

Nicola/Thompson/Fraser Defined Forest Area Sustainable Forest Management Plan

SFM Advisory Group Terms of Reference and Procedures

May 19, 2010

Introduction

The purpose of the Terms of Reference and Procedures is to define the goals, tasks, roles and procedures that will guide the development of Cascades/Kamloops Defined Forest Area Sustainable Forest Management (DFA SFM) Plan. The SFM Plan will be developed based on the Canadian Standards Association (CSA) Standard CAN/CSA-Z809, and will be complimentary to previous work, ongoing and future initiatives.

The Terms of Reference and Procedures include the following sections:

- Goals
- Operating guidelines
- Timelines
- Conflict of Interest
- Roles and responsibilities
- Resources
- Decision-making process
- Information
- Communication
- Changes to the process
- Evaluation of the public participation process

Goals

The goals of the process are to:

- Develop and maintain a SFM plan in accordance with the CSA guidelines
- Develop and maintain procedures for the Advisory Group to monitor the effectiveness of the SFM Plan.
- Provide ongoing public input into the implementation, monitoring and continual improvement of the SFM Plan.
- Maintain an active and open public participation process.

Operating Guidelines

The participating Cascades/Kamloops DFA licensees, based on advice and recommendations provided by the SFM Advisory Group, will develop and maintain the SFM Plan. Efforts will be made to ensure that the SFM Advisory Group includes a cross-section of participants with varying interests and backgrounds. Participants in the process will:

- contribute to the development of the SFM Plan
- attend meetings on a regular basis (estimated at a minimum of 2 meetings and one field trip per year)
- consider the views of others in developing recommendations
- work with the facilitator and group members to achieve meeting objectives and conclusion of agenda items within agreed to time frames (active, succinct participation)
- while actively participating, allow other members sufficient time and opportunity to participate (share the floor).
- act in "good faith" in all aspects of the process
- aim to reach decisions on the basis of consensus
- support an open and transparent process in both the development and implementation of the SFM Plan.

Participation in the SFM Advisory Group is open to all interested members of the public.

Members of the general public may choose to become members of the SFM Advisory Group. New members will be accepted provided the size of the group is not becoming too large and that they agree to:

- abide by the Terms of Reference and Procedures; and,
- become familiar with the past work completed by the SFM Advisory Group (to assist with this, Licensees agree to provide adequate orientation of the SFM Plan and Advisory Group process to new members).

The SFM Plan for the Cascades/Kamloops DFA will comply with all existing legislation and regulations and will be amended as required to be consistent with the strategic direction and intent of any future initiatives.

Sustainable ecosystem management will be characterized by resource management practices that are ecologically sound, scientifically based, socially and culturally responsible, and recognize and respect First Nations interests and values.

Conflict of Interest

Advisory group members will declare any possible or perceived conflict of interest pertaining to a specific discussion topic, should the situation arise. In such cases, the advisory group will decide on the members' level of involvement relative to the specific topic matter.

Timelines

The SFM Advisory Group will meet periodically each year to review annual progress on performance measures with a goal of continual improvement.

Roles and Responsibilities

Participation in the SFM Advisory Group is open to all interested members of the public. Licencees will seek to include a cross-section of participants with varying interests and background. First Nation participation in the advisory group is valued and will be encouraged. Government participation and support is valued, particularly in the capacity of technical advisor on how the SFM Plan aligns with legislation, policy and government direction. Public members agree to participate in the advisory group as an individual member of the public (bringing with them their background and experience) and not as a representative of any interest group. A record of attendance will be included as part of each meeting summary.

The roles and responsibilities of participants in the process are to assist the DFA licencees in developing and maintaining the SFM Plan by:

- expressing local values that relate to the Canadian Council of Forest Ministers (CCFM) SFM criteria and critical elements
- identifying objectives that describe a desired future state or condition for each value
- developing local indicators to be used to assess progress in meeting objectives
- setting targets related to each indicator that will provide a clear, specific statement of expected results, and updating as necessary
- monitoring the effectiveness of the SFM plan including annual meetings of the SFM Advisory Group to review results of performance measures and the outcomes of any CSA audits.

