

Sustainable Forest Management Plan



TFL30 Public Advisory Group

Terms of Reference

*Approved: October 30, 2000
Review date: January 14, 2010*

A. BACKGROUND

Canadian Forest Products Ltd (Canfor) has had an interest in forestry certification since 1993 and was one of the first participants in developing the Canadian Standards Association (CSA) Sustainable Forest Management System standard. As early as 1996, the company conducted a preliminary audit against both the CSA standard and the Forest Stewardship Council (FSC) Principles and Criteria at one of its Prince George, British Columbia operations.

In July 1999, Canfor formally announced its sustainable forestry certification plans. These included a commitment to the International Organization for Standardization (ISO) Environmental Management System standard - ISO 14001- at all forestry operations. In January 2000 Canfor achieved registration under this standard for all the company's forestry operations (except for those recently acquired in the purchase of all the shares of Northwood Inc.). Canfor also announced that it would seek both CSA and FSC certification and selected KPMG as its registrar and certifier.

The initial program to certify Canfor's area-based forest tenures under the Canadian standard (CAN/CSA-Z809-96) included the Forest Management Agreement area (FMA 990037) in Grande Prairie, Alberta, as well as the company's Tree Farm Licenses in B.C. on Vancouver Island at Englewood (TFL37) and in northern BC at Chetwynd (TFL48). The total annual timber volume harvested from these tenures is about 2.16 million m³. Each of these areas received CSA certification in 2000.

In Prince George, the Tree Farm License (TFL) 30 encompasses 180,000 ha. The main neighboring communities are Prince George and Bear Lake. The attached map (Appendix 1) shows the area covered.

BC Timber Sales (BCTS) is an independent organization within the BC Ministry of Forests. It was created to develop Crown timber for auction to establish market price and capture the value of the asset for the public. The vision of BCTS is to be "an effective timber marketer generating wealth through sustainable resource management."

BCTS has twelve Business Areas and an operational presence in 33 locations across BC. The organization currently manages 13% of the provincial annual cut. Following the conclusion of the timber reallocation initiative, BCTS's share increased to approximately 20% in the 2006/07 fiscal year. The BCTS provincial annual cut includes a portion of harvest volume in the Prince George Business Area (PGBA) associated with TFL 30 that amounts to 21,312 m³ annually.

BCTS is committed to certification of its forestry operations. For the Prince George Business Area, BCTS achieved registration of its Environmental Management System to the ISO 14001 standard in the fall of 2005. In June of 2006, both Canfor and BCTS (Prince George Business Area) achieved registration under the updated certification standard (CSA-Z809-02). As a result of the continuous improvement process, the number of indicators has expanded to 56.

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The CSA standard requires a significant level of public participation to assist in developing a sustainable forest management (SFM) plan for certification. The Terms of Reference presented here include the goals, operating rules, timelines and so on for this task, and have been developed and adopted by the Public Advisory Group members.

B. DEFINED GOAL & OBJECTIVES

The Goal of the PAG is comprehensive, continuing public and First Nation participation in Canfor's and BCTS (Prince George Business Area) forest planning process for Canfor's Tree Farm License 30.

The PAG will represent the diverse range of interests in the Defined Forest Area (DFA) and, as related to CSA certification:

- 1) Shall have the opportunity to work with the organization to
 - a) Identify and select values, objectives, indicators and targets, based on the CSA SFM elements and any other elements of relevance to the DFA;
 - b) Develop alternative strategies to be assessed;
 - c) Assess alternative strategies and select the preferred one;
 - d) Review the SFM plan;
 - e) Design monitoring programs, evaluate results, and recommend improvements; and
 - f) Discuss and resolve any issues relevant to SFM in the DFA;
- 2) Provide input on a communication strategy to provide feedback to interested parties about the defined forest area, particularly the results of performance evaluations related to the critical elements of the CSA Standard;
- 3) Receive regular information and updates on the Sustainable Forest Management Plan for TFL 30; and
- 4) Annually provide advice on mechanisms or methods to improve communications and effective input in the SFM plan.

