

**Merritt Timber Supply Area
Sustainable Forest Management Plan**

**Meeting Summary
SFM Advisory Group Meeting, April 27, 2005**

	<i>SFM Advisory Group Member</i>	<i>Affiliation</i>
	Al Clarke	Radio NL Merritt
✓	Bob Chambers	Ranching/woodlot, Merritt
✓	Brian Drobe	Weyerhaeuser (Princeton)
✓	Bruce Beech	Tolko
	Chris Lepsoe	Merritt
	Dave Walkem	Nicola Tribal Association
	Don Embury	Ministry of Forests
	Elizabeth Salomon de Friedberg	Merritt
✓	Franz Reuter	Merritt
✓	Gerry Sanford	Merritt
	Gord MacDonald	BC Timber Sales Program (Kamloops)
	Jack Lay	Princeton
✓	Jerry Canuel	Aspen Planers
✓	Jason Stafford	BC Timber Sales Program (Kamloops)
✓	Katharine Shewchuk	Merritt
✓	Ken Taylor	NVIT, Merritt
	Lennard Joe	Nicola Tribal Association
	Leona Antoine	Nicola Tribal Association
	Linda Allison	Ranching/forestry, Princeton
	Lorne Esselink	Cool Creek Forest Ltd.
✓	Norm Hansen	NMV Lumber
✓	Pat Salm	Weyerhaeuser (Kamloops)
	Paul Willms	NVIT, Merritt
	Pete Wallis	BC Timber Sales Program (Kamloops)
	Rod Gatenby	Nicola Tribal Association
✓	Steve Borcsok	Upper Similkameen Indian Band
✓	Todd Chamberlain	Ardew Wood Products
✓	Tom Scott	Merritt
	Wayne Schindler	Woodlots/ranching, Merritt
✓	Wendy McKinney	Tolko
✓	Will Sloan	Merritt

1. Introduction and Agenda Review

Pat Salm called the meeting to order and circulated the agenda. It was noted that there were a few new faces around the table, so Pat asked members of the group to introduce themselves and then proceeded to review the agenda.

2. Review of Action Items from previous meeting

Pat went over the action items from the November 30, 2004 meeting and gave an update on the status of each. A summary of each is outlined below.

- ***Remove SFM Plans, Monitoring reports and meeting minutes predating 2003 from the SFM Website. Add a statement to the website indicating information from prior years can be obtained from the contact person listed on the website.***

Pat informed the group that this had been done.

- ***Convene another meeting of the Communications Sub-committee to prepare a draft Communications Plan for the next SFM Advisory Group Meeting (March 2005).***

Jerry informed the group that this hadn't occurred. He reported that he had tried to arrange a meeting over the last few weeks, but was unable to get everyone together. This action item will be tabled for the next meeting. In the interim, Jerry will arrange to have a similar article to last year placed in the newspaper during National Forestry Week.

ACTION: Jerry to convene a meeting of the Communications Sub-committee to prepare a draft Communications Plan for the next SFM Advisory Group Meeting (Fall 2005)

- ***Contact Jennifer to provide feedback on the September 23rd field trip.***

Jennifer reported that she hadn't received any feedback on the field trip.

- ***Obtain an updated list of "At Risk" species and forward to Jennifer for inclusion as an appendix to the 2005 SFM Plan.***

Pat informed the group that this had been done and that the list had been incorporated into the 2005 SFM Plan as Appendix 5.

- ***Update the Forest Health section on Page 19 of the SFM Plan to reflect the current beetle situation in the TSA. Consider a further update to page 19 once the District Forest Health Strategy has been completed.***

Pat reported that the Forest Health section had been updated and circulated a copy of the section to the group for feedback. He posed a question as to whether the group wanted to further modify the section or leave as is for the time being. The group decided to leave the section "as is" for now and consider further updates to the section once the Forest Health Strategy has been completed.

ACTION: Discuss further updates to the Forest Health section of the SFM Plan at the Fall meeting.

- ***Add Indicators #28, #20, #30 and #31 to Element 5.2. Add Indicator #16 to Element 5.1.***

Pat informed the group that this had been done.

- ***Amend the reporting criteria for Indicator #20 to include the average number of days worked in the year, the average number of shifts for days the mill was running and the number of mill employees on payroll.***

Pat confirmed that this had been done.

