

**VANCOUVER ISLAND NORTH WOODLANDS ADVISORY GROUP  
(VINWAG)  
Western Forest Products Inc.  
Community Advisory Group  
Minutes of Meeting April 14, 2011**

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**Attendance:**

Dave Trebett, Tourism	Jeff Houle, Small Contractors
Jon Flintoft, WFP	Dale Dorward, Small Business
Dave Poilievre, WFP	Tom Doak-Dunelly, General Public
Ray Harper, Labour	Fred Robertson, Education and Youth
Mac Willing, Fish and Wildlife	

**Presenters:** Jon Flintoft, WFP, Dave Poilievre, WFP and Roger Briscoe, WFP

**Regrets:** Vadim Stavrakov, Large Contractors, Ralph Wallas, Observer, Miles Trevor, Port McNeill Chamber, Patrick Donaghy, Local Government, Ian Roberts, Aquaculture, Steve Lacasse, Environment

**Observers:** Ed Jackson

**Chairperson and Facilitator:** Annemarie Koch

**Minutes taken by:** Jon Flintoft, Annemarie Koch

## 1.0 SAFETY AND INTRODUCTIONS

Annemarie welcomed everyone to the meeting, stressed the importance of safety in WFP's operations, and reviewed the procedures to follow in the event of an emergency. Annemarie reviewed the objectives of the meeting, namely to review the minutes and action items from the previous meeting, hear a presentation by Jon Flintoft and Dave Poilievre on wildfire management in the DFA and the mandatory discussion item under Criterion One, namely management in the context of natural disturbance regimes and patterns and the range of natural variation, hear a presentation by Roger Briscoe on the business partnership between WFP and the Quatsino First Nation and the mandatory discussion item under Criterion 6, namely developing working relationships with willing Aboriginal communities and/or people, continue discussion of the creation of a new indicator for opportunities for local contractors and suppliers, review and discuss the results of the 2010 participant satisfaction survey, review and update membership and confirm the date of the next meeting. Annemarie noted that Jon had asked for an addition to the agenda, namely to discuss a letter from the chair of the CSA SFM User Group regarding Disney's support for certification systems used in Canada. Annemarie then invited everyone to introduce themselves to Roger.

## 2.0 REVIEW OF LAST MEETING MINUTES AND ACTION ITEMS

Minutes of last meeting were reviewed. Annemarie noted that Dale had indicated his concern for a statement attributed to him in the second paragraph on page 5 of the February 24<sup>th</sup> minutes, namely *'Dale noted that WFP does not have a clue about what the North Island has to offer, and that it would be useful not only to local suppliers but to WFP if there were more information on what was available locally.'*

Annemarie acknowledged, from her subsequent correspondence with him, that it was never Dale's intent to use such strong language regarding the reference to WFP, and suggested that the statement be amended as follows: *'Dale noted that it would be useful not only to local suppliers but to WFP if there were more information on what was available locally.'*

Annemarie reviewed outstanding action items 44-95 with members and the results of the discussion are summarized in the table below, along with the addition of four new action items developed during the course of this meeting. Action items that were completed or changed were dropped from the list.

The minutes were accepted as amended.