Through their participation in the PAG process, members "can expect to enhance their knowledge of SFMP in general and of other interests and values related to local forests. They also gain a valuable opportunity to be involved in the decision-making for the local forests" (Section 5.1, CSA Z809-02).

C. Operating Rules

- 1) Ground rules / conduct - The PAG members agree to work by the following ground rules:
 - a) Follow a speakers list, with no interruptions;
 - b) Where representatives for an interest area have missed meetings, the PAG's past decisions will not be revisited;
 - c) Meetings will start and end on time.

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- 2) Meeting agenda and dates:
- a) Meeting agendas:
 - i) Agendas will address the needs of the CSA Certification;
 - ii) Input on upcoming meeting agendas will be obtained during each PAG meeting;
 - iii) Ten minutes will be allocated at the end of each PAG agenda for public presentations;
 - iv) Any one interested in making a presentation for greater than 10 minutes must contact Canfor, BCTS (Prince George Business Area), or the facilitator for approval prior to the meeting. All requests and responses will be reported to the PAG; and
 - v) Canfor, BCTS (Prince George Business Area), and the facilitator will finalize the meeting agenda
 - b) Meeting frequency:
 - i) Semi-annual meetings will be held:
 - After CSA certification has been received; and
 - For an annual review of the CSA SFM plan
 - ii) Additional meeting(s) may be called as seen necessary
 - c) Meeting dates will be confirmed jointly between Canfor, BCTS (Prince George Business Area), and the PAG.
 - d) Meeting notices and agendas:
 - i) At least two weeks advance notice of meeting dates will be given
 - ii) Generally, the next meeting date will be confirmed at each PAG meeting
 - e) Meeting Location:
 - i) Meetings will be held at a time and place most suitable to the members of the group and may vary in time or place to satisfy members' requirements
 - ii) Suggested meeting location is, when possible, the Prince George Civic Centre
 - f) Material, if available, will be provided for review in advance of meetings
 - g) Name - TFL 30 Public Advisory Group (PAG)

D. Timelines

The following summarizes past activities and future key dates for preparing and maintaining the TFL30 SFM plan for CSA SFM Certification.

Initiate PAG meeting for CSA Certification	September 2000
Complete pre-audit input	February 2001
Post-audit review update	May 2001
Certification audit	June 2001
CSA SFM certification	July 2001
Registration audits	December 2001 & June 2002
Re-registration audit	June 2003
PAG meetings	April & October 2003
PAG meeting	October 2004
Annual 3 rd Party Assessment audit	June 2004
PAG meeting	May, October, November & December 2005
3 rd Party registration audit (CAN-Z809-02)	May 2006
BCTS became certified on the TFL30 DFA	June 2006
PAG meetings using CAN-Z809-02	January, February, March, April, May, June, October & November 2006
Surveillance Audits (Canfor/BCTS)	June 2007
PAG meetings	January, February, March, May & October 2007
Surveillance Audit (BCTS)	January 2008
PAG meetings	February, March, June & October 2008
Re-registration audit under one Canfor wide certificate (Canfor)	July 2008
Re-registration Audit (BCTS)	December 2008
PAG meetings	January, March & June 2009
Surveillance Audit (Canfor)	July 2009
Surveillance audit (BCTS)	January 2010
CSA Z809-08 projected for publication	End of March 2010
TFL30 Licensee Steering Committee to propose workplan for conformance to new standard	June 2010

E. Communication and Information

1) Internal to PAG:

- a) Canfor and BCTS (Prince George Business Area) will ensure meeting minutes are distributed following each meeting.
- b) Canfor and BCTS (Prince George Business Area) will provide the PAG with information as it applies to the function and business of the PAG. Confidential

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business information such as financial or human resource information may be deemed sensitive or proprietary and may not be released.