- ***Send out a copy of the Advisory Group Evaluation Form with the minutes to all public (non-licensee) members who have attended at least one meeting over the past year. Completed Evaluation Forms to be returned to Jennifer by the end of the year so information can be brought into the annual report.***

Pat reported that this had been done.

3. 2004 SFM Plan Monitoring Report

Pat outlined the formatting changes that had been made to the Monitoring Report since last year. He noted that a table outlining the percentage of target achieved had been added to Section 5 (p. 7), in addition to a number of graphs and photos in Section 6. Overall, performance targets were achieved for 31 of 35 indicators during the 2004 reporting period. Targets were not met for four indicators, with non-achievement being attributed to a single factor for three of these indicators.

Pat asked the group for feedback on the report. Group consensus was that the report looked good and was easy to follow.

Pat went over the results for Indicator #35 (Advisory Group Participant Satisfaction Survey) with the group. He noted that part “b” of this indicator stipulates that “All written comments and all line responses averaging less than 3 become action items”. Pat proposed that this be revised to read “All written comments *be reviewed and considered* and all line responses averaging less than 3 become action items”, as the majority of comments received did not require any action (e.g. Lunch was good). The group was agreeable to the idea.

ACTION: Revise wording for part (b) of Indicator #35 in SFM Plan to read “All written comments be reviewed and considered and all line responses averaging less than 3 become action items”.

A handout was circulated to the group with the written comments from the survey. Overall, written comments covered 3 topic areas, communication, membership and plan content.

In terms of communication, comments identified a need for better communication about the SFM process outside the Public Advisory Group (PAG). The group discussed the

issue and concluded that the Communications Sub-committee should address these concerns. Anyone, wishing to become involved in the Communications Sub-committee should contact sub-committee members (Jerry, Elizabeth, Al, Will, or Paul).

ACTION: Anyone interested in participating in the Communications Sub-committee should contact Jerry, Elizabeth, Al, Will or Paul.

In terms of membership, comments reflected the sentiment that new members and more representation from Princeton was needed. To address this concern, it was decided that Brian and Steve should try to drum up interest in the southern half of the TSA prior to the fall field trip. The group also discussed the size of the PAG, noting that there were only 8 “public” members. A question was posed as to how this compared to PAGs in other TSAs. Pat commented that the group was a comparable size to the PAGs he was involved with in the Kamloops and Okanagan TSAs. To further address concerns about the size of the PAG, it was suggested that Weyerhaeuser and Tolko poll their company’s other operations across the country to find out the size of other PAGs.

ACTION: Brian and Steve to drum up new PAG member interest in the southern half of the TSA prior to the fall field trip.

ACTION: Weyerhaeuser and Tolko to poll other operations across the country to determine whether the size and public representation of our Advisory Group is comparable to other PAGs.

One comment was recorded in regard to plan content. The comment states “Seems to be a reluctance on the part of licensees to move to indicators beyond legal requirements or standard forestry practice.” The group discussed the comment, but was uncertain as to its meaning. It was decided that to fully address the issue, more details/ specific examples were needed. It was suggested that if there was a specific example, it could be made a focus of the fall field trip. Otherwise, the group felt it could be addressed through the review of the plan each fall.

ACTION: Forward any specific examples to Todd for possible inclusion in fall field trip.

ACTION: Include written comments for Indicator #35 in Monitoring Report next year.

4. Weyerhaeuser/ Tolko Feb 2005 Recertification Audits

Pat informed the group that currently two of the licensees (Weyerhaeuser & Tolko) in the TSA were CSA certified and 3 others (Aspen, Ardeu and BCTS) were working towards certification. Certification is good for three years, but surveillance audits are carried out every year. Weyerhaeuser and Tolko both had audits in February, and both used the same auditing firm (QMI). Pat informed the group that Brian had brought copies of QMI’s Audit Report and these were distributed to those interested. He commented that the format of the report was not very presentable, so they had asked QMI to come up with a better format for future audits.

Brian provided a brief summary of the Weyerhaeuser audit. He informed the group that the auditors had visited 4 of their contractors on 5 or 6 sites, in addition to speaking with company staff over a period of 3 days. No non-conformances were identified as a result of the audit, but a number of positives were mentioned. Some of the positives identified were good use of databases for tracking, good use of EMS reporting and good knowledge and understanding shown by contractors.

