

Terms of Reference

North Island – Central Coast Resource District

Forest Management Leadership Team

Date of last revision: November 17, 2017

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 and government 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 Resource District (NICC), under the *Forest Act* and the *Forest and Range Practices Act*. The team will seek a balanced approach to issues by considering all the objectives established under the *Ministry of Forests 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 regarding provincial and/or regional interpretations of current policy and legislation. Working groups may be established to focus efforts on understanding and resolving the issue. Guidance documents may be developed.
- Discuss and propose amendments to policies and legislation to improve efficiencies and forest stewardship.

Structure

The NICC Forest Management Leadership Team (FMLT) is a working team comprised of representatives of local licensees spanning different tenure types, BCTS and ministry staff. The FMLT should include the following core people: District and licensee/BCTS co-chair, local CRIT representative and/or Local OIF representative. Members from CRIT and OIF will provide updates from regional meetings and ensure they represent local interests at those meetings. The team will elect its own chairs and develop its own TOR based on the core principles described in this document.

The membership will be amended annually and appended to this document. Attendance and active participation of the primary and/or the alternate representative is required to ensure continued membership on the team. It is preferable that the representatives attend the meetings in person, but video and phone attendance is acceptable when circumstances dictate.

Adjunct members will include: local groups such as First Nations, regional districts, municipalities, woodlots or other small tenure holders and other agencies, as well as forest professionals who chose not to participate in the meetings. Adjunct members will receive minutes and information, and will be invited to attend meetings when relevant topics are on the agenda.

The expectation is that all members will bring information to their organization for distribution, discussion and feedback.

Meetings will be held in January, April and October of each year. The April meeting will involve a field component. Members may arrange to attend meetings by conference call or video call, although face to face is preferred. Members may also designate an alternate to attend on their behalf if they are unavailable. Any alternate should come prepared to fully participate in the meeting. The Co-chairs will alternate as the meeting Chairperson. Project subgroups may be formed, and meetings held as required to complete tasks.

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, ministry staff, 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 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

Decision Making & Guidance Documents

The NICC FMLT will strive for consensus for the purpose of decision making, but where consensus is not reached, the co-chairs will be accountable to determine when an acceptable number of members support a decision, action or recommendation. Consensus for the purposes of this TOR is defined as general agreement or acceptance of decisions, actions or recommendations by members. Members may have concerns about specific aspects, but can accept and support that the overall decision, action or recommendation goes forward .

Conditions for consensus include:

- Common goals – define the goal(s) for any decision-making process
- Commitment to reach consensus – Differences of opinions and discussions are encouraged to build more thorough guidance for professionals.
- Sufficient time and distribution of materials for making decisions
- Timely review - Clear timelines should be set for review/feedback stages.
- Clear process – is essential that everyone have a shared understanding of the process for consensus
- Active participation – members need to play an active role in the decision-making, listen to members' opinions and proactively look for solutions to forest sector issues.
- To address instances where consensus was difficult to achieve, guidance document could capture reservations that some members may have, and/or where further work needs to be done.
- Group facilitation – the co-chairs are tasked with ensuring that the group works together to make decisions, develop actions or recommend solutions/guidance. Co-chairs are to encourage participation and ensure that everyone has a chance to provide comments before decisions are made and consensus is reached. Members will be provided with follow-up on how draft comments have been incorporated in any final documentation and given opportunity to endorse documents, support a decision or actions are developed prior to distribution of materials.

Documentation & Reporting

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.

Team '*Minutes*' or '*Decision/Action Items*' will be recorded, distributed and kept by the facilitator/chairpersons. An annual report will be developed annually, and will be completed and circulated by the end of July each year. The Annual Report will be forwarded to the ABCFP, regional OIF and CRIT. This 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

Membership for 2013-14

Western Forest Products (Vancouver Island): Jon Flintoft, Vadim Stavrov

Western Forest Products (Mainland, Central Coast) Mona Desgorseilliers, John Pezel

International Forest Products: Kai Sonnenburg, Steve Check

Richply: Tom Cole

Bella Coola Community Forest Ltd: Hans Granander

Nuxalk Forestry Limited Partnership: Randy Hart

Strategic Natural Resource Consultants: Mike DesRochers, Lisa Lenarduzzi

Capacity Forest Management: Ryan Clark

TimberWest: Bill Grutzmacher, Peter Share

Bella Bella Asset Holdings: John McLaughlin

Mill & Timber: Ryszard Mycek

Northwest Hardwoods: Brian Kyle BC

Timber Sales: Scott Mitchell

Independent: Gord Glover, Ione Brown

Ministry of Forests, Land and Natural Resource Operations: Andrew Ashford, David Flegel, Lisa Nordin, Amy Beetham, Cyndy Grant, Paul Barolet

Membership for 2014-15

Western Forest Products (Vancouver Island): Jon Flintoft, Kelly McMahon

Western Forest Products (Mainland, Central Coast): John Pezel

International Forest Products: Kai Sonnenburg, Michelle Todd

Richply: Tom Cole, Ione Brown

Bella Coola Community Forest Ltd: Hans Granander

Nuxalk Forestry Limited Partnership: Randy Hart, Rob Ziegler

Strategic Natural Resource Consultants:

Capacity Forest Management: Mike Beck

TimberWest: Bill Grutzmacher, Peter Share

BC Timber Sales: Lisa Brown

Ministry of Forests, Land and Natural Resource Operations: Andrew Ashford, David Flegel, Lisa Nordin,
Amy Beetham, Cyndy Grant, Paul Barolet

Membership for 2015-16

Western Forest Products (Vancouver Island): Jon Flintoft, Kelly McMahon

Western Forest Products (Mainland, Central Coast):

International Forest Products: Kai Sonnenburg, Michelle Todd

Richply: Tom Cole, Ione Brown

Bella Coola Community Forest Ltd: Hans Granander

Nuxalk Forestry Limited Partnership: Randy Hart, Rob Ziegler (Keith Anderson part-way through)

Capacity Forest Management: Mike Beck (Gary Gallinger)

TimberWest: Bill Grutzmacher, Peter Share

BC Timber Sales: Deidre Haight , Mike Desrochers

Ministry of Forests, Land and Natural Resource Operations: Andrew Ashford, David Flegel, Lisa Nordin, Cyndy Grant, Paul Barolet, Melody Wilson

A&A Trading: Robert Ziegler

Adjunct Members

Bella Bella Asset Holdings: John McLaughlin

Mill & Timber: Ryszard Mycek

Northwest Hardwoods: Brian Kyle

Lion's Gate, Lemare: Josh Hiebert

Glover Resource Management: Gord Glover

Regional District of Mount Waddington: Pat English

Membership for 2016-17 (Industry/Government affiliations have been removed)

Jon Flintoft (co-chair), Kelly McMahon, Kai Sonnenburg, Joe Leblanc, Ione Brown, Hans Granander, Ivan Tallio, Rob Ziegler, Gary Gallinger, Tracy Ng, John Dirom, Mike Desrochers, Andrew Ashford (co-chair), Cyndy Grant, Paul Barolet, Amy Beetham, Robert Ziegler, Blair Wriglesworth, Kim Lefebvre, Megan Hanecek, and alternates.

Adjunct Members

John McLaughlin , Ryszard Mycek, Brian Kyle, Gord Glover, Pat English