

**WESTERN FOREST PRODUCTS INC.  
ENGLEWOOD FOREST OPERATION**

**NIMPKISH WOODLANDS ADVISORY COMMITTEE  
For CSA Certification**

**TERMS OF REFERENCE**

**REVISED: May 24, 2018**

**2018**

## **A. BACKGROUND**

In July 1999, WFP's predecessor (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 - Englewood Forest Operation achieved registration under this standard. Canfor sought CSA certification, which was first achieved in August 2000. The Englewood Forest Operation was re-certified and continues to maintain certification to CAN/CSA-Z809. Both certifications for the Englewood Forest Operation were transferred to WFP in 2006 following the acquisition of the Englewood Forest Operation from Canadian Forest Products Ltd. (Canfor) in March 2006.

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 178,441 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 (former licensee) 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 WFP'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 WFP 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) Develop, assess and select one or more possible strategies for achieving targets;
- c) Review the SFM plan;
- d) Evaluate results of monitoring programs, and discuss improvements; and
- e) Discuss any issues relevant to SFM on the DFA.

WFP and the NWAC shall ensure that the values, objectives, indicators, targets and variants 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) Adhere to WFP Policies for Health & Safety, Bullying & Harassment and Violence in the Workplace
- i) 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) WFP 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)** At a minimum, meetings will be held approximately every six months however, additional meetings may be scheduled as necessary.

#### **c) Meeting dates**

- i) will be confirmed jointly between WFP 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) January to April: Annual Report and Input to the matrix
- 2) Fall: Audit Results

## E. **COMMUNICATION and INFORMATION**

### 1) **Internal to NWAC**

- a) WFP will ensure meeting minutes are distributed following each meeting;
- b) WFP 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.
- c) The participant satisfaction survey will be filled out annually by all members of NWAC public advisory committee annually

### 2) **External**

- a) Although group members are expected to communicate the progress of the Nimpkish Woodlands Advisory Committee to their constituents, they are not authorized to issue public statements on behalf of the Nimpkish Woodlands Advisory Committee. The facilitator is the designated public spokesperson for the Nimpkish Woodlands Advisory Committee.
- b) The facilitator may only speak on behalf of the Nimpkish Woodlands Advisory Committee. He/she is not authorized to speak on behalf of the Company. All questions related to company activities must be referred to the company spokesperson.

### 3) **Internal to WFP**

- a) Input from the NWAC will be reported regularly by the WFP reps at Management and Environmental Management Systems (EMS) meetings.
- b) WFP 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 \$.55/km.
- b) Other reasonable costs will be reimbursed if agreed to in advance by WFP.
- c) Expense forms for the above need to be submitted to WFP 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 suggested below:
  - i) 'Namgis First Nation (to be invited)
  - ii) Tlowitsis First Nation (to be invited)
  - iii) Mowachaht/Muchalaht First Nation (to be invited)
  - iv) Quatsino (to be invited)
  - v) local regional government
  - vi) fish and wildlife
  - vii) labour/worker
  - viii) logging contractor
  - ix) recreation: caving
  - x) recreation: skiing
  - xi) tourism
  - xii) local municipal government
  - xiii) value-added
  - xiv) environment: local
  - xv) environment: other
  - xvi) botanical forest products
  - xvii) Parks
  
- b) Advisors from the following may participate in committee discussions:
  - i) WFP
  - ii) Department of Fisheries and Oceans
  - iii) Ministry of Forests, Lands and Natural Resource Operations
  - iv) Ministry of Environment
  - v) Canadian Wildlife Service
  - vi) Ministry of Energy and Mines and Responsible for Housing
  
- d) Selection of Members
  - i) WFP 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 WFP
- iii) when new interests are identified, NWAC will make recommendations to WFP
- iv) based on recommendations from NWAC and those identified by WFP, WFP 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) To replace a member, the current member may nominate a potential person for that interest. The NWAC may also submit a name. WFP will confirm appointment
- e) Members are responsible for reaching agreement and decision making for the NWAC
- f) If a member misses 2 consecutive meetings they will be considered inactive and may be replaced**

## **3) 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

## **4) WFP'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

## **5) Advisor's Role**

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

## **6) 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) To record meeting proceedings and produce meeting minutes
- e) Will not take part in decision-making of the NWAC

## **H. PROVISIONS FOR CONFLICT OF INTEREST**

If any members believe themselves to be or are perceived to be in Conflict of Interest within the context of the Advisory committee or WFP, they will be requested to excuse themselves from related discussions.

## **I. DECISION MAKING METHODOLOGY**

The NWAC agrees to work by consensus defined as:

- 1) Every effort shall be made to achieve consensus
- 2) Consensus is defined as members 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

## **J. AUTHORITY FOR DECISIONS**

The Advisory Committee makes decisions in accordance with the Goals outlined in the Terms of Reference consistent with the CSA Standard. WFP has the authority to make their own independent decisions in relation to all aspects of their business.

