May 13, 2011

North Island – Central Coast Resource District
Forest Management Leadership Team:

2010-2011 Annual Summary Report

Message from the Co-chairs

This has truly been an excellent inaugural year for the North Island – Central Coast Forest Management Leadership Team (NICC FMLT). After our initial expression of interest, an enthusiastic group of volunteers came together to form the group and it was great to see broad representation from across industry, consulting and government employers with a diverse set of skills and experience that ranged across the full spectrum of forest resource management. After just one meeting, it was obvious what the common ingredient was for all the FMLT members – a passion for our resource industry, a high commitment to stewardship, the interest to work in an open dialogue forum to raise and solve resource-based issues, and the strong desire to embrace professional reliance.

The FMLT team has worked hard. We've developed a terms of reference, brainstormed an issues list, set our priorities and are diligently working on resolving or clarifying challenges that are topical and pertinent to forest professionals within the district. We're proud of our accomplishment of developing a professional guidance document for licensees to consider when they are declaring planning complete under the Forest Planning and Practices Regulation, and we are sure that other worthwhile projects will soon follow.

I and co-chair Jon Flintoft would like to express our thanks to our FMLT participants, their employers, and all the other resource professionals in the district who have supported our FMLT during our important first year. We look forward to continuing to serve the needs of local forest professionals in a positive and collaborative manner.

Andrew Ashford, RPF
District Manager, North Island – Central Coast Resource District
Ministry of Forests, Lands and Natural Resource Operations

Overview

The formation of the NICC FMLT was initiated in 2010 as a product of the Coast Forest Region Operational Issues Forum Working Group 'Culture Change' presentation and FMLT building session held February 24th in Port McNeill. Central to the FMLT concept is the desire of professionals in the district to support an on-going culture shift by fostering professional reliance, facilitating innovation, building professional relationships, and identifying and addressing local forest management issues.

The NICC FMLT Terms of Reference (see Appendix I) outlines the team's objectives, mandate, guiding principles, scope, structure, requirements for success, and documentation and reporting requirements. This annual summary report has been prepared to meet the reporting expectations outlined in the terms of reference.

Membership

The members include representatives from both government and forest licensees (spanning a variety of tenure types and including BC Timber Sales), with co-chairpersons Andrew Ashford, RPF and Jon Flintoft, RPF, representing those constituencies respectively. Additional members include: Jennifer Barolet, RPF, Ione Brown, RPF, Ryan Clark, RPF, Tom Cole, RPF, Mike DesRochers, RPF, David Mackay, RPF, Scott Mitchell, RPF, and Vadim Stavrakov, RFT.

Meetings Held

February 24, 2010 – NICC All Licensee Meeting and FMLT Building Session; Lion's Hall, Port McNeill
June 17, 2010 – NICC FMLT Meeting; District Office, Port McNeill
September 16, 2010 – NICC FMLT Meeting; District Office, Port McNeill
January 18, 2011 – NICC FMLT Meeting; District Office, Port McNeill

See Appendix II for NICC FMLT Meeting Minutes and Action Items Status documents.

Issues Addressed and Results

The 2010-2011 NICC FMLT meetings provided the opportunity for local issues of interest to be identified and discussed. This led to the formation of some smaller working groups to further explore issues:

Salvage – no action to date; discussion planned during May 2011 field trip
Authorizations – have met twice as a group; handout provided at the January 18, 2011 meeting
Waste & Residue – email interactions only so far; see potential for development of an FMLT discussion/guidance paper
RESULTS – followed-up with Chuck Rowan at Region; mostly policy-related issues best dealt with through OIF; no further NICC FMLT action planned
Ocular Assessments Guidance – have spoken with Dave Weaver; OIF has been in discussions on this topic for some time; some follow-up on OIF status is expected; may be potential for an FMLT discussion/guidance document; discussion planned during May 2011 field trip
Cruising - no action to date
Fire Hazard Assessments – contact has been made with Doug Walker at the fire center; there is an existing working group involving licensees that is looking at amending the regulation; follow-up is expected with Doug Walker on this later in 2011; Mike DesRochers is exploring the potential for a presentation from Doug to the NICC FMLT
Declaring Areas under FRPA – The working group produced the document 'Activities and Evaluations Required when Declaring Areas under the *Forest and Range Practices Act (FRPA):* A Guidance Document for North Island – Central Coast Resource District Professionals' (see Appendix III). The guidance document was endorsed for distribution by the NICC FMLT in February 2011.

Planned Actions

- May 26, 2011 Field Trip: Free Growing Ocular Assessments, Salvage, Yellow-cedar blue stain, browse protectors
- September 2011 Meeting; guest speaker to be determined (potentially Fire Hazard Abatement)
- Continuing professional conversations on current local forestry issues at the FMLT, and working group exploration of issues of interest

APPENDIX I

September 16, 2010

Terms of Reference
North Island – Central Coast Forest District
2010 Forest Management Leadership Team

Objectives

To enhance trust and relationships to resolve local issues.