ACTION ITEMS					
	Item	Responsibility	Initiation Date	Target Date	Completion Date
44	On-going review of discussion items	All Members	May 4, 2009	Ongoing	
69	Ask MOF appraisal staff to provide a presentation or information on how stumpage and royalties will be calculated in future	Dave Poilievre	October 14, 2010	Spring of 2011	
71	Talk to members who haven't attended and determine if they wish to continue coming or suggest someone else who might represent their sector	Dave Poilievre	October 14, 2010	Ongoing	
76	Approach Gord Glover to address Criterion 5 mandatory discussion items	Jon Flintoft	February 24, 2011	May or June 2011	
84	Provide an update on the status of carbon trading and carbon credits (S. Janzen)	Jon Flintoft	December 2, 2010	Sometime in 2011	
85	Investigate opportunities for local people to participate in company training programs	Jon Flintoft	December 2, 2010	Ongoing	
86	Establish a measurable indicator for benefits to local suppliers	Jon Flintoft/VINWAG	December 2, 2010	May 26, 2011	
90	Approach managers and purchasing agents regarding local suppliers and contractors and the development of an inventory of required services and supplies locally	Jon Flintoft and Dave Poilievre	February 24, 2011	May 26, 2011	
91	Bring the discussion of the purpose of VINWAG forward on a regular basis	Jon Flintoft	February 24, 2011	Ongoing	
92	Put together a Friday field trip that includes feller bunchers for VINWAG members to consider	Jon Flintoft	February 24, 2011	June or July 2011	
96	Develop an indicator that reports out on the level of purchasing of local goods and supplies and deals with procurement procedures for local suppliers	Jon Flintoft	April 14, 2011	May 26, 2011	
97	Add reference to page 106 (Monitoring) of SFMP to reflect current practice of responding to member concerns as they arise	Jon Flintoft	April 14, 2011	November 2011	
98	Prepare draft policy on VINWAG attendance for TOR	Dave Poilievre	April 14, 2011	May 26, 2011	
99	Add energy sector to the list of groups represented in the TOR	Jon Flintoft	April 14, 2011	May 26, 2011	

Dave noted he had contacted Bill Dame, Eric Ralph, Ian Roberts, Al Huddleston and Patrick Donaghy regarding their attendance and was awaiting a response from each of them. He noted that Patrick had indicated the RDMW was strongly supportive but that representatives hadn't been able to attend on a regular basis. It was agreed that Dave should continue to contact members who have not attended meetings for sometime, and that further discussion of an attendance policy should take place later in the meeting.

Jon noted he had spoken to Gord Glover regarding Criterion 5 mandatory discussion items. Members asked Jon to go ahead and arrange Gord's presentation as part of the regular meeting schedule, i.e. in May or June.

Dave noted he was reviewing terms of reference from other PAG's regarding their attendance policies. He noted that Port Alberni allows members to miss three meetings before taking action, NWAC allows two meetings missed before members are contacted to determine whether they wish to stay on. It was agreed to review these various approaches to enforcing attendance later in the meeting.

Dave noted he met with the manager and the purchasing agent in Holberg and he noted that the management was fully behind dealing with local suppliers.

Jon noted he would sit down with the Port McNeill and Jeune Landing managers and purchasing agents and report back to the group.

Jon noted that a field trip was in the works, hopefully sometime in June or July.

### **3.0 WILDFIRE MANAGEMENT IN THE DFA: PRESENTATION BY JON FLINTOFT AND DAVE POILIEVRE, WFP**

Jon noted he would review recent fire history in the DFA, fire preparedness in the DFA and fire hazard assessment and abatement practices.

Jon used a map to show fire locations and causes over the last three years, including lightening strikes in 2007 and 2009. He pointed to locations of operationally caused fires and fires caused by human activities, such as campfires.

Jon noted that there had been some fires off Byng Road that had been caused by human activities. He referenced a fire at Quatse Lake caused by youths shooting a flare at a cedar tree. He noted that this particular incident had the potential to cause an interface fire with the Quatsino Reserve but it was extinguished before that occurred. He pointed to another fire that may have been caused by chainsaw activity. He pointed to a fire near Yreka that was associated with blasting activity. He noted some small fires caused by lightening strikes in the Varney area. He pointed out some of the access issues, adding that some areas could only be reached by helicopter. Jon referred to a fire at Devil's Bath in 2010 for which a cause had not been categorically determined.

Jon referred to a fire off J Main in 2007 that may have been caused by lightning or caused by humans. He noted that, in some cases, fires were left to burn because of limited access and limited risk to settlement and forestry values. Jon referred to a fire caused by someone shooting at the powerlines in 2009. He noted that a swath of lightening strikes occurred in August 2009 over the B.C. Day weekend.