## **K. MECHANISM TO ADJUST THE PUBLIC PARTICIPATION PROCESS**

1. Process to withdraw. It is requested that the member state their intentions to withdraw from the table in writing to the NWAC Committee.
2. Process to remove a member. If the Advisory Committee or WFP have lost confidence in the conduct of a member they will so advise the member in writing. The member will be given every opportunity to present his/her position. In consultation with the Advisory Committee, WFP will make the final decision on removing the member.

## **L. ACCESS TO INFORMATION**

1. Advisory Committee and WFP will:

Agree to bring all appropriate, relevant, and publicly available information forward.

Sensitive or confidential information will be treated as such.

Develop a common information base from which to work, identify areas where available information needs to be shared and/or verified. Identify where additional information is needed.

## **M. PARTICIPATION OF EXPERTS**

The Advisory Committee and/or WFP will invite experts to discuss technical issues.

Government representatives may become regular participants in the process, or they may take observers or technical support roles. Non-local interests might have a desire to provide input, and the means of doing so shall be agreed upon in advance.

## **N. 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 WFP for their consideration

## **O. REVIEW OF AND REVISIONS TO TERMS OF REFERENCE**

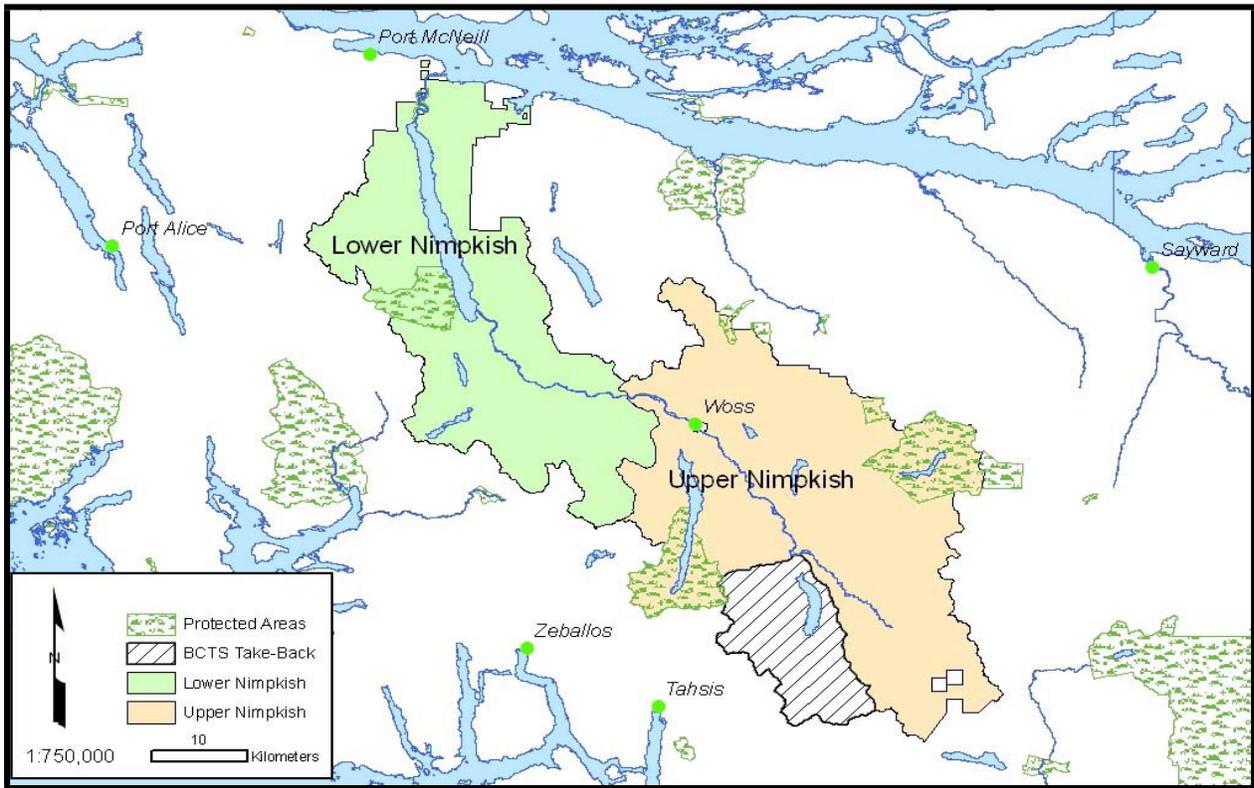
The Terms of Reference will be reviewed every year after adoption or earlier based on consensus of the committee to review. The approval and revisions of the Terms of Reference requires the approval of the NWAC and WFP.

## **P. MECHANISM TO MEASURE PARTICIPANTS' SATISFACTION**

To assess the level of participants' satisfaction with the public advisory process, an anonymous survey of the members will be carried out annually. The facilitator will

summarize the results and report back to the committee and WFP with appropriate considerations for improvement when needed .

## **APPENDIX I DFA MAP**



Note: BCTS Take-Back area is outside of the DFA.