- 2) External:
 - a) An annual update will be included in the Annual Report [prepared by Canfor and BCTS (Prince George Business Area)], which is distributed beyond Canfor, BCTS (Prince George Business Area) and the PAG. The PAG is to provide feedback on the report.
 - b) Only authorized members of the Advisory Group are to speak on behalf of the PAG as agreed to by the group, Canfor, and BCTS (Prince George Business Area).
 - c) When communicating with the media, interest groups or the public at large, specific comments will not be attributed to any individual PAG member without his/her prior consent.
 - d) If a PAG member wishes to respond to the media, they are to speak on behalf of the interest they represent only and:
 - i) Will be respectful of other members and other interest groups; and
 - ii) Will not characterize the suggestions or positions of other members or groups in their discussions with the public or media.
- 3) Internal to Canfor:
 - a) Input from the PAG will be reported at least annually at the Management Review.
 - b) Implementation reports and updates will be reported every month at the Planning Team meetings.
- 4) Internal to BCTS (Prince George Business Area):
 - a) Input from the PAG will be reported annually at BCTS Area Management meetings.
 - b) Implementation reports and updates will be reported every month at BCTS Sustainable Forest Management System Committee meetings.

F. Meeting Expenses and Logistics

- 1) Meeting Expenses (applies to anyone traveling 50 km or more one way):
 - a) Travel costs to meetings will be reimbursed at \$0.50/km.
 - b) Only the member or the alternate is to claim expenses.
 - c) Expense forms for the above need to be submitted to Facilitator for reimbursement.

G. Roles and Responsibilities

- 1) PAG Structure:
 - a) Members include one representative from each of the following areas:
 - Chamber of Commerce
 - Environment
 - McLeod Lake Indian Band

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- Lheidli T'enneh First Nation
 - Nazko First Nation
 - West Moberly First Nation
 - Forestry contractors (big & small)
 - Agriculture/Ranching
 - Historical/cultural
 - Hunting/Fishing – recreational
 - Local Community
 - Non-timber forest products
 - Public interest
 - Recreation - commercial
 - Recreation - non-commercial, motorized
 - Recreation - non-commercial, non-motorized
 - Trapping
- b) In addition to the above members, advisors from the following may assist the group:
- BCTS (Prince George Business Area)
 - Canfor
 - Department of Fisheries and Oceans
 - Resources North Association
 - Ministry of Forests & Range
 - Ministry of Environment
 - Ministry of Forests and Range– Integrated Land Management Bureau
 - Ministry of Energy, Mines and Petroleum Resources
 - Socio-economic expertise, as needed
 - Other expertise as needed
- c) Quorum for meetings will consist of at least a minimum of 2/3rd of active members.
- d) When members become inactive, the PAG will review the membership and make recommendations to Canfor and BCTS (Prince George Business Area).
- 2) PAG Member's Role:
- a) To provide input as related to the Defined Goals (see above) as related to the CSA planning processes;
 - b) To be prepared, informed and ready for meetings;
 - c) To be responsible for reaching consensus and decision making for the PAG;
 - d) To act as a liaison between PAG and others from the interest area they are representing;
 - e) To attend meetings regularly;
 - f) To ensure that the alternate is informed, up-to-date and prepared prior to the alternate participating in a PAG meeting. This includes providing the alternate with a summary of past meetings in a timely, effective fashion;
 - g) Initial members will be appointed to the PAG by:
 - i) All names of potential representatives to be compiled by Canfor and BCTS (Prince George Business Area);
 - ii) Potential representatives for each interest area to discuss and agree as to who will stand as member and alternate, if desired; and

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- iii) If the potential representatives cannot select a member or alternate for the interest area, then the existing PAG group will make a recommendation to Canfor and BCTS (Prince George Business Area);
- h) Members will be considered inactive when more than 2 consecutive meetings are missed without a valid reason and an alternative is not sent in their place;
- i) Inactive representatives or alternatives may be replaced;
- j) To replace a member, the existing member or the PAG may make recommendations to Canfor and BCTS (Prince George Business Area) for a potential new representative; and
- k) Canfor and BCTS (Prince George Business Area) will confirm appointment of member.