To provide the local forest sector with a stronger voice at the Operational Issues Forum (OIF) and the Coast Region FRPA Implementation Team (CRIT).

To improve the efficiency of the forest sector overall by providing an organized structure for clear and productive communications, and promoting cooperation in management.

To support continued learning for licensee, BCTS and MFR professionals by sharing innovative ideas, transferring new or current technological information, and working to understand the challenges faced by all members of the group.

Mandate

Work in a team environment to resolve local forest sector issues, to communicate direction and guidance from OIF and CRIT, and to provide a forum to voice local issues and to raise issues to a regional level through OIF or CRIT.

Guiding Principles

The following general principles will govern the team:

- Foundation of professional reliance
- Build open, strong relationships and teams
- Respectful regard for different points of view
- Seek to understand issues with an open mind
- Apply science, logic and reason; identify gaps in knowledge
- Practice only within bounds of authority, training and experience
- Seek help in resolving disputes
- Promote the understanding of professional reliance and the concept of the contract of trust
- Respectfully consider First Nations values and interests that may be affected by our activities and actions
- Promote the use of field trips to improve decision making and forest practices
- Uphold legislation and review and consider policy
- Consider safety in all decisions and guidance

Scope

The focus will be on resolving local operational issues within the North Island – Central Coast Forest District, under the *Forest Act* and *FRPA*. The team will seek a balanced approach to issues by considering all the objectives established under the Ministry of Forest and Range Act.

- Encourage maximum forest productivity.
- Manage, protect and conserve the forest resources.
- Plan the use of forest resources and other natural resources in consultation and cooperation with other ministries and the private sector.
- Encourage a vigorous, efficient and world competitive timber processing industry.
- Assert the financial interest of government fairly.
- Resolve local issues within provincial and/or regional interpretations of current policy and legislation.
- Discuss and propose amendments to policies and legislation to improve efficiencies and forest stewardship.

Structure

The NICC FMLT is a working team comprised of representatives of local licensees spanning different tenure types, BCTS and ministry staff. Membership is flexible and others may be asked to join based on the agenda topics, but the FMLT should strive to have the following core people:

- District and licensee/BCTS co-chair
- Local CRIT representative or
- Local OIF representative

Members from CRIT and OIF will provide updates from regional meetings and ensure they represent local interests at those meetings. Subsequent to year one, the team will elect its own chairs and develop its own TOR based on the core principles described in this document. The District Manager will act as the MFR co-chair for the first year. Representation and participation of other local groups such as First Nation licensees, woodlots or other small tenure holders and other agencies should be considered in the form of core members, adjunct members or invited guests.

The membership for 2010 includes:

- ***Andrew Ashford, Ministry of Forests and Range (co-chair)***
- ***Jon Flintoft, Western Forest Products (co-chair)***
- ***Ryan Clark, Capacity Forest Management (CRIT representative)***
- ***Scott Mitchell, British Columbia Timber Sales***
- ***David Mackay, International Forest Products Ltd***
- ***Ione Brown, Mill & Timber Products Ltd***
- ***Mike DesRochers, Ministry of Forests and Range***
- ***Vadim Stavrakov, Lemare Lake Logging Ltd***
- ***Jennifer Barolet, Ministry of Forests and Range***
- ***Tom Cole, Richmond Plywood Corporation Limited***

Meetings will be scheduled as required and may include field-oriented meetings, with quarterly meetings planned this first year. Project subgroups may be formed, and meetings held as required to complete tasks. Members may arrange to attend meetings by conference call or video call, although face to face is preferred. The Co-chairs will alternate as the meeting Chairperson.

Team '*Minutes*' or '*Decision/Action Items*' will be recorded, and kept by the chairpersons.

The team will conduct an evaluation of each meeting to assess effectiveness. This qualitative evaluation will be done verbally. Results of the meeting evaluation will be documented as part of meeting minutes.

Requirements for Success

- Leadership support from managers of Licensees, BCTS, MFR, and other agencies to support staff participation in meetings, field trips, and group tasks
- Managing the size of the team and representation of the different interests
- Clarity on roles and responsibilities of members for communicating to and representing their constituents
- Co-chairs of the working group will be responsible for ensuring that their team looks after its own administrative needs (e.g. meeting arrangements, document preparation and distribution, records of decision, etc.)
- Focus on forest management issues (Forest Act, Forest and Range Practices Act, related resource legislation) at the local level
- Plan to 'Celebrate the Successes'
- Continued focus on mandate
- Effective communications
- Commitment to participation

Documentation

Relevant documentation for NICC FMLT meetings, including agendas and decision records will be sent to participatory group members in a timely manner and kept on a central file for future reference.

