

SFM Advisory Group Terms of Reference and Procedures

Kamloops Timber Supply Area (TSA) Sustainable Forest Management Plan

SFM Advisory Group Terms of Reference and Procedures

August 31, 2000

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1. 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 the Kamloops TSA Sustainable Forest Management (SFM) Plan. The SFM Plan will be developed based on the Canadian Standards Association (CSA) Standard CAN/CSA-Z809 and will be complementary to previous work done by the Kamloops LRMP.

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.

2. Goals

The goals of the process are to:

- Develop a SFM plan in accordance with the CSA guidelines
- Develop procedures for monitoring 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.

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3. Roles and responsibilities

The SFM Advisory Group will include a cross-section of participants with varying interests and backgrounds. First Nation participation in the advisory group is valued and will be encouraged. First Nation participation in the Advisory Group is without prejudice to their Aboriginal and treaty rights. 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 may belong to groups or organizations interested in the SFM Plan, and may report back to those groups or organizations. However, public members agree that their participation as a member of the Advisory Group is based on their personal interests and views. The roles and responsibilities of the public and First Nations participants in the process are to assist the TSA licensees in developing the SFM Plan by:

- identifying local values that relate to the Canadian Council of Forest Ministers (CCFM) SFM criteria and elements
- developing objectives that describe a desired future state or condition for each value
- selecting indicators to be used to assess progress in meeting objectives
- establishing one or more targets for each indicator that provide a clear, specific statement of expected results
- developing procedures for monitoring the effectiveness of the SFM Plan.

A facilitator will be engaged to assist the SFM Advisory Group in its work. The role of the facilitator is 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.
- Implement operating guidelines (Sec 4)

4. Operating Guidelines

The SFM Plan will be developed by the Kamloops TSA Licensees based on advice and recommendations provided by the SFM Advisory Group. A draft meeting agenda will be prepared and distributed prior to meetings. The draft agenda will describe meeting objectives and provide agenda topics with time lines for discussion and conclusion. The meeting agenda is open for revision until it is reviewed and agreed to at the start of the meeting. Thereafter the agenda can only be revised with the consensus of the group. Participants in the process will:

- contribute to the development of the SFM Plan
- attend meetings on a regular basis (2 meetings per year and one Field Trip are the minimum number of meetings/year)
- consider the views of others in developing recommendations

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- 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 (refer to Sec 5)
- 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.

Some Public Members of the PAG may elect to be *Partial Participants* in the process (by indicating such to the Facilitator). Partial Participants will receive notification when copies of the annually produced SFM Plans and Monitoring Reports are available electronically, and are not expected to participate in the regular PAG Meetings.

The SFM Plan for the Kamloops TSA will comply with all existing legislation and policy and will be consistent with the strategic direction and intent in the Kamloops LRMP.

The long-standing rights and title of First Nations will be recognized in the development of the SFM Plan.

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

5. Decision-making process

Participants in the SFM Plan process aim to reach decisions on the basis of consensus. Consensus is defined as “general agreement by all participants on a recommendation 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.

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.

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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, the participants will agree to disagree and the options defined in the negotiation process will be recorded in the meeting summary. The 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.

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

6. Resources

Public participants traveling from outside the Kamloops area 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 the forest licensees within the Kamloops TSA.

7. 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.

8. Timelines

The SFM Plan was completed June 30, 2000. Since completion of the SFM Plan, the SFM Advisory Group has been engaged in reviewing annual progress on performance measures with a goal of continual improvement. Future changes to the SFM Plan will be based on the principles of adaptive management.

9. 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, the Kamloops LRMP and 1999 Monitoring Report, and other technical information as required. Where desired by the advisory group TSA licensees will seek to provide internal or external experts to gain a better understanding of a particular issue.

10. 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

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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 TSA.

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

11. 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 in section 5 above.