Dale asked who ultimately pays for firefighting. Jon noted that there is an Industry – Government agreement. Industry pays an annual Forest Protection levy to the provincial government.

Jon noted 2009 was an abnormal year for fires, including the Vernon Lake and Artlish fires that were over 200 hectares each. He noted that there were no fires of this size during 2010 in and adjacent to the DFA.

Jon noted that WFP's costs are typically reimbursed as per an agreement with the Wildfire Management Branch (MoFLNRO). It was noted that, generally, the forest service makes the call on whether to respond to a fire or not. Jon noted that assessments are made on how to respond to a fire, depending on resources available. Jon noted that WFP has a lot of equipment positioned in the area and can respond quickly, e.g. with off highway tankers.

Jon noted there is evidence of a large fire in the Varney area that probably happened just over 100 years ago. There was some discussion of the cause of this fire, e.g. perhaps settlement activity. It was noted that some Douglas fir had come back in this area as a result of the fire history.

Jon reviewed some photos of the 2009 Alice Lake fire showing the results of fires and the practices used to fight the fires. He showed photos of the aftermath of the fire and talked about possible prescriptions for reforesting the site, or being excused from reforesting it because there is no site or soil left.

Jon reviewed photos of the Devil's Bath fire, noting it left bare limestone that is difficult to reforest.

Jon went on to discuss fire preparedness, noting fire season is typically April 1 to October 31, but adding that there are technical definitions of what constitutes fire season. He noted that fire preparedness plans are prepared annually for each operation, and that annual \$100 Fire Training is provided for all employees expected to fight fires. He added that fire equipment is checked and made ready for deployment.

Jon pointed out that crews are trained and many have long term experience in fire fighting and safety.

It was noted that the master mechanics are presently getting equipment ready for action.

Jon noted that fire weather readings are taken and a fire rating class is determined, using temperature, relative humidity and wind as primary indicators. Jon noted there are weather stations at the operations that provide real time data on which to base the fire ratings. He reviewed WFP's fire tool requirements.

Jon showed a photo of the Port McNeill firehall, with fire fighting equipment. He showed what an off highway water tanker looks like.

Jon reviewed fire hazard assessment and abatement procedures. He noted that these procedures are governed by the provincial Wildfire Act and Regulation. He explained the difference between assessment and abatement. He noted WFP does assessments except where they given an exemption from doing so.

Jon reviewed fire hazard abatement procedures such as burning piled roadside debris. He noted that most burning is done mid October to December and that smoke management is one of the issues that has to be taken into consideration.

Jon reviewed how the piles are ignited and the results of a successful burn.

Jeff Houle asked whether WFP liaises with community fire fighters and whether they might help with training for local firefighters in the area of interface wildfires. Dave noted that there are a number of \$100 firefighting instructors available and that the course would likely take a day for a community firefighter. Jeff agreed to talk to Dave about this after the meeting.

Ray noted that Gold River used to have a pump that was able to pump water about 3,000 feet up from the source. He noted this could be useful for a fire that was not very accessible otherwise. He added that it was a resource that might still be available to WFP for future use.

#### **4.0 QUATERN, A REVIEW OF THE PARTNERHSIP BETWEEN THE QUATSINO FIRST NATION AND WFP: PRESENTATION BY ROGER BRISCOE**

Roger provided some background on Quatern, noting it was a business relationship that grew out of the acquisition of tenure by the Quatsino First Nation in TFL 6 a few years ago.

Roger noted WFP always had a good working relationship with the QFN. He referred to a number of existing business agreements, including a Bill 13 logging contract, a fixed long term yarding contract and a salvage agreement. He pointed to how potential conflicts early on, including block selection from TFL 6 and possible competition for 'the best' wood, led to the development of the partnership.

Roger noted that the benefits of the partnership included development of shared opportunities such as profitable blocks shared without delay, synergies related to road use local expertise, economies of scale, provision of employment locally, and provision of a structure to explore profitable opportunities that are not currently available to either party.