Reporting

Provide an annual summary report to the ABCFP, regional OIF and CRIT by mid March for the previous year. The summary report will outline, as a minimum, the issues addressed and the results, and describe any planned actions for the upcoming year.

The FMLT will also routinely share information with the ABCFP, CRIT or OIF consistent with the scope of those organizations regarding any local level solutions which might be useful elsewhere in the region or province, and forward topics which require resolution at the regional or provincial level to the appropriate organization (ABCFP, CRIT, or OIF).

APPENDIX II – Meeting Minutes and Action Items

FINAL

June 17, 2010
North Island – Central Coast Forest District
Forest Management Leadership Team Meeting Minutes

In attendance: Andrew Ashford, Jon Flintoft, Ione Brown, Mike DesRochers, Dave Mackay, Jennifer Barolet, Vadim Stavrakov, Scott Mitchell, Ryan Clark (by phone); Amy Beetham (facilitator/minutes)
Absent: Tom Cole

1. Welcome / Introductions
    a. Andrew welcomed everyone to the first meeting of the NICC-FMLT and introduced his Co-chair Jon Flintoft.
    b. Members introduced themselves and outlined some of their personal expectations as an FMLT participant.

2. Charter Recap
    a. Read through 'A Charter for Professional Reliance', as presented at the All Licensee meeting in March 2010.
    b. All present agreed to and signed the Charter.
    c. Decision: Charter will be displayed at all meetings.

3. Terms of Reference
    a. Group reviewed and recommended changes to the sample TOR.
    b. Ryan noted he is a member of CRIT.
    c. Dave said he is able to provide linkage to OIF. Scott noted that Nick Clarke is participating on OIF.
    d. Action: Amy to circulate draft TOR (see attached).
    e. Action: All to review draft TOR and send any recommended revisions to Amy by September 3, 2010.

Draft NICC FMLT Terms of Refer...

4. Identifying Local Issues
    a. The group reviewed the 'post-it note' exercise undertaken at the March 2010 All Licensee meeting and brainstormed a list of ideas related to subject matter FMLT could focus on in 2010 (see attached).
    b. Decision: Group agreed that a field trip to review relevant operational issues is desirable.
    c. Action: All to think about tangible local operational issues that the FMLT could work on, email your list of items to Amy to compile, and then a 'Top 5' can be decided on at

the September meeting. This will also usefully inform the focus of a field trip. Please email items by September 3, 2010.

FMLT - Ideas to Explore - June...

5. Next Steps
    a. An initial project was identified as a 'quick win' – Guidance for professionals regarding declaring areas under FRPA.
    b. Decision: Ione, Dave and Andrew to form a project team for (a.) and have a draft product available for presentation at the next meeting.

6. Evaluation
    a. Really good start, excellent meeting, draft TOR developed quickly, this meeting underscored value of bringing professionals together
    b. Decision: Amy to provide facilitation for September meeting.

7. Next meeting: Thursday, September 16th at MFR office at 1:00 pm (tentative)
    a. Jon Flintoft will chair.
    b. Dave will provide an OIF update. Ryan will provide a CRIT update.
    c. Confirm/complete TOR, review 'declared areas' product, and choose projects to focus on for the remainder of the year.
    d. Action: Please confirm availability to attend meeting (or propose alternate date) to Amy by July 9, 2010. Please send any additional agenda items to Jon, Andrew, and/or Amy.

September 16, 2010
North Island – Central Coast Forest District
Forest Management Leadership Team Meeting Minutes

Meeting #2
Location: North Island –Central Coast District Office boardroom
Time: 1:30-4:30 pm

In attendance: Andrew Ashford, Jon Flintoft, Ione Brown, Mike DesRochers, Dave Mackay, Jennifer Barolet, Vadim Stavrakov, Scott Mitchell, Ryan Clark, Tom Cole; Amy Beetham (facilitator/minutes)

1. Welcome / Safety
    a. Reviewed facility safety - Amy
    b. Reviewed meeting agenda and expectations – Chairperson Jon Flintoft

2. Reviewed and accepted the June 17, 2010 Meeting Minutes – Final version attached

NICC Forest
anagement Leader

3. Finalized FMLT Terms of Reference and member contact information
    a. Action: Amy to circulate TOR and contact information to FMLT members and Chuck Rowan (completed - see attached).