Canfor and BCTS (Prince George Business Area) and the PAG recognize and agree that Aboriginal participation in the public participation process will not prejudice Aboriginal and Treaty rights nor constitute consultation.

3) Alternate's Role:

- a) An alternate may be appointed for each member.
- b) When an alternate attends on behalf of the member, the alternate agrees to work according to the Terms of Reference.
- c) When the alternate is attending on behalf of the member, the alternate is to come informed, up-to-date and prepared for discussions based on briefing by member.
- d) The alternate and member may both attend the same PAG meeting but only one person will participate in decision making.

4) Observer's Role:

- a) The public is welcome to observe the PAG meetings.
- b) Observers may participate in discussions at the discretion of the facilitator.
- c) Will not take part in reaching consensus or decision-making of the PAG.

5) Role of Canfor and BCTS (Prince George Business Area):

- a) To review and consider the recommendations from the PAG;
- b) To make decisions regarding sustainable forest management and certification;
- c) To report to PAG on how recommendations were addressed or not, and provide the rationale for their decisions;
- d) To ensure that meeting minutes are compiled and circulated; and
- e) Not to take part in reaching the consensus process or the decision-making of the PAG.

6) Advisor's Role:

- a) To actively provide information, participate in discussions and provide support to the PAG group;
- b) To clarify technical information for the PAG group; and
- c) Not to take part in reaching the consensus process or the decision-making of the PAG.

7) Facilitator's Role:

- a) To ensure that meetings address agenda topics;

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- b) To ensure that all members have an equitable opportunity to participate in the meeting;
- c) To assist the group in reaching consensus through providing support in summarizing and clarifying issues, recommendations, etc.;
- d) Not to take a position on issues; and
- e) Not to take part in reaching the consensus process or the decision-making of the PAG.

H. Conflict of Interest:

The PAG recognizes that a conflict of interest could occur if there is a potential for a member (or his or her alternate) to personally and directly benefit from specific recommendations from the PAG. Therefore, if a PAG member or alternate has a perceived or real conflict of interest that could result in a potential exclusive personal economic benefit in relation to his or her input to the Defined Goal & Objectives, that member or alternate, other PAG members and alternates, or Canfor and BCTS (Prince George Business Area) must state the potential conflict. The PAG, Canfor and BCTS (Prince George Business Area) will then decide on what actions are needed.

Potential actions could include asking the member or alternate to:

- i) Serve as an observer for the relevant specific issue(s) and recommendation(s);
- ii) Take a leave from the PAG (length of term to be defined); or
- iii) Carry on with normal participation.

I. Decision Making and Methodology

1. The group agrees to work as follows:

- a) Every effort shall be made to achieve consensus.
- b) Consensus is defined as no member having substantial disagreement on an issue.
- c) Consensus may consist of agreement on a summary of the different perspectives on an issue. This summary would then be forwarded to Canfor and BCTS (Prince George Business Area).
- d) When consensus is not reached on a specific issue, the general agreement and dissenting perspectives to be forwarded to Canfor and BCTS (Prince George Business Area).
- e) Decisions on specific issues will be considered general agreement, unless agreed otherwise, until there is consensus on the full set of recommendations.

J. Dispute Resolution Mechanism

1. Process Issues: The facilitator will resolve process issues.

2. Technical Issues:

- a) The members will work to identify the underlying issues and work towards a solution in a positive friendly environment.

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- b) The members will seek compromise, alternatives and clarification of information as needed.
- c) The members will commit to arriving at the best solution possible.

K. Review of and Revisions to Terms of Reference

The PAG will review the Terms of Reference at least annually.

The approval of and revisions to the Terms of Reference requires the approval of the PAG members, Canfor, and BCTS (Prince George Business Area).

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