

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).