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FMLT - 2010
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4. Brief OIF update provided by Dave Mackay and followed by general discussion
    a. Our FMLT has no direct OIF member and there is no OIF website which makes it challenging for FMLT members to be aware of the issues and status of issues being addressed by the OIF. This raises some concern about potential duplication of effort / inefficiencies. May 18 minutes were circulated (attached) as well as an OIF Issues table (due to document size, please refer to September 13, 2010 email from A.Beetham)
    b. Action: Dave will inquire about availability of OIF minutes and circulate to the group, as available, prior to our next meeting in January.
    c. **Action: Andrew will circulate a list of OIF membership to the FMLT (completed – please refer to email sent September 20, 2010)**

May 13, 2010 OIF Active Rollin...

5. Brief CRIT update provided by Ryan Clark
    a. CRIT has a good website with the resource material that has been developed by CRIT available on the site (see link in the attachment below).
    b. Last meeting was held June 20th and a field meeting is planned for October 6 in Campbell River.
    c. For those interested, CRIT is seeking feedback on: an elk stocking standards paper, response related to the relevance of CRIT (the southern interior counterpart has folded), and the FSP consolidation/district FSP concept.

CRIT Web Site Update - For Dis...

6. Progress report – Meeting #1 Item 5b: Guidance for professionals regarding declaring areas under FRPA
    a. A draft (interim) product has been produced by the project working group and circulated to the FMLT. The intent is that a final product will be endorsed at the January FMLT meeting and circulated to all licensees in the NICCFD.
    b. Action: All members to review the interim version and send comments to Ione, Dave and Andrew by October 15, 2010.

Declarations - Interim for FML...

7. FMLT Priorities – Group discussion to produce a 'Top 5 List' for the FMLT
    a. Members completed a pre-meeting exercise. Then, as a group discussed their top items, used a voting process to see what topics had traction, and subsequently members volunteered their time and energy to further explore specific interest areas in smaller groups. These subgroups agreed to arrange their own communications and will work on their topic area between now and the next FMLT meeting in January. It is expected that some aspects of these broader topics will lend themselves to local resolution (FMLT), regional resolution (i.e. CRIT) or may be forwarded to the OIF for resolution.
    b. Action: Amy to compile and circulate the results of group discussion by September 30. (completed - see attached)
    c. Action: Interest area subgroups to initiate communications on their topic of interest by October 15 and begin working on a strategy to identify and action the related issues associated with the interest area. Progress will be reported out at the next meeting in January.

FMLT Workplan Priorities.docx

8. Upcoming Professional Events/Activities
    a. Professional Reliance Survey – deadline September 26th
    b. CRIT SWG Single Entry Dispersed Retention Stocking Standard (SEDRSS) Workshop – last week of September in Port McNeill

9. Next Steps
    a. Recapped meeting action items and decisions

NICCFD FMLT Meeting Action Ite.

10. Evaluation
    a. Round table meeting evaluation comments: great, not enough time but did well with the time available (suggestion to start earlier in the day), good meeting, always interesting, we get out what we put into it, pleasantly surprised by the commonality/consistency of the interests

11. Next meeting
    a. Andrew Ashford scheduled as next chair
    b. Location & Timing: Port McNeill - NICCFD office; Tuesday January 18, 2011; 10 am – 2:30 pm with a break for lunch
    c. Focus / Topics – concept of alternate members, updates from working groups on progress
    d. **Decision: Add EBM as a standing agenda item**.
    e. Action: Amy to pursue a guest speaker for the next FMLT meeting. Suggestions included: (1) Stacey Cuzzocrea or Ron Cotton to speak to the EBM / Strategic Landscape Reserve Design and moving towards 2014; and (2) Land Based Investment Program update.

FINAL

North Island – Central Coast District
Forest Management Leadership Team
Meeting #3 - Minutes

Date: January 18, 2011
Location: North Island –Central Coast District Office Boardroom, Port McNeill
Time: 10:30 am - 3:00 pm (break for lunch 12-1)

In attendance: Andrew Ashford, Jon Flintoft, Ione Brown, Mike DesRochers, Dave Mackay, Jennifer Barolet, Ryan Clarke; Amy Beetham (facilitator/minutes); Dorthe Jakobsen by phone (guest speaker)

1. Welcome / Safety – Co-chairperson Andrew Ashford
    a. Reviewed facility safety with an emphasis on earthquake awareness
    b. Reviewed meeting agenda and expectations

2. September 16, 2010 Meeting Minutes
    a. Reviewed September 16, 2010 Meeting Minutes – no changes had been proposed by members
    b. **Decision: September meeting minutes accepted, final version attached.**

Meeting #2 Minutes.docx

3. Declaring Areas under FRPA: A Guidance Document for NICC District Professionals
    a. The working group provided the most recent version of the document for review and discussion at the meeting.
    b. **Decision: Guidance document endorsed in principle by members of the FMLT, with one change proposed and agreed to at the meeting.**
    c. **Action: Working group to complete minor editing as discussed at the meeting and circulate to the FMLT by January 21, 2011.**
    d. **Action: FMLT members to review edited document and forward any concerns to the working group regarding this final product by January 28, 2011. Silence (no response) will be considered endorsement of the final product.**
    e. **Action: Working group to confirm endorsed product (contingent on action item above), and widely distribute completed product by February 15, 2011.**

4. Operational Issues Forum
    a. Brief OIF update provided by Dave Mackay followed by a group discussion of the three questions raised in the January 6, 2011 document attached. Individual FMLT members may wish to provide comments directly to the OIF regarding the three questions. The next OIF meeting is being held February 4, 2011.

