

# Snowden Demonstration Forest – Advisory Group: Terms of Reference

---

## Background

The Snowden Demonstration Forest was established by the Campbell River District of the Ministry of Forests, lands, Natural Resource Operations and Rural Development (FLNRORD) in the late 1980's to demonstrate forestry activities, educate and encourage public participation and participation of the local school district in planning processes. BC Timber Sales (BCTS), formerly the Small Business Forest Enterprise Program, has been operating within the Sayward operating area for 25+ years.

Forestry activity in the Snowden Demonstration Forest is subject to and guided by the:

- Vancouver Island Land Use Plan (2000)
  - established Sayward land use as a working forest
- Sayward Landscape Unit Plan (2003)
  - emphasizes recreation, drinking water and wildlife habitat
  - ensures public recreation resources are integrated into resource development planning
- BCTS Forest Stewardship Plan
  - consistent with legal direction including Order for established trails
- BCTS Guiding Principles – a non-legal document outlining BCTS intentions for operations in the Snowden

## Scope

The geographic area of concern is defined by the boundary of the Snowden Demonstration Forest excluding Woodlot 1720 (see map in Appendix). Note that where the boundary aligns with a road or trail the actual boundary is assumed to be the centreline of that road/trail feature. The Snowden Advisory Group will provide feedback regarding forestry activities and recreation interests. Advisory group feedback must abide by the land use objectives noted in the plans above.

## Purpose

The Snowden Advisory Group will provide viewpoints and advice to BCTS in order to ensure long term (years 5-20) and short term planning (next 5 years) in the Snowden finds the best balance of values and conditions – including timber, recreation, community watershed and others. Stakeholder representatives in this joint advisory group will develop approaches to avoid or resolve conflict and address issues of mutual interest in the Snowden area including improved communication and the management of recreational experiences and drinking water quality.

## Goals

Goals for the advisory group:

- Build effective relationships and provide a forum for communication between the stakeholder groups.
- Develop a common understanding of the interests and needs of each stakeholder group.
- Clearly identify key values and priorities for BCTS and each stakeholder group.
- Seek interest-based approaches to resolving issues that support the goals of all parties.
- Work toward providing recommendations for solutions to issues including developing:
  - processes for ongoing communication between the parties;
  - strategies to manage multiple objectives.
- Foster joint responsibility for information-sharing.
- Increase participants' understanding of forestry management in B.C .including legislation, higher level planning and the roles of BCTS and Recreation Sites and Trails BC (RSTBC).
- Provide feedback and work with BCTS to complete a multi-year forest development plan that the Snowden Advisory Group members agree appropriately balances timber and non-timber values.

## SAG Role

The advisory group will provide input on values and options to BCTS regarding management of forestry activities or recreation in the Snowden Demonstration Forest. Decisions will be recorded in meeting minutes.

## Meetings

### Frequency and Duration

Meetings will be scheduled at least one month in advance; the goal is to have a meeting every 2-3 weeks until the five year plan is complete. Once the short term five year plan is completed, the Snowden Advisory Group will continue to meet regularly until the 20 year plan is complete. Meetings will be 2 hours in duration. Field trips may be scheduled if required. Following completion of initial planning the group will continue to meet as needed to review plan implementation and update and revise forward planning as needed.

### Agendas, Meeting Notes and Action Items

Meeting agendas and notes will be prepared by the facilitator and chair. Best efforts will be made to provide members with notice of an upcoming meeting and a call for agenda items not less than five days in advance of the meeting. An agenda will be distributed and made available to members not less than three full working days prior to the meeting, and will contain copies of correspondence, reports and such information as is necessary for members to be appropriately informed. Items not on the agenda may be brought to the attention of the advisory group but may not be discussed in any detail or decided upon until the following meeting, unless decided otherwise by the group.

Meeting notes will be distributed after the meeting. Action items will be recorded and include responsibility and timelines for completion. Meeting notes will track decisions and status of previous action items. Meeting notes should be informative and neutral.

### **Decision-Making**

The advisory group will provide input/advice to the Statutory Decision Maker regarding the management of forest activities or recreation in the Snowden. A recommendation is developed on the basis of what can and cannot be agreed upon. It may include points of agreement and points of disagreement, without attribution to individuals or interest groups. Decisions will be recorded in meeting minutes.

### **Communication**

Communication between members will be principally via email. Face-to-face meetings will be scheduled every 2-3 weeks.

### **Membership**

Appendix A includes list of members

Chair shall be the BCTS Planning Officer

BCTS will provide a facilitator when available and required based on the meeting agenda

### **Roles and Responsibilities**

#### **Chair & Facilitator**

- Will foster communication and collaboration among members.
- Will strive to maintain the group's focus on the agreed to scope and issues.
- Will strive to resolve disputes/conflicts through interest-based discussions.
- Will maintain an awareness of broader interests in the Snowden (e.g., First Nations interests, public recreationists, other tourism operators using the area, etc.) and will engage others outside the working group as appropriate.
- The Chair will be the sole contact for all media inquiries.

#### **Members**

- Understand and respect the role and scope of the advisory group.
- Serve as subject matter experts for their areas of expertise.
- Will stay informed about the perspectives they represent and consult with their constituents when necessary.
- Will develop input/recommendations for the Ministry of Forests, Lands and Natural Resource Operations and Rural Development Statutory Decision Maker
- In all discussions related to advisory group activities with the public, media or constituents, members and observers will not attribute specific comments to specific individuals or characterize the perspectives, viewpoints or interests of others without their prior consent.

## Appendix A – Membership List:

Organization	Member	Alternate
City of Campbell River	Chris Osborne	Amber Zirnhelt
Strathcona Regional District	Michael McGregor	
River City Cycle Club	Geoff Payne	Kim Toonders
River Runners	Steve Spiers	Stephanie Renwick
Island Mountain Rides	Martin Ready	
CREW hiking group	Barbara Akelaitis	Patricia Ashmead / Lynda Harris
Friends of Snowden	Garry Ullstrom	
Recreation Sites and Trails BC	Graham Cameron	
Campbell River Environmental Committee	Glenda Woodward	LeRoy McFarlane

## **Appendix B. Map - Snowden Demonstration Forest Area**

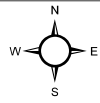
# Snowden Demonstration Forest

**BCTS**

Strait of Georgia Business Area

Date Saved: 2018/12/04 11:42:26 AM

Document Path: \\bctsdata.bcgov\data\tsg\_root\GIS\_Workspace\Mike\Maps\_Misc\Snowden\Snowden\_Map\_2018\_8by10.mxd



1:30,000

## Legend

- Streams
- TSG\_Rds\_Drivable
- Snowden\_8by10
- TSG\_UWR\_approved
- TSG\_UWR\_Modified\_Management\_Area
- UWR\_proposed
- TSG\_UWR\_Proposed\_MOE
- TSG\_OGMA\_LEGAL
- TSG\_OGMA\_NON\_LEGAL\_CURRENT
- Sayward 100% REC Netdown
- Parks

JOHN HART  
COMMUNITY  
WATERSHED