Roger reviewed the business model that was developed, based on 50:50 volume contribution, equal sharing (50:50) of profits, and use of a team management structure. He noted that independent log marketing is used to protect everyone's interests in the partnership. Roger noted that WFP offered start-up costs in 2010 to get the venture off the ground and offers some security in the long run on log purchases, e.g. to WFP mills.

Roger noted the parties were currently working on a limited partnership structure. He added that the company was looking at harvesting 43,000 cubic metres this year, and that logging completion was scheduled for the end of May. He pointed out that the company was planning for 2012 volume and actively seeking other opportunities, e.g. tenure, timber sales.

Roger noted that hopefully more volume could be acquired to maintain the partnership.

Dave asked about the status of the wood after it was logged. Roger noted that WFP pays for required silviculture components and the province assists the QFN with theirs. Dale asked about Quatsino Forestry Company and Roger noted that WFP serves as a contractor for Quatern, but the workers for the Quatsino Forestry Company have been allocated to other work and have not been displaced.

Fred asked about the certification coverage. Jon noted that Quatern is not a signatory to the SFM plan, but that the practices would meet the certification standards if subjected to them. There was some discussion of whether certification would assist Quatern and Jon noted that some consideration would be given to whether Quatern's operations could come under WFP's certification process.

Fred asked whether other First Nations groups in the area could be approached, such as the Gwasala. Roger noted WFP was working with the 'Namgis in Englewood and that there might be another similar partnerships in the Port Alberni area. It was noted that WFP started with the Quatsino First Nation because they had the tenure and a working relationship had been established.

Ray noted he felt the partnership was working well and complimented Roger for his part in the process.

Roger noted the partnership had been a good learning opportunity for both parties. Fred asked how many people were employed by Quatern and Roger noted that many involved on the management side were already employed and taking on the work as part of their job descriptions. Dave asked where employees go when the volume is logged. Roger noted that WFP Jeune Landing crews were being reassigned and the QF company were kept working steady in the Port McNeill area.

It was noted that volume from the undercut could become available through community forest and woodlot allocations. Dave asked where the cedar is going that can't be exported. Roger noted this would be determined by the independent log marketer. Tom asked whether money was being retained in the business structure. Roger noted that last year almost all the money was retained in order to assist with costs such as road building. Tom asked whether there was a mechanism to resolve issues when the parties are in disagreement (e.g. at a time when the company might not be profitable). Roger noted that conflict resolution of this type had not been developed yet, but that the team management approach would be taken to resolve it.

Ed asked if there would be more undercut in the next cut control periods. Roger noted that no undercut was anticipated during this cut period.

Dave suggested that the partnerships should aid with the treaty process. Roger noted that it helps the bands and WFP with experience and opportunities in joint forest management. Dale noted that the QFN was very progressive in this respect.

## **5.0 CREATION OF NEW INDICATOR ON OPPORTUNITIES FOR LOCAL CONTRACTORS AND SUPPLIERS:**

Annemarie reminded members of the background for the need to develop this indicator. It was noted that the new indicators under the CSA Z809-08 standard did not include this as a core indicator, so it had to be carried over as a locally developed indicator.

Jon noted he had looked at what Englewood had done to deal with level of investment in initiatives that contribute to community stability. He noted that there were two targets, one to report on spending and the other that the level of capital spending was greater than \$0.

Jon reviewed the reporting out of figures for local investment in Englewood's operations, and the background for their indicator. He noted that the level of local purchases could not be predicted, e.g. due to changing economic conditions. He noted that there was no variance, as it was a reporting out target.

Jon reviewed the source information for Englewood's data. Jon reviewed the justification for Englewood's reporting out target. Jon noted he hadn't been able to determine how to do this for the North Island DFA yet, but he had some ideas of who to approach to go through the invoices and determine where expenditures were made. Dale noted that there should be a code and that a report could be run by supplier, e.g. using a vendor number.