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    b. **Action: Amy Beetham to provide a summary of points captured from group discussion noted above by January 21, 2011. (completed – see attached)**

January 18 OIF
response.docx

    c. **Action: Dave Mackay to pass the summary from 4(b) along to the OIF by January 31, 2011.**

5. Coast Region Implementation Team
    a. Brief CRIT update provided by Ryan Clark. A conference call was held December 1, 2010 (see minutes below), and the next face-to-face meeting is planned for February 23, 2011 in Nanaimo. There was some discussion on the future of CRIT and invitations may be coming to the FMLT to engage in discussion.

Dec 1 2010 CRIT
Conference Cal...

6. Ecosystem-based Management
    a. EBM and Strategic Landscape Reserve Design: Moving towards 2014 – Guest speaker Dorthe Jakobsen provided a well-received EBM update presentation to the FMLT.
    b. Action: Amy Beetham to distribute presentation and follow-up materials to FMLT members by January 21, 2011. (completed January 20, 2011 by email)

7. Working Groups
    a. Progress reports were provided by the individual working groups:
    Salvage – no progress to date

Authorizations – have met twice as a group; see handout provided at the meeting below

Waste & Residue – email interactions only so far; see potential for development of an FMLT discussion/guidance paper

RESULTS – followed-up with Chuck Rowan at Region; mostly policy-related issues best dealt with through OIF

Ocular Assessments Guidance – have spoken with Dave Weaver, OIF has been in discussions on this topic for some time; some follow-up on OIF status is expected; may be potential for an FMLT discussion/guidance document

Cruising - no progress to date; IFP representative on working group will be Hank Olesen

Fire Hazard Assessments – contact has been made with Doug Walker at the fire center; there is an existing working group involving licensees that is looking at amending the regulation; follow-up is expected with Doug Walker on this later in 2011; Mike DesRochers will be exploring the potential for a presentation from Doug to the FMLT membership before the end of March

Authorizations_update_Jan18.pd...

b. **Decision: The RESULTS/ECAS databases working group is now concluded.**
c. **Action: Andrew Ashford will follow-up on the status of the open burning policy / regulation being developed by March 31, 2011.**

8. Annual Report and Terms of Reference (TOR)
   a. FMLT Annual Report – Andrew Ashford reviewed the requirement for an annual report to be completed as per the FMLT Terms of Reference (TOR) and volunteered to complete this.
   b. Action: Andrew will complete the annual report and distribute by March 31, 2011.
   c. Building on the existing TOR for 2011 was discussed including: inviting biologists to join membership, some minor house-keeping edits, and potentially addition of some decision-making direction for agreement/endorsement of any FMLT products (e.g. consensus, majority rule, silence equals consent, etc).
   d. Action: Andrew will solicit participation of a biologist to join the FMLT by March 31, 2011.
   e. Action: Amy Beetham will source some potential options / wording related to the decision-making/endorsement piece (including looking at other FMLT TOR) and distribute to members for further discussion by March 31, 2011.

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9. Forestry Issues
    a. Open conversation around the table, some topics discussed included: hardwood management, the need for good datasets, and LIDAR mapping.

10. Next Steps
    a. Recapped meeting action items or decisions

11. Evaluation
    a. Round table meeting evaluation comments: good, seems productive, feels good to accomplish something, liked having the meeting straddle lunch – but be wary of anything on special, well-organized, appreciated updates, very enjoyable/worthwhile, well-chaired, learned a lot as a small licensee, like the schedule, good to have papers ready, moving forward more challenging topics can be covered as we get to know each other better and build trust, perhaps all members should have an alternate to take their place at meetings they cannot attend, liked format, looking forward to field trip
    b. Decision: All members will try to provide an alternate from their organization if they are unavailable to attend a meeting.

