

Appendix VI. Nimpkish Woodlands Advisory
Committee (NWAC)
Terms of Reference

**CANADIAN FOREST PRODUCTS LTD.
COASTAL OPERATIONS - ENGLEWOOD**

**NIMPKISH WOODLANDS ADVISORY COMMITTEE
For CSA Certification**

**REVISED
TERMS OF REFERENCE**

As of
April 19th, 2004

A. BACKGROUND

Canadian Forest Products Ltd (Canfor) has had an interest in forestry certification since 1993 and was one of the first participants in the development of the Canadian Standards Association (CSA) Sustainable Forest Management System standard. As early as 1996, the company conducted a preliminary audit against both the CSA standard and the Forest Stewardship Council (FSC) Principles and Criteria at one of its Prince George, British Columbia operations.

In July 1999 Canfor formally announced its sustainable forestry certification plans. These included a commitment to the International Organization for Standardization (ISO) Environmental Management System standard - ISO 14001- at all forestry operations. In January 2000 Canfor achieved registration under this standard for all the company's forestry operations (except for those recently acquired in the purchase of all the shares of Northwood Inc.). Canfor sought CSA certification certification was first achieved in August 2000. Canfor was recertified and continues to maintain certification to CAN/CSA-Z809-96i Canfor is in the process of attaining certification to the Z809-02 standard.

Tree Farm Licence (TFL) #37 is located on northern Vancouver Island and encompasses the entire Nimpkish River Watershed and portions of the Tsitika, Oktwanch, Tsulton and Kokish Watersheds. The defined forest area (DFA) for certification is 196,725 ha in size. The main neighboring communities include Woss and Port McNeill. The attached map (Appendix 1) shows the area covered.

The CSA standard requires a significant level of public participation to assist in developing a sustainable forest management (SFM) plan for certification. In early 2000, Canfor staff contacted potentially interested parties to identify their interests and hosted the first meeting of the public advisory committee in February 2000. The public advisory committee continues to meet at least twice/year.

B. DEFINED GOALS

The vision of Canfor's Nimpkish Woodlands Advisory Committee (NWAC) is to ensure that sustainable forest "decisions are made as a result of informed, inclusive, and fair consultation with local people who are directly affected by or have an interest in sustainable forest management (SFM). The NWAC represents the diverse range of interests in the Defined Forest Area (DFA) and, as related to Canadian Standards Association (CSA) forest certification. Specifically, the NWAC will have the opportunity to work with Canfor to:

- a) Identify and select values, objectives, indicators, and targets, based on the CSA SFM elements and any other elements of relevance to the DFA;
- b) Assess alternative strategies and select the preferred one
- c) Review the SFM plan

- d) Design monitoring programs, evaluate results, and recommend improvements; and
- e) Discuss and resolve any issues relevant to SFM on the DFA

Canfor and the NWAC shall ensure that the values, objectives, indicators, and targets are consistent with relevant government legislation, regulations and policies.

C. OPERATING RULES

1. Ground rules/ conduct

The NWAC and its members agree to work by the following ground rules:

- a) Stay on topic
- b) Show respect for other members
- c) Listen to other members
- d) Use a speaker's list
- e) Avoid personal issues
- f) Avoid politics
- g) Look and act to move the committee forward
- h) Provide tasty snacks

2. Meeting agenda and dates

a) Meeting agendas:

- i) input on upcoming meeting agendas will be obtained during each NWAC meeting
- ii) Canfor will finalize the meeting agenda
- iii) each meeting agenda to allow for public presentations, if required
- iv) time for public questions and feedback to be allocated for at the end of each meeting

- b) Meetings will be held approximately every six months after CSA certification has been received, however, additional meetings may be scheduled as necessary.

c) Meeting dates

- i) will be confirmed jointly between Canfor and the NWAC

d) Meeting notices

- i) at least two weeks advance notice of meeting dates will be given
- ii) generally, the next meeting date will be confirmed at each NWAC meeting.

e) Meeting Location

- i) meetings will be held at a time and place most suitable to the members of the committee, and may vary time or place to satisfy members requirements
- ii) suggested meeting location is Port McNeill or Woss in the evenings

f) **Background material**, if available, will be provided for review, two weeks in advance of meetings.

g) Name

The name is: Nimpkish Woodlands Advisory Committee (NWAC).

D. TIMELINES

The following summarizes key times and focus for CSA Certification and Audits.

- 1) Spring: Annual Report and Input to the matrix
- 2) Fall: Audit Results

E. COMMUNICATION and INFORMATION

1) Internal to NWAC

- a) Canfor will ensure meeting minutes are distributed following each meeting;
- b) Canfor will provide NWAC with information as it applies to the function and business of NWAC. Confidential business information, First Nation or human resource information may be deemed sensitive or proprietary and may not be released.

2) External

- a) Canfor will provide access to information about the DFA and the SFM requirements

- b) Canfor will provide ongoing public communication about the DFA, NWAC and the progress being made related to CSA certification
- c) NWAC will appoint a representative to speak on their behalf as agreed to by the committee and Canfor.
- d) The representative will reflect the agreement of NWAC and will be sensitive to outstanding issues. The representative will restrict comments on issues to those previously discussed and agreed to by the committee.
- e) When communicating with the media, interest groups or the public at large, specific comments will not be attributed to any individual Advisory Group member without his/her prior consent.
- f) If an Advisory Committee member wishes to respond to media, they are to speak on behalf of the interest group they represent only and:
 - i) Will be respectful of other members or interest groups
 - ii) Will not characterize the suggestion or positions of other members or interest groups in their discussions with the public or media.