The long-standing rights and interests of First Nations will be considered in the development of the SFM Plan. Participation in the Public Advisory Group by First Nations is without prejudice to Aboriginal title and rights and treaty rights.

Cascades/Kamloops DFA licensees will engage a facilitator who is knowledgeable about the CSA certification process to assist the SFM Advisory Group in its work. The role of the facilitator will be to:

- facilitate advisory group meetings
- prepare agendas and summaries for meetings
- prepare a work plan and time table for the process
- assist participants in developing recommendations for the SFM Plan
- develop the SFM Plan based on recommendations provided.

Active Members of the Public Advisory Group (PAG)

Active members of the PAG commit to regular attendance to, and participation in, Advisory Group meetings and field trips. Active members receive all PAG information and communication including the most recent SFM Plan and Monitoring Report, draft agendas, meeting summaries, information of interest, and invitations for additional participation (audits, special non PAG meetings and information sessions). A list of active members, including contact information, is maintained.

Interested Parties

Interested parties are those that are interested in the SFM Plan process but have decided they cannot fully commit the time and effort to be an active member of the Advisory Group. Interested parties receive notification when updates are made to the SFM Plan or Monitoring Report . Included with this correspondence is an invitation, and encouragement, to more fully participate as an active member of the Advisory Group. Any additional Advisory Group communication is available to interested parties on request. A list of interested parties, including contact information, is maintained.

Resources

Public participants who incur traveling expenses to attend meetings will be reimbursed at a rate equivalent to the provincial government Group I rate.

Expenses incurred in the development of this Plan will be the responsibility of participating Cascades/Kamloops DFA licensees.

Decision-making Process

Participants in the process will aim to reach decisions on the basis of consensus. Consensus is defined as "substantial agreement not unanimity by participants on a recommendation related to the SFM Plan process or on the final SFM Plan".

In negotiating to reach consensus, participants agree to:

- negotiate in good faith

- state concerns openly and directly and as interests rather than positions¹
- listen carefully, ask questions and educate themselves regarding the interests of others
- share relevant information.

When consensus is reached, a written record of the agreement will be recorded in the meeting summary.

If consensus is not achieved, the facilitator will assist the participants in resolving their differences through the application of interest-based negotiation procedures. If consensus is still not achieved, participants will agree to disagree and the options defined in the negotiation process will be recorded in the meeting summary. Cascades/Kamloops DFA licensees will consider all options in development of the final SFM plan and will provide a written explanation for decisions taken where consensus was not achieved.

Cascades/Kamloops DFA licensees will consider consensus recommendations of the SFM Advisory Group as advice to guide the development of the SFM Plan. In the event that licensees decide not to accept a consensus recommendation of the SFM Advisory Group, a written explanation for this decision will be included in the SFM Plan process documents.

Consensus will not be required for housekeeping items such as scheduling meeting dates and locations.

Information

The SFM Plan process will be supported by relevant information including the CSA SFM guidelines and supporting reference documents, examples of other British Columbia-based SFM Plans, and other technical information as required. Where desired by the advisory group, licensees will seek to provide internal or external experts to gain a better understanding of a particular issue.

¹ Interests are defined as the needs, wants, fears and concerns that are connected to an issue. Positions are defined as a predetermined solution to a problem without consideration for the interests of others.

Communication

Agendas and meeting summaries will be prepared for each meeting. These materials will be distributed to members of the SFM Advisory Group and as requested, to other interested members of the public. Revised SFM Plans and Annual Monitoring Reports will be shared with advisory group members and with a wider audience of individuals who have expressed some level of interest in the public process. The Plans and Reports will also be shared with First Nation communities in the DFA.

A website offering general information on the SFM process and information specific to the Cascades/Kamloops DFA SFM Plan will be maintained.

Changes to the Process

The Terms of Reference and Procedures for the SFM Plan process may be changed at any time during the process in accordance with the decision-making process described above.

Evaluation of the Public Participation Process

Active public members satisfaction with the advisory group process will be measured through the completion of an annual survey. Survey results will be included in annual SFM performance reporting.