12. Next meeting
    a. Jon Flintoft scheduled as next chair
    b. Location & Timing: targeting a field trip in April; date to be determined
    c. Focus / Topics – suggestions for the field meeting included: blue stain, salvage, additional suggestions welcome
    d. Action: Jon Flintoft will solicit field trip ideas from members and put together a preliminary field meeting plan by February 15, 2011.
    e. Future EBM speakers suggested include: Stacey Cuzzoncrea (CFCI) related to CFCI 2014 proposals; Volker Michelfelder (EBM technical working group) update on what he's working on; Lisa Brown (BCTS) perspectives related to strategic landscape reserve design/EBM implementation

2010-2011 NICCFD FMLT Meeting Action Items Status

(Updated: May 13, 2011)

Action #	Issue	Responsibility	Remark	Due	Status
January 2011 – Item 3c	Declaring Areas Guidance	Working Group	Complete minor editing as discussed that the January 18th meeting and circulate to the FMLT.	January 21, 2011	Final draft completed January 21st and circulated January 25th. **Completed.**
January 2011 – Item 3d	Declaring Areas Guidance	FMLT Members	Review edited document and forward any concerns to the working group regarding this final product.	January 28, 2011	Comments received until February 2, 2011. **Completed.**
January 2011 – Item 3e	Declaring Areas Guidance	Working Group	Confirm endorsed product from item 3d and widely distribute completed product.	February 15, 2011	Endorsed product confirmed early February 2011. Final product distributed April 20, 2011. **Completed.**
January 2011 – Item 4b	OIF	Amy Beetham	Provide a summary of points captured from group discussion related to three professional reliance questions raised by the OIF document dated January 6, 2011.	January 21, 2011	Summary provided with meeting minutes distributed January 20, 2011. **Completed.**
January 2011 – Item 4c	OIF	Dave Mackay	Pass the FMLT summary from item 4(b) along to the OIF.	January 31, 2011	Summary provided February 2, 2011. **Completed.**
January 2011 – Item 6b	EBM	Amy Beetham	Distribute guest speaker presentation and follow-up materials to FMLT members.	January 21, 2011	Materials distributed January 20th by email. **Completed.**
January 2011 – Item 7c	Fire Hazard Assessments Working Group	Andrew Ashford	Follow-up on the status of the open burning policy / regulation being developed.	March 31. 2011	The LPC is currently on hiatus, so no update is available at this time. **Ongoing.**
January 2011 – Item 8b	Annual Report	Andrew Ashford	Complete and distribute 2010 annual report.	March 31, 2011	Report completed April 2011 and ready for distribution May 13, 2011. **Completed**.

2010-2011 NICCFD FMLT Meeting Action Items Status

Action #	Issue	Responsibility	Remark	Due	Status
January 2011 – Item 8d	Membership	Andrew Ashford	Solicit participation of a biologist to join the FMLT.	March 31, 2011	A biologist been solicited. Volker Michelfelder has been added to the membership. **Completed**.
January 2011 – Item 8e	TOR	Amy Beetham	Source some potential options / wording related to the decision-making / endorsement piece (including looking at other FMLT TOR) and distribute to members for further discussion.	March 31, 2011	A new draft TOR for 2011 was circulated to the FMLT April 21 for discussion/completion at the planned September 2011 meeting. **Completed**.
January 2011 – Item 12d	Next Meeting – field trip	Jon Flintoft	Solicit field trip ideas from members and put together a preliminary field meeting plan.	February 15, 2011	Field trip ideas were solicited and the field trip is planned for May 2011. **Completed**.
September 2010 – Item 4b	OIF	Dave Mackay	Inquire about availability of OIF minutes and circulate to the group as available prior to the next FMLT meeting.	January 18, 2010	Advancing Professional Reliance note circulated with meeting agenda January 13, 2011. **Completed.**
September 2010 – Item 6b	Declaring Areas Guidance	FMLT Members	Review the interim version of the document and send comments to the authors (Ione, Dave and Andrew).	October 15, 2010	Comments received and changes made to the interim version and brought to January 18, 2011 meeting. **Completed.**
September 2010 – Item 7c	Workplan	FMLT Members	Interest Area subgroups to initiate communications on their topic of interest by October 15 and begin working on a strategy to identify and action the related issues associated with the interest area. Progress will be reported out at the next FMLT meeting in January.	October 15, 2010	With the exception of salvage and cruising working groups, all other groups have initiated communications. See January 18th meeting minutes for more details. Reporting progress will be an on-going agenda item at meetings. **Completed.**
September 2010 – Item 11e	Guest speaker	Amy Beetham	Pursue a guest speaker for the next FMLT.	January 18, 2011	Dorthe Jakobsen arranged as EBM guest speaker for January 18, 2011. **Completed.**

