

# Terms of Reference

## Timber Sales Advisory Council

### Background

BC Timber Sales (BCTS) is a self-financing program within the Ministry of Forests (FOR) created in 2003 to develop crown timber for public auction, to establish market price and cost benchmarks, and to capture the value of the timber asset for the public.

Established in 2004, the Timber Sales Advisory Council (TSAC) provides a forum to canvass sector viewpoints and obtain advice on a range of legislative, policy, business practice and program performance issues germane to BCTS.

### TSAC Terms of Reference

#### Scope

The TSAC will work at an industry-wide strategic level to provide sector viewpoints and advice to BCTS, FOR and broader government regarding:

- Specific business and operational issues related to improving customer service and business practices.
- The performance of BCTS in achieving its mandate, including the timely reporting of this performance by coastal, interior, and business area level where appropriate; and
- Proposed changes to legislation, policy and business practices impacting its interested parties and to improve the performance of BCTS in achieving its mandate.

#### Accountability

The TSAC is accountable to FOR through the Deputy Minister.

#### Membership

The TSAC is comprised of representatives from industry associations whose members are significant BCTS customers and clients, and key BCTS staff including the program executive and senior managers. This group, collectively, has both the knowledge of the program, and the external and internal perspective necessary to fully evaluate program performance and develop ways of improving it.

All industry members (reference **Current Membership List**) are appointed by the Executive Director BCTS with no set term (or an alternative representative nominated by the sponsoring association). Although the core of TSAC will be approximately 20-22 members, membership will be flexible over time to allow for replacements, additions etc. Associations not currently represented on TSAC may petition for membership through the Secretariat. Membership is determined by the Executive Director.

The following will be considered when reviewing a new application for TSAC membership:

1. Does a prospective member association represent interests whose business is closely aligned with or dependent on the operations of BCTS?
2. Are the interests of a prospective member association not adequately represented by current members or addressed through other government and industry forums?
3. Will adding the prospective association to TSAC lead to TSAC becoming so large that its effectiveness will be diminished?

Each member may designate an alternate to attend in their absence or provide written input regarding agenda items to the secretariat prior to the meeting. Alternates must be sufficiently briefed by the member and prepared to effectively contribute at meetings. TSAC recommendations can only reflect input available at the time, so members must provide timely contributions to discussion in person, through an alternate, or in writing.

### **TSAC Recommendations**

TSAC is an advisory body that provides advice and makes recommendations in respect of BCTS. These recommendations can be to BCTS, to the broader Ministry of Forests, or to broader government. Recommendations will fall into five categories and will be the result of a full discussion of an issue within the TOR brought to the TSAC by members and BCTS:

1. Recommendations fully within BCTS' mandate and endorsed by the entire TSAC will be given thorough consideration for implementation.
2. Recommendations endorsed by the entire TSAC but not entirely within BCTS' mandate will be conveyed to relevant parties by the Executive Director BCTS or their delegate, who will also be responsible for reporting back on any resulting actions.
3. Recommendations endorsed by the majority or entirety of TSAC, but not supported by BCTS staff, and entirely within BCTS' mandate, will prompt the Executive Director BCTS to provide a detailed explanation for not aligning with the TSAC position. If TSAC representatives unanimously disagree, they may appeal through the Executive Director BCTS to the Deputy Minister, whose decision will be conveyed to the TSAC.

4. Recommendations endorsed by the majority or entirety of TSAC, but not supported by BCTS staff, and not entirely within BCTS' mandate, will be communicated to relevant parties by the Executive Director BCTS or their delegate, along with the rationale for non-support. They will also report back on any resulting actions.
5. Recommendations, whether entirely or not entirely within BCTS' mandate, supported by BCTS staff but not by the majority or entirety of other TSAC members, will be communicated to other relevant parties by the Executive Director BCTS or their delegate, and the TSAC will be updated on any resulting actions.

## **Meetings**

Meetings will be held quarterly to coincide with the availability of the BCTS quarterly performance reports and will be scheduled by the chair in consultation with TSAC. The objective will be to strive for two face-to-face meeting per year and include Timber Sale Manager representation from the coast and interior.

BCTS staff will strive to circulate agenda and supporting resource material to TSAC at least 1-week prior to each quarterly meeting.

## **Support**

BCTS will arrange for and fund the meeting rooms, and a secretariat to provide support to TSAC. All appointees will be reimbursed for travel costs to and from the meetings at excluded employee government rates.

## **Communication**

Most communication with TSAC members will take place via e-mail through the secretariat.

## **Current Membership**

### **Current TSAC membership is as follows:**

- Allan Powelson – BC Timber Sales
- Len Stratton – BC Timber Sales (Chair)
- Terri Jonuk – BC Timber Sales
- Gilbert Richir – BC Timber Sales
- Barry Simpson – Truck Loggers Association
- Brian Menzies – Independent Wood Processors Association
- Craig Upper – Interior Lumber Manufacturer’s Association.
- Dan Battistella – Interior Lumber Manufacturer’s Association
- Eric Hannula – Council of Forest Industries (Northern Interior)
- Jay McGeachan – Independent Solid Wood Manufacturers
- John Hatalcik – Council of Forest Industries (Southern Interior)
- Keith Hall – Independent Wood Processors Association
- Les Kiss – Council of Forest Industries (Coast)
- Mike Thomson – North West Loggers Association
- Paul Rasmussen – Interior Lumber Manufacturer’s Association
- Tim Walley – Independent Timber Marketers Association
- Todd Chamberlin – Interior Logging Association
- Trish Balcaen – Interior Logging Association
- Warren Carter – Interior Lumber Manufacturer’s Association (Interior)

### **Alternative TSAC membership is as follows:**

- Joel Springer – Council of Forest Industries (alternate Southern Interior)
- James Luxmoore – Council of Forest Industries (alternate Coast)
- Jonathan Armstrong – Council of Forest Industries (alternate Coast)
- Mike Kemp – Independent Solid Wood Manufacturers (alternate)
- Mark Cookson - Council of Forest Industries (alternate North)

### **Individuals who have issues they would like addressed by TSAC can either:**

- Work with a representative in their area to have the issue brought to TSAC; or
- Contact the TSAC Secretariat directly and the Secretariat will forward the request to the Chair to decide the appropriateness of bringing the topic forward.

### **TSAC Secretariat:**

Tracey Johnson | Executive Assistant | BC Timber Sales  
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