
Prince George/TFL 30
Sustainable Forest
Management Plan



Public Advisory Group

Terms of Reference

January 19th
2012

1. Background

1.1 Purpose of Sustainable Forest Management Plan

Forest management involves the sustainable management of a large spectrum of values and at the same time ensuring that the benefits we enjoy from the forests today do not impact on the ability of subsequent generations to enjoy benefits from the forests in the future. This concept is commonly referred to as “Sustainable Forest Management” (SFM) and has gained acceptance at the international, national, and local levels. Furthermore, SFM has attracted the attention of buyers of forest products who are increasingly demanding that the industry demonstrate that products are derived from forests managed on a sustainable basis. As a result, forest certification has emerged as a dominant factor in the forest industry in order to provide assurances to buyers of wood products that the management of forests meets identified standards that are considered critical for SFM. As British Columbia forest companies have evolved and have become dependent on the global marketplace for the export of forest products, the issues of sustainable forest management and forest certification have become paramount. The primary objectives of this process for the purposes of Canfor and BC Timber Sales are to:

- a. Transition the Prince George & TFL30 Sustainable Forest Management Plan (SFMP) from the current SFM standard requirements (Z809-02) developed by the Canadian Standards Association (CSA), to the CSA Z809-08 standard, and once the transition is complete, maintain the SFMP to meet the CSA Z809-08 standard;
- b. Support a public advisory process to:
 - Refine existing and create new values, objectives, indicators and targets, based on the CSA SFM elements and any other elements of relevance to the DFA;
 - Develop alternative strategies to be assessed;
 - Assess alternative strategies and select the preferred one;
 - Review the SFMP;
 - Design monitoring programs, evaluate results and recommend improvement; and
 - Discuss and resolve any issues relevant to SFM in the DFA.
- c. Work together to fulfill the SFMP commitments including data collection and monitoring, participating in public processes, producing public reports, and continuous improvement.

The SFMP is used by Canfor and BC Timber Sales to maintain certification under the current CSA SFM Standard (Z809-02), and will be used to re-register to the updated Standard (Z809-08).

This SFMP is intended to be consistent with all existing legislation and other strategic plans.

SFM refers to being economically sustainable on public land, respecting the social needs of the public, and sustaining viable ecosystems. The objective of SFM is to concurrently balance the sustainability of forestry-related ecological, social and economic values for a defined area.

1.2 PG/TFL30 SFMP Steering Committee

The current PG / TFL30 SFMP Steering Committee consists of representatives from BC Timber Sales - Prince George Business Area (BCTS-PG) and Canadian Forest Products Ltd. (Canfor).

1.3 Defined Forest Area

The SFMP is applicable to only the Defined Forest Areas (DFA's). A DFA is a specified area of forest, including land and water. The DFA for this SFMP is the Canfor and BCTS operating areas within the Prince George Forest District and TFL30, excluding areas such as private lands, woodlots, Indian reserves, Treaty 8 Lands, and Tree Farm License 53. The DFA boundaries are shown on the map provided in Appendix A.

1.4 Public Advisory Group

The Public Advisory Group (PAG) for the Prince George/TFL30 SFMP is comprised of individuals representing the interests listed in section 6.1.1 who voluntarily participate in the PAG process.

1.5 Aboriginal Participation

The PG/TFL30 SFMP Steering Committee and the PAG recognize and agree that Aboriginal participation in the public participation process will not prejudice Aboriginal and Treaty rights.

1.6 Legislation

The PG/TFL30 SFMP Steering Committee and the PAG shall ensure that the indicators, measures and targets are consistent with current relevant government legislation, regulations and policies.

1.7 Progress to date

1.7.1 PG SFM Plan

The PG SFMP Steering Committee invited the Public and Aboriginal peoples to participate in a PAG in October 2004. Between November 2004 and May 2005, a series of PAG meetings were held to develop the values, objectives, indicators and targets comprising the initial SFMP. The PAG review of the initial SFMP was completed in October 2005. By the end of February 2006, Winton Global, Lakeland Mills Ltd., Carrier Lumber Ltd., BC Timber Sales Prince George Business Area (BCTS-PG), and Canadian Forest Products Ltd. (Canfor) underwent registration audits and were recommended for certification to the CSA Z809-02 standard. Since that time, the licensees and BCTS have conducted surveillance and re-registration audits to maintain CSA Z809-02 certification. In 2009, Lakeland Mills Ltd. and Winton Global resigned from the PG SFMP Steering Committee, due to switching certification from the CSA Z809-02 standard to the Sustainable Forestry Initiative Standard (SFIS). In October 2010, Carrier Lumber Ltd. announced its intention to switch to SFI by March 31st 2010. Therefore, Canfor and BCTS-PG are the remaining members of the Steering Committee.

