information in the text.
 - ii. Several Good Practices were noted throughout the audit.
 - iii. Opportunities for Improvement:
 1. Not all staff were aware that they had access to the online services provided by Quickscribe (legislation & registration bulletins).
 2. Planting Contractor knowledge around the Canfor Environmental Policy is weak.
 - c. External Audit:
 - i. 2 Minor Non-Conformances:
 1. Contractor worksite – Large mobile fuel truck with no evidence of testing or certification. Inadequate spill kit and fire extinguisher had been discharged.
 2. 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.
 - ii. 1 major Non-Conformance (Chain of Custody, Corporate)
 1. Tracking of chip sales to external customers
2. CARRIER LUMBER: Alena Charlston gave an update on a recent external audit
- a. Type of Audit/Result: Carrier surveillance audit results for CSA Z809-02 (SFM) and ISO 14001 (EMS). Carrier is recommended for re-registration to the PEFC Annex 4 Chain of Custody standard.
 - b. Carrier has switched external auditors from QMI to KPMG during the summer of 2009. All licensees under the Fort St. James SFMP now use KPMG
 - c. External Audit:
 - i. 2 Minor Non-Conformances
 1. The Chain of Custody tracking system for the total batch output of products produced by Carrier (which includes the sum of outputs for chips, hog, sawdust, shavings and lumber) was missing the output from rough lumber sold (which does not go through Carrier's planer).

2. Carrier requires all contractors and their staff to be trained in and aware of their Environmental Management System (EMS) and SFM requirements relevant to their positions and must maintain records of this training. A contractor was not able to provide training records for the staff during the audit.
 - ii. Several Good Practices were noted throughout the audit
3. Discussion
 - a. PAG member asked where Carrier is currently operating in the Fort St. James District. It is the Rainbow operating area.
 - b. Licensees noted that currently approximately 200,000 cubic metres is being harvested in the Ft. St. James District (beetle salvage).
 - c. PAG member asked where is lumber going right now since it has been noticed that there is an increase in logging trucks coming out of Ft. St. James. BCTS responded that the reason for this is the demand for lumber in the US has dropped, but in the last 18 months, they are using up their inventory instead of buying from BCTS and now they want to replenish their inventory. Mackenzie and Chetwynd sawmills are operational and the Japanese market is improving (especially the J grade).

10. Other

1. Field Tour Discussion
 - i. The previous Field Tour (October 2008) was a great success and the Licensee Team asked the PAG if they were interested in another one
 - ii. The timeline would be late spring/early summer (before the bugs!) May/June 2010
 - iii. Ideas: Carrier Mill Tour, Quality of Wildlife Tree Patches/Retention Levels, Roads (Deactivation). Additional ideas for field trip discussions could come off of the Continuous Improvement Matrix.
2. Prince George TSA Timber Supply Analysis Public Discussion Paper
 - i. The Prince George TSA Timber Supply Analysis Public Discussion Paper has been released for public review and comment and First Nations Consultation. Comments are being accepted until March 24th, 2010.
 - ii. Hardcopies were distributed to interested PAG members and PAG members were encouraged to review and comment.
 - iii. The discussion Paper and background materials can be found at the Forest Analysis and Inventory Branch website: <http://www.for.gov.bc.ca/hts/>
3. Access British Columbia Society
 - i. Henner Grimm made PAG members aware of a new society in BC called ACCESS BRITISH COLUMBIA. This society is an advocate for citizens who want to our Crown Land for recreation purposes. For more information, contact the society at the following address: Access BC (a society for access and stewardship of BC's Crown Lands), PO Box 222, Cranbrook, BC V1C 4H7

11. Next Meeting: will be field tour in May 2010 TBA

12. Update Actions:

1. Action List was reviewed and updated:

- a. Action Item Nov 5 - 01: Shannon Burbee provided descriptions of Coarse Filter Ecosystem Groups and background documentation on how these Ecosystems are formed. Action completed.
- b. Action Item Aug 10-01: Alena Charlston present information on the grass seeding process in the Fort. St. James District as noted in this meeting summary. Action completed.
- c. Action Item Aug 10-02: Text on page 18 of the draft 2008-09 SFM Annual Report was revised and noted in this meeting summary. Action completed.
- d. Action Item Aug 10-03: PAG reviewed draft 2008-09 SFM Annual Report and provided questions or comments to the facilitator. Action completed.

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	Completed
Aug 10-01	Present information on the seeding process in the Fort. St. James District	Licensee Team	Next meeting	Completed
Aug 10-02	Review and revise text on page 18 of the draft Annual Report concerning "...and no longer contributes to the forest ecosystem".	Licensee Team	Next meeting	Completed
Aug 10-03	Review Annual Report and provide questions or comments to the facilitator	PAG	September 10, 2009	Completed
Jan 25- 01	Review Final Annual Report and provide questions or comments to the facilitator	PAG	March 15, 2009	
Jan 25- 02	Provide PAG with enlarged version of seed mixture graphic referenced in the Grass Seeding presentation.	Alena Charlston	Next Meeting	Completed
Jan 25- 03	Forward more comments to the Facilitator regarding effectiveness of the PAG meetings.	PAG	Next Meeting	