Will provided the group with some background on audit terminology. A “major non-conformance” is applied to circumstances where an entire criterion has not been identified in the SFM Plan. Major non-conformances are rare and result in suspension of recertification. “Minor non-conformances” are more common and typically are the result of one or two isolated instances of something happening. “Opportunities for Improvement” are applied to circumstances where the auditors can’t find enough evidence for a minor non-conformance. “Positives” are things that the company is doing well.

Brian noted that three opportunities for improvement were identified in Weyerhaeuser’s audit. One of these opportunities was in regard to providing additional clarity in SFM Plan reporting. The second opportunity was in regard to better representation on the Public Advisory Group. The third opportunity was regarding EMS and response to spills or preparedness in response to spills.

Bruce Beech informed the group that Tolko’s audit had gone well. No major or minor non-conformances were identified and the company was re-registered under the 2004 standard. Bruce noted that five opportunities for improvement were identified by the audit. The opportunities were:

- Consideration should be given to increase representation on the PAG
- Additional overtures should be made to First Nations to encourage their participation in the process
- Consideration should be given to replacing PAG members that are not attending meetings as per the Terms of Reference
- Invite PAG members to attend external QMI field audit (Bruce noted that an invitation will be extended to PAG members next year)
- Consideration should be given to putting on a utilization presentation (cull piles in the bush) to PAG group (It was suggested that this could be incorporated into the field trip)

In regard to the opportunity to encourage First Nations participation in the process, it was noted that all of the bands within the TSA were on the Partial Participants list and had been receiving copies of the SFM Plan and Monitoring Reports. In addition to this, a letter was sent out to partial participants in August 2003 asking if partial participants wanted to become more involved. It was noted that Tolko was unaware of this because they didn’t receive copies of correspondence with the PAG. It was suggested that copies of cover letters be forwarded to Tolko in the future and that the auditors schedule an appointment with Jennifer in the future to discuss her role with the group.

ACTION: Cover letters to Full and Partial Participants to be forwarded to Tolko (and other licensees going for CSA certification) in the future.

ACTION: Companies to consider having auditors set up an appointment with Jennifer in the future to discuss her role with the group.

5. Current DFA Issues

Timber Supply Review and possible harvest volume uplift (for further information contact the MoF District).

The group discussed whether new licensees that would be operating in the TSA as a result of the potential uplift should be expected to participate in the SFM process. Some felt that an invitation should be extended, but due to the fact that they would hold non-replaceable forest licences (5 yr. term), they may or may not need to become involved. Others felt that involving non-replaceable licence holders in the reporting process, could skew the results for trends (i.e. licence only lasts 5 years).

A question was posed as to whether the group felt they should submit a letter in support of the uplift. The group decided not to submit a letter as they felt letters would be better received from individuals.

6. CSA Z809:2007

The Technical Committee for the CSA Process will be looking for input from local PAGs as they revise the standard. Expect to hear more about this in the future. If Pat receives a survey, he will route it out to PAG members via Jennifer.

7. Forest Education

Jerry informed the group that all of the licensees in the TSA have contributed funding to a forestry education initiative which involves the full-time support of Susan Bondar. Susan has developed forestry education curriculum for K-7 and high school. In addition, the program assigns two adopted foresters to each school. Susan has already been to Merritt and met with the Superintendent of Schools. Jerry suggested that it may be possible to introduce the topic of Forest Certification through this mechanism.

ACTION: Jerry to provide more background information on the Forestry Education initiative (including Susan Bondar's contact information) to Jennifer for distribution with the minutes.

Todd informed the group that an "Adventures in Forestry" initiative (sponsored by the Rotary Club) was currently underway. The initiative, targeted to the forestry class at the high school, involved a tour of a Post and Rail facility and presentations at the Fire Centre today and a field trip tomorrow.

8. Field Trip

The group discussed specifics for the fall field trip. Ardeu volunteered to host this year's field trip in late September. Some topics to be covered will include; Coarse Woody Debris, utilization standards and timing of activities (harvesting, landing pile burning, site prep, planting etc.). It was requested that sites be in closer proximity than those on last year's field trip to cut down on travel time. In addition, a request was made that the field trip be scheduled for a Thursday so that NVIT students can attend.

ACTION: Forward any topics of interest for the field trip to Todd Chamberlain.

ACTION: Schedule the field trip for a THURSDAY so that NVIT students can attend.

ACTION: Todd to incorporate timelines re: harvesting, clean up, burning landings, rehab., site prep, planting into Fall Field Trip.