1.7.2 TFL30 SFM Plan

As the tenure holder for TFL30, Canfor initiated the first PAG meeting for CSA certification in September 2000 and was certified to CSA Z809-96 by July 2001. A series of successful audits and PAG meetings led to Canfor's SFMP certification to CSA Z809-02 in May 2006. As a result of the timber reallocation initiative, in the 2006/07 fiscal year BCTS was allocated an annual cut of 21,312 m³ on TFL30. BCTS then joined Canfor on the TFL30 SFMP Steering Committee, and was certified in June 2006. From June 2006 to the present, the PAG and Steering Committee have met multiple times per year and have had some joint PAG meetings with the PG PAG, and both BCTS and Canfor have been successful in maintaining registration to the CSA Z809-02 standard.

2. Defined Goal

The goal of the Prince George/TFL30 SFMP is to demonstrate commitment to sustainable forest management principles for the DFA. The PG/TFL30 SFMP Steering Committee, with input from the PAG, will be responsible for developing and implementing the SFMP to the most up-to-date version of the CSA standard.

The Public Advisory Group will have the opportunity to work with the PG/TFL30 SFMP Steering Committee to:

- a. Refine existing and create new values, objectives, indicators, and targets, based on the CSA SFM elements and any other elements relevant to the DFA;
- b. Address items recorded in the Continuous Improvement Matrix;
- c. Review the annual SFM report and changes to the SFM plan,

- d. Design monitoring programs, evaluate results, and recommend improvements; and
- e. Discuss and resolve any issues relevant to SFM in the DFA.

3. Annual Schedule

Field Meetings/Tour (as decided by the PAG)	September
Open House/Access Viewing	October
Annual Report	September

4. Communication

4.1 Between the PAG and PG/TFL30 SFMP Steering Committee

- a. The PG/TFL30 SFMP Steering Committee will ensure that the minutes are distributed to the PAG one week after the meeting.
- b. The PG/TFL30 SFMP Steering Committee will strive to provide background and technical information to the PAG as related to the PAG's defined role, including information related to the DFA and SFM requirements. Confidential business information of the PG/TFL30 SFMP Steering Committee such as financial or human resource information may be deemed sensitive or proprietary and may not be released.
- c. The PG/TFL30 SFMP Steering Committee will respond to all recommendations from the PAG. The PG/TFL30 SFMP Steering Committee will indicate how they applied the recommendations or provide reasons for not applying them.
- d. The PG/TFL30 SFMP Steering Committee will provide a copy of the SFMP and annual reports to the PAG.
- e. The PG/TFL30 SFMP Steering Committee may caucus prior to responding to the PAG.

4.2 With the Public

- a. The PG/TFL30 SFMP Steering Committee will make copies of the SFMP and annual reports available to the public.
- b. When communicating to the media and external parties about the SFMP and PAG process, the PAG and the PG/TFL30 SFMP Steering Committee will be respectful of each other.
- c. The PAG and PG/TFL30 SFMP Steering Committee may invite the media to attend meetings as observers with advance notification to the PAG.

5. Resources

5.1 Travel Expenses

- a. Mileage to and from PAG meetings for those PAG representatives and alternates traveling more than 50 kilometers each way to the meeting site will be reimbursed at \$0.50 per kilometer. PAG representatives and alternates traveling from outside the Prince George Forest District must obtain approval for travel expenses from the PG/TFL30 SFMP Steering Committee before the meeting.
- b. Overnight accommodation for PAG representatives and alternates traveling to PAG meetings will be reimbursed if pre-approved by the PG/TFL30 SFMP Steering Committee. As a general principle, accommodation should be economical.

- c. Expense forms with copies of receipts for the above must be submitted to the facilitator within two weeks following the PAG meeting.

5.2 Meeting Expenses

- a. The PG/TFL30 SFMP Steering Committee will provide meeting rooms, meals, refreshments, and a facilitator.
- b. The PG/TFL30 SFMP Steering Committee will provide material to assist the PAG in understanding the relevant concepts.