2010-2011 NICCFD FMLT Meeting Action Items Status

Action #	Issue	Responsibility	Remark	Due	Status
September 2010 – Item 3a	FMLT TOR and Contact Information	Amy Beetham	Circulate final TOR and contact information to FMLT members and Chuck Rowan	September 30, 2010	TOR and contact information circulated September 23, 2010. **Completed.**
September 2010 – Item 4c	OIF	Andrew Ashford	Circulate a list of OIF membership to the FMLT.	September 30, 2010	List circulated September 20, 2010. **Completed**.
September 2010 – Item 7b	Workplan	Amy Beetham	Compile and circulate the results of group 'Top 5' discussion.	September 30, 2010	Compiled and circulated September 23, 2010. **Completed**.
June 2010 – Item 3d	FMLT TOR	Amy Beetham	Circulate draft TOR	End of June	Draft circulated June 28, 2010. **Completed**.
June 2010 – Item 3e	FMLT TOR	FMLT Members	Review draft TOR and send any recommended revisions to Amy.	September 3, 2010	Comments received from members and included in current draft circulated for discussion at September 16 meeting. **Completed.**
June 2010 – Item 4c	Workplan	FMLT Members	All to think about tangible local operational issues that the FMLT could work on, email your list of items to Amy to compile, and then a 'Top 5' can be decided on at the September meeting. This will also usefully inform the focus of a field trip.	September 3, 2010	Comments received from members have been compiled and circulated for discussion at September 16 meeting. **Completed.**
June 2010 – Item 5b	Declaring Areas Guidance	Working Group : Dave Mackay, Ione Brown, Andrew Ashford	Project team to have a draft product available for presentation at next FMLT meeting.	September 16, 2010	Interim version circulated September 16th to the FMLT. **Completed.**

APPENDIX III

February 2011

Activities and Evaluations Required when Declaring Areas under the *Forest and Range Practices Act (FRPA):*
A Guidance Document for North Island – Central Coast Resource District Professionals

Acknowledgements

This document has been prepared and endorsed by members of the North Island – Central Coast Forest Management Leadership Team (FMLT). The FMLT is comprised of licensees, BC Timber Sales (BCTS) and Ministry of Natural Resource Operations professionals working in a team environment to resolve local forest sector issues, to communicate direction and guidance from the Operational Issues Forum (OIF) and Coast Region Implementation Team (CRIT), and to provide a forum to voice local issues and to raise issues to a regional level through OIF or CRIT (for more information on district Forest Management Leadership Teams - http://www.for.gov.bc.ca/rco/stewardship/CRIT/district_implementation_teams.htm).

The document is intended to provide local level guidance for professionals to consider as they operate within a framework of professional accountability and a culture of professional reliance. Questions related to this document may be directed to FMLT members.

Introduction

As described in FRPA Administration Bulletin Number 2, FRPA provides for full planning protection where a FSP Holder has made stand level investments with the concept of a 'declared area'.

The *Forest Planning and Practices Regulation* (FPPR) specifies that prior to declaring an area, all the necessary stand level activities and evaluations must be completed (see Appendix A for further context on declared areas). FRPA does not further describe what specific activities and evaluations are necessary. Various guidance sources speak to the activities and evaluations being those necessary to complete final block layout. Advice found in the Administrative Guide to Forest Stewardship Plans (AGFSP Volume II v1.1a) describes that,

> *What might constitute "all the activities and evaluations necessary" may vary across the province based on the complexity of the area. Licensees/BCTS should have a discussion with their District Manager to come to a common understanding on the investment required before an area can be declared.*

The purpose of this document is to outline the common considerations that professionals in the North Island – Central Coast District agree would constitute a professionally diligent approach in determining activities and evaluations which are necessary to complete prior to making a declaration.

Activities and Evaluations

Prior to making a declaration for a road, block, group of blocks or broad development area, all necessary stand level activities and evaluations required to fulfill the obligations of the Forest Stewardship Plan must be completed and the declared area must be consistent with these.

The activities and evaluations necessary for a declaration will vary across the district, for example on Vancouver Island, a certain level of work would need to be carried out that would likely differ from the level of work that constitutes the amount "necessary" for areas under the *South Central Coast Order*.

The following list of assessments may form a consideration of the **"**activities and evaluations" required for a declaration:

- Assessments required to fulfill the results and strategies of the respective forest stewardship plan. These may be stand level assessments or broad level assessments (ie. watershed assessments, old growth assessment etc.).
- The list of assessments previously required under the FPC (including stand level assessments under Sections 16, 17, 36.1 and 37 of the OSPR). Depending upon the area, these assessments may include:
    - Terrain stability field assessment;
    - visual impact assessment;
    - gully assessment;
    - pest incidence survey;
    - archaeological impact assessment;
    - riparian assessment
- First Nation information-sharing (further guidance on information-sharing can be found in FRPA Administrative Bulletin #1 re Forest Stewardship Planning).
- Additional assessments may be required to address area specific land use orders, government action regulations or other local plans as required in the respective forest stewardship plan.

Declarations do not require a completed site plan.

The 'Professional Reliance Principles for FRPA Operational Plans and Declarations' paper from the Association of BC Forest Professionals provides additional guidance to Forest Professionals whom prepare declarations.