3) Internal to Canfor

- a) Input from the NWAC will be reported regularly by the Canfor reps at Management and Environmental Management Systems (EMS) meetings.
- b) Canfor will demonstrate that all input is considered and responses are provided

F. MEETING EXPENSES AND LOGISTICS

1) Meeting Expenses

- a) On request, travel costs to meetings will be reimbursed at \$.41/km.
- b) Other reasonable costs will be reimbursed if agreed to in advance by Canfor.
- c) Expense forms for the above need to be submitted to Canfor for reimbursement

G. ROLES AND RESPONSIBILITIES

1) Public Advisory Committee:

- a) The membership will consist of a representative from a broad range of interested parties as listed below:
 - i) 'Namgis First Nation
 - ii) Twolitsis – Mumtagila First Nation (to be invited)
 - iii) Mowachat/Muchalat First Nation (to be invited)
 - iv) local regional government
 - v) fish and wildlife

- vi) labour/worker
- vii) logging contractor
- viii) recreation: caving
- ix) recreation: skiing
- x) tourism
- xi) local municipal government
- xii) value-added
- xiii) environment: local
- xiv) environment: other
- xv) botanical forest products
- xvi) Parks

b) Advisors from the following may participate in committee discussions:

- i) Canfor
- ii) Department of Fisheries and Oceans
- iii) Ministry of Forests and Range
- iv) Ministry of Environment
- v) Canadian Wildlife Service
- vi) Ministry of Energy, Mines and Petroleum Resources

d) Selection of Members

- i) Canfor will recruit an initial representative from each interest area
- ii) when future replacements are required, the departing member or the NWAC may recommend names to Canfor
- iii) when new interests are identified, NWAC will make recommendations to Canfor
- iv) based on recommendations from NWAC and those identified by Canfor, Canfor will recruit a replacement member

2) Member's Role

- a) To provide input as related to the Defined Goals (see above)
- b) To attend meetings regularly
- c) To identify a potential conflict of interest that could result in direct personal benefit, as related to the potential recommendations of the NWAC. Based on this information, the NWAC may ask the member to move to the role of Observer for the related meeting(s), step down as a member or continue with the normal progress of the meeting.
- d) If a member cannot attend a meeting, the member is responsible to send an alternate
- e) To replace a member, the current member may nominate a potential person for that interest. The NWAC may also submit a name. Canfor will confirm appointment
- f) Members are responsible for reaching agreement and decision making for the NWAC

- g) If a member and their alternate miss 2 consecutive meetings they will be considered inactive and may be replaced

3) Alternate's Role

- a) Members may recommend an alternate for approval by Canfor
- b) Alternates are to be briefed by members prior to meetings
- c) Alternates are guided by the Terms of Reference.
- d) Alternates may attend meetings as observers when members are present

4) Observer's Role

- a) Public members are welcome to observe the NWAC meetings
- b) Observers may participate in discussions or make presentations only with agreement by the committee or facilitator
- c) Will not take part in the decision-making process of the NWAC

5) Canfor's Role

- a) To review and consider the recommendations from the NWAC
- b) To make decisions regarding sustainable forest management and certification
- c) To report to NWAC on how recommendations were addressed
- d) To provide the necessary and reasonable resources (including human, physical, financial, information and technological)
- e) Will not take part in decision-making of the NWAC

6) Advisor's Role

- a) To provide information and support to the NWAC committee
- b) To clarify technical information for the NWAC committee
- c) Will not take part in decision-making of the NWAC

7) Facilitator's Role

- a) To ensure that meetings address agenda topics
- b) To ensure that all members have an equitable opportunity to participate in the meeting
- c) To provide support in summarizing and clarifying issues, recommendations, etc.
- d) Will not take part in decision-making of the NWAC

H. DECISION MAKING AND METHODOLOGY

The committee agrees to work by consensus defined as:

- 1) Every effort shall be made to achieve consensus
- 2) Consensus is defined as members as having substantial agreement on an issue
- 3) Consensus may consist of agreement on a summary of the different perspectives on an issue
- 4) Decisions on specific issues will be considered interim consensus, unless agreed otherwise, until there is consensus on the full set of recommendations

I. DISPUTE RESOLUTION MECHANISM

1) Process Issues

- a) Process issues will be resolved by the facilitator

2) Technical Issues

- a) *The members* will work to identify the underlying issues and work towards a solution in a positive friendly environment
- b) The members will seek compromise, alternatives and clarification of information needed
- c) The members will commit to arriving at the best solution possible.
- d) If no consensus solution can be reached, then the outstanding issues will be summarized and forwarded to Canfor for their consideration

J. REVIEW OF AND REVISIONS TO TERMS OF REFERENCE

The Terms of Reference will be reviewed at least every two years after adoption or earlier based on consensus of the committee to review. The approval and revisions of the Terms of Reference requires the approval of the Public Advisory Committee and Canfor.

**APPENDIX I
DFA MAP**

ENGLEWOOD DFA