6. Roles & Responsibilities

6.1 Public Advisory Group

6.1.1 Membership Structure

The PAG reflects a range of interests in the DFA. Members of each identified sector will select one representative and one alternate to participate in the PAG. Each representative and alternate will be allowed to represent only one of the following sectors:

Sectors	
Chamber of Commerce	Ranching and Farming
Commercial Wildlife Interests (guides, trappers, outfitters)	Recreation – Commercial, Motorized
Cultural Conservation	Recreation – Non-Commercial, Motorized
Forest Workers and Contractors	Recreation – Non-Motorized
Hunting and Fishing	Research and Education
Local Government	Non-Renewable Resource Extraction
Metis	Small Business
Natural Conservation	Small Timber Tenures
Naturalists	Tourism
Non-Timber Forest Products	Union/Labour
Private Landowners	West Moberly First Nation
Public Interest	

Quorum for meetings will consist of at least a minimum of 33% + 1 of represented sectors.

In addition to members of the public participating in the PAG, Aboriginal peoples have a unique legal status and may possess special knowledge concerning Sustainable Forest Management based on their traditional practices and experience. Each of the following local First Nations and Métis will be encouraged to have a representative and alternate participate in the PAG:

- Lheidli T'enneh (Lheit-Lit'en) First Nation
- Lhoosk'uz Dene Nation (Kluskus First Nation)
- McLeod Lake Indian Band

- Nak'azdli Band
- Nazko First Nation
- Red Bluff First Nation
- Saik'uz First Nation
- Simpcw First Nation (North Thompson Indian Band)
- West Moberly First Nation
- Halfway River First Nation
- Metis Community

6.1.2 Selection of the PAG

- a. The PG/TFL30 SFMP Steering Committee will recruit potential local PAG representatives and alternates through mailed invitations to individuals, an open house, and/or advertisements in local newspapers.
- b. Members of the PAG and the PG/TFL30 SFMP Steering Committee will periodically review membership at the PAG meetings. The PG/TFL30 SFMP Steering Committee will compile all names of potential representatives. Potential representatives for each interest area will discuss and agree as to who will stand as representative(s) and alternate(s). If the potential representatives cannot select a representative or alternate for the interest area, then the existing PAG will make a recommendation to the PG/TFL30 SFMP Steering Committee.
- c. Once the PAG is established, the PAG and the PG/TFL30 SFMP Steering Committee can recommend changes in PAG structure, list of interests, and potential members.
- d. The PG/TFL30 SFMP Steering Committee, in consultation with the PAG, approves appointments and replacement of PAG representatives and alternates.

6.1.3 Role of PAG Representatives

The role of PAG representatives is to:

- a. Provide input related to the Defined Goal and objectives (defined in Section 2);
- b. Be prepared, informed and ready for meetings;
- c. Request of the PG/TFL30 SFMP Steering Committee an advisor to provide information when the PAG considers this necessary;
- d. Act as a liaison between PAG and others from the interest area they are representing;
- e. Assume responsibility towards reaching consensus on recommendations to the PG/TFL30 SFMP Steering Committee;
- f. Attend meetings. It is recognized that PAG representatives may miss some meetings due to the nature of their work or other activities.
- g. Inform her/his alternate and the facilitator if unable to attend a PAG meeting. If a PAG representative misses more than two consecutive meetings without a valid reason and without notifying his/her alternate and the facilitator, the PG/TFL30 SFMP Steering Committee may, based on consultation with the PAG, replace or remove that representative; and
- h. 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 past meeting summary in a timely, effective fashion.

6.1.4 Role of PAG Alternates

An alternate may be appointed for each PAG representative. The role of the PAG alternate is to:

- a) Attend PAG meetings on behalf of the representative. When doing so, the alternate agrees to work according to the Terms of Reference; and
- b) When attending on behalf of the representative, come informed, up-to-date, and prepared for discussions based on briefings by the representative.

The alternate and representative may both attend the same PAG meeting but only the representative will participate.

The alternate may participate in discussions, with agreement by the group or the PG/TFL30 SFMP Steering Committee.

6.1.5 Role of PAG Sub-Committee

PAG sub-committees may be formed at certain times in the process where there is a need to conduct focused and detailed tasks. The group will be formed with a PG/TFL30 SFMP Steering Committee member as the chair, and interested PAG Representatives or PAG Alternates. The role of the PAG sub-committee will be:

- a) Attend the PAG sub-committee meetings, review information, listen to advisors, and brainstorm ideas, strategies, indicators and targets
- b) PAG sub-committee members will develop recommendations that will be brought forward to the general PAG meetings.
- c) All relevant information will be made available to the general PAG members.
- d) PAG sub-committees will be temporary and will disband when the task at hand is completed.