Dale added that this DFA should not define Campbell River suppliers as local. It was agreed that local should be defined as within the boundaries of the Regional District of Mount Waddington. Fred asked why there was no commitment to a variance around a target. Tom suggested that, in view of variables around business, a more stable measure might be around the percent share of spending. Dale suggested that WFP look at a procedure of ensuring that local suppliers are contacted about opportunities to provide supplies and services. He noted that local suppliers would like to see WFP exhaust its efforts to source goods and services on the North Island before going elsewhere. He noted that the indicator could be around how the purchasing agent does this.

Dale noted his support for what the Englewood group was working toward. Dave P. noted that some things might need to be excluded from the reporting, such as large capital expenditures.

It was noted that it might be difficult to determine a baseline for percentages of expenditures. Mac suggested a policy that allowed all North Island businesses the opportunity to quote on a good or service that is required. Dale noted that he would like to see the purchasing people made aware of what is available on the North Island in the way of goods and services. Dale noted that he was not tied to percentages but would like to see a procedure in place that ensures the company's awareness of local supplies and services.

It was suggested that Jon take a look at how Englewood developed their targets on this indicator and how they were accessing their data sources. It was also suggested that Dale's recommendation that a procedure ensuring awareness of local goods and services be pursued as well.

Tom noted that it would be helpful to have local government input on this issue as well, as this is a key part of maintaining community stability in the region.

## **6.0 RESULTS OF 2010 PARTICIPANT SATISFACTION SURVEY:**

Jon asked anyone who wasn't present at the last meeting to add their comments if they wished. Dale suggested that the survey be issued once a year to members to gauge the group's concerns. It was noted that this requirement is in the TOR.

Mac asked what the current procedure is if anyone is dissatisfied with procedures or the TOR of VINWAG. Jon noted he tries to deal with any concerns that arise as soon as possible, by first listening to the concern and then taking it up with the group to see how they wished to address it. He noted that he does not wait for a survey or an annual review of the TOR to address any concerns, but deals with them

as soon as possible. Mac suggested that a sentence be added to page 106 (Monitoring) of the SFMP regarding this indicator, to reflect this practice.

#### **7.0 LETTER FROM THE CHAIR OF THE CSA SFM USER GROUP REGARDING DISNEY'S SUPPORT FOR CERTIFICATION SYSTEMS USED IN CANADA:**

Jon reviewed a letter from the CSA SFM user group regarding the Disney corporation, which has recognized all of the certification mechanisms in Canada, and suggested that members might wish to forward this letter, as suggested in the correspondence from the CSA SFM user group. He noted he would leave this decision in the hands of individual members.

#### **8.0 REVIEW AND UPDATE OF MEMBERSHIP:**

There was a discussion of the need to update the membership and to develop criteria for meeting attendance. It was noted, for example, that some sectors, such as local government, had not been represented for some time at the meetings.

Dave asked if members wanted to include something in the TOR on expectations around attendance for membership.

Dale noted that he felt it was useful to contact members who miss meetings to determine why they haven't attended. He noted that lack of attendance should be addressed after two meetings missed.

Tom noted that he agreed with contacting members but that, ultimately, if you haven't attended a certain number of meetings, say three, then there should be an opportunity to drop a member, after contacting them and discussing the matter first. It was suggested that a policy should be developed that allowed members to miss two meetings before they are contacted to discuss their attendance. The policy should allow that, after a member has missed three meetings, and been contacted after two, a member might be replaced. It was agreed that Dave would come up with a draft policy on attendance, to include in the TOR, for discussion at the May 26<sup>th</sup> meeting.

Dale suggested, in view of the increasing number of alternative power production proposals (e.g. windfarms and run of the river proposals) appearing in the DFA, adding a membership category for the energy sector.

#### **9.0 NEXT MEETING:**

It was agreed that the next meeting would take place on May 26, 2011, as per the proposed schedule of meetings reviewed by the membership. Jon noted he would try and get Mike Davis to come back and talk about TFL management plan at the May or June meeting.

**When:** May 26<sup>th</sup>, 2011  
**Dinner:** 6:30 p.m.  
**Meeting:** 7:00 p.m.