Appendix A –
Background Context and Additional Resources

Legal Description

FPPR Definition: **A *"declared area" means an area that has been identified under section 14 (4);***

FPPR - Identifying forest development units

> *14 (4) A person who prepares a forest stewardship plan may identify an area as a declared area if, on the date that the area is identified,*
>
> *(a) the area is in a forest development unit in effect, **and***
>
> *(b) all activities and evaluations that are necessary in relation to inclusion of cutblocks and roads in the area have been completed.*

General

FRPA does not require that areas be declared prior to issuing a harvest authority; the decision to declare an area rests with the FSP Holder. A declared area under FPPR section 14(4) can be a road, a cutblock or a general area that has had all necessary site level assessments completed and is within a FDU that is in effect. The declaration is prepared (by or under the supervision of), signed and sealed by a RPF. Declared areas must be signed by an individual authorized to sign on behalf of the FSP Holder(s). Once submitted, declared areas offer full planning protection within an approved FDU, and are exempt from any mandatory amendments under Section 8 of the FRPA that take effect after the declaration has been made.

Roads and cutblocks with FRPA section 196(1) status in an approved FSP, and roads/cutblocks that have permits issued do not need to be declared, as these areas are already considered protected. Roads and cutblocks with FRPA section 196(2) status in an approved FSP would require that an area be declared to achieve full planning protection, as these areas are subject to mandatory amendments.

A declared area is only protected from new planning requirements and does not confer any harvesting rights or authorities. A declared area does not have to be in place prior to applying for a CP or RP.

FSP Amendments

Amending the FSP to include declared areas does not require DDM approval as per FPPR S.30 (1). Declared areas take effect once a copy of the signed amendment is provided to the DDM. A copy of the FSP amendment can be submitted by an FSP Holder either through the FSP Tracking System or directly to the DDM. Once an area is declared through a FSP amendment, the declared area is then protected from new government objectives/enactments under FRPA S. 8 .

Declarations Wrongly Made

As described in the Administration Guide to Forest Stewardship Plans, “Should the DDM find an area that was declared and is not within a FDU that is in effect or does not have all activities and evaluations complete”, the DDM can pursue the matter through section 31 of the FPPR. The DDM is to give the licensee an Opportunity to be Heard prior to making any determination that the identification of the declared area was done in error. If the declared area was done in error, the DDM can declare the amendment to be without effect and if relevant, require the holder to suspend operations that are not authorized in the absence of the amendment.”

FPPR - Amendment wrongly made

> ***31*** *(1) Under section 20 (3) of the Act, if after giving the holder of a forest stewardship plan who made a determination under section 20 (1) of the Act an opportunity to be heard, the minister determines that the holder's determination was wrongly made, the minister may*
>
> > *(a) declare the amendment that was the subject of the holder's determination to be without effect, and*
> >
> > *(b) if the minister considers it appropriate, require the holder to suspend operations that are not authorized in the absence of the amendment.*
>
> *(2) The holder of a forest stewardship plan referred to in subsection (1) does not contravene the Act or this regulation by carrying out, before the minister makes a determination under subsection (1), operations that are not authorized in the absence of the amendment if*
>
> > *(a) the minister is satisfied, or*
> >
> > *(b) the holder establishes that the holder had reason to believe that the amendment would have been approved under section 16 (1) of the Act, had the amendment been properly submitted for approval.*

Declarations and Planning Certainty

Unlike an approved cutting permit, a declaration does not provide exclusive rights to harvest a defined area. Rather, the declaration serves as an announcement that all the planning requirements of the area have been completed, and safeguards that planning work against future mandatory amendments.

Additional Resources

- Administrative Guide to Forest Stewardship Plans (http://www.for.gov.bc.ca/hth/timten/AGFSP/index.htm)

- FRPA Bulletins (http://www.for.gov.bc.ca/hth/timten/FRPA_implementation/Bulletins.htm),

  (a) FRPA Administration Bulletin #1 – Forest Stewardship Planning: First Nations Information Sharing Bulleting

  (b) FRPA Administration Bulletin # 2 - Administration of Declared Areas under Section 14 of the Forest Planning and Practices Regulation

  (c) FRPA Administration Bulletin # 3 - Interpretive Guidance Respecting Forest Stewardship Plan Questions - November 7, 2005

  (d) FRPA General Bulletin #17 - Effects of Orders Made Under the Forest and Range Practices Act, Government Actions Regulation on Forest Stewardship Plans

- Professional Practice Guidelines (http://www.abcfp.ca/regulating_the_profession/guidelines.asp)

- Professional Reliance Principles for FRPA Operational Plans and Declarations (http://www.abcfp.ca/regulating_the_profession/documents/guideline_FRPA_Op_Plans_2007.pdf)