6.2 PG/TFL30 SFMP Steering Committee

The role of the PG/TFL30 SFMP Steering Committee is to:

- a. Provide information to the PAG as related to the Defined Goal and objectives. Where possible, this material will be provided in advance of the meeting;
- b. Provide the PAG with necessary and reasonable human, physical, financial, information and technological resources;
- c. Where possible, inform the PAG via the agenda of any advisor attending a meeting;
- d. Avoid participating in reaching consensus on recommendations by the PAG;
- e. Consider and respond to the recommendations of the PAG;
- f. Make decisions regarding sustainable forest management and certification;
- g. Draft agendas; and
- h. Ensure the circulation of meeting minutes and agendas.

6.3 Advisors

The PG/TFL30 SFMP Steering Committee will invite advisors, as required, to provide technical information and advice to the PAG. These advisors could be from government agencies, professional organizations, academia, consulting firms, or other sources. The role of advisors is to:

- a. Provide and/or clarify technical or legal information and participate in discussions as requested; and
- b. Avoid participating in reaching consensus on recommendations by the PAG.

6.4 Observers

The public is welcome to observe PAG meetings. The public may not participate in:

- a. Discussions unless agreed to by the PAG, facilitator, and PG/TFL30 SFMP Steering Committee; and
- b. Reaching consensus on recommendations by the PAG.

6.5 Facilitator

The role of the PAG facilitator is to:

- a. Ensure that PAG meetings address the agreed-upon agenda items;
- b. Start and end meetings at the times stated in the agenda;
- c. Manage and implement the Terms of Reference, including the appropriate participation of the PAG, the PG/TFL30 SFMP Steering Committee, advisors, and observers;
- d. Enable equitable opportunity by all PAG representatives (or their alternates) to participate in the meetings;
- e. Work to clarify interests and issues, and help the PAG build recommendations;
- f. Avoid participating in reaching consensus on recommendations by the PAG;
- g. Distribute the agenda prior to each meeting; and
- h. Prepare and distribute the minutes following each meeting.

7. Conflict of Interest

The PAG recognizes that a conflict of interest could occur if there is a potential for a representative (or his or her alternate) to personally and directly benefit from specific recommendations from the PAG. Therefore, if a PAG representative 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 and objectives, that representative or alternate, other PAG representatives and alternates, or a member of the PG/TFL30 SFMP Steering Committee must state the potential conflict. The PAG and the PG/TFL30 SFMP Steering Committee will then decide on what actions are needed.

Potential actions could include asking the representative or alternate to:

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

8. Operating Guidelines

8.1 Meetings Guidelines

All participants in this process agree to:

- a. Arrive on time;
- b. Be prepared for each meeting;
- c. Follow the speakers list;
- d. Be respectful;

- e. Stay on topic;
- f. Not revisit past decisions unless the group agrees to do so; and
- g. Participate in an open, transparent, and accountable process.

8.2 Meeting Agenda and Dates

The meeting agenda and schedule may change if agreed to by the PAG and PG/TFL30 SFMP Steering Committee.

8.2.1 Meeting Agenda

- a. Meeting agendas will address the needs of the SFMP and CSA requirements.
- b. The PAG may provide input to meeting agendas during each meeting.
- c. The agenda will include proposed objectives for the meeting.

8.2.2 Meeting Schedule

- a. The PAG and PG/TFL30 SFMP Steering Committee will agree upon meeting dates.
- b. PAG meetings will be held on a pre-approved date agreed to by the PAG (generally on Thursday).
- c. The PAG will meet at least three times per year.

9. Decision- Making and Methodology

The PAG agrees to work by consensus. Consensus is defined as no representative substantially disagreeing on an issue and being willing to proceed to the next step. Every effort shall be made to achieve consensus. When consensus is not reached on a specific issue, the general agreement and dissenting perspectives to be recorded in the minutes and to be forwarded to Canfor and BCTS (Prince George Business Area). Where an impasse is reached, the person(s) with the outstanding issue shall offer solutions or options for resolution.

10. Dispute Resolution Mechanism

10.1 Process Issues

The facilitator will resolve process issues.

10.2 Technical Issues

- a. The PAG and LSC will work to identify the underlying issues and work towards a solution in a positive and respectful manner.
- b. The PAG and LSC will seek to compromise, identify alternatives, and clarify information.
- c. The PAG and LSC will commit to arriving at the best solution possible.
- d. If no consensus solution can be reached, then the outstanding issues will be summarized by the PAG and provided to the PG/TFL30 SFMP Steering Committee for its consideration and response.

11. Review and Revisions

The PAG and PG/TFL30 SFMP Steering Committee will, at least annually, review and agree upon the Terms of Reference.

Originally Approved:

Public Advisory Group

Date: December 9, 2004

PG SFMP Steering Committee

Date: December 9, 2004

Current Approval:

Public Advisory Group

Date: January 19, 2012

PG SFMP Steering Committee

Date: January 19, 2012