

Summary of Meeting
Tolko Industries Ltd. Manitoba Woodlands CSA Public Advisory Committee
June 24-25, 2003
Banquet Room, Wescana Inn
The Pas, Manitoba

Description

The meeting's purpose was to adopt ground rules for future operation of the CSA Public Advisory Committee, as well as to draft values, objectives, indicators and targets relating to CCFM Criterion 3 of CSA Sustainable Forest Management Standard Z809-02.

Fourteen committee members from the public at large and/or representing a range of organizations attended the meeting, together with four Tolko staff (see Attachment 1). Sheldon McLeod of SLMcLeod Consulting facilitated the meeting. Avery Ascher of ASCHERWORDSMITH recorded the proceedings.

Introductions and Minutes of Previous Meeting

Doug Hunt, Divisional Forester with Tolko, welcomed the committee members, introduced Tolko staff and introduced Sheldon McLeod. It was noted that the proceedings of the meeting were being recorded.

Sheldon McLeod asked members to introduce themselves, and to identify any affiliations with particular organizations and/or with Tolko (past and present). McLeod then reviewed the agenda for the June 24-25 meeting (Attachment 2).

The minutes of the June 4th Public Advisory Committee meeting were circulated for review (Attachment 3). No errors or omissions were noted.

Action item:

It was suggested and noted that affiliations for all committee members be included on the attendance sheet for the June 24-25 and for all subsequent Public Advisory Committee meetings.

Operating Ground Rules for CSA Public Advisory Committee

Sheldon McLeod reviewed the draft operating ground rules for the CSA Public Advisory Committee (Attachment 4). The following revisions and subsequent action items were noted:

Action items:

1. **Under 5. Roles and Responsibilities: change “developing goals that describe a desired future state or condition for each value” to “developing objectives that describe a desired future state or condition for each value.”**
2. **Under 5. Roles and Responsibilities: change “selecting indicators to be used to assess progress in meeting goals” to “selecting indicators to be used to assess progress in meeting objectives.”**
3. **Under 5. Roles and Responsibilities: change “establishing one or more objectives for each indicator that provide a clear, specific statement of expected results” to “establishing one or more targets for each indicator that provide a clear, specific statement of expected results.”**
4. **Under 5. Roles and Responsibilities: revise “Prepare agendas and meeting minutes” to read “Prepare agendas and review meeting minutes prior to distribution.”**

Questions/Comments Arising from Draft Operating Ground Rules

With respect to the section titled “Purpose”:

Does the group know what Tolko’s 1997-2009 Forest Management Plan is?
This plan will be touched on when discussing the company’s legal requirements under the CSA process.

Will Tolko’s Sustainable Forest Management Plan only be valid until 2009?
The SMP will link to the 1997-2009 Forest Management Plan, but will not be a static plan. It will be looked at on an ongoing basis.

With respect to the section titled “Goals”:

There will be a need for clarification of jurisdiction of goals; i.e. some issues will clearly demand a government response.
The group will have to be careful to set goals the company can address directly.

With respect to the section titled “Timelines”:

Some of the scheduled meeting dates are not going to work for me. Should I be just a member of the public and sit in when I can?
We will try to adjust the dates, but if we can’t we ask that you be a full participant when you are able to attend.

Will the government be doing the audit of Tolko’s CSA program?
No, a private company will do the audit.

With respect to the section titled "Communication":

Would it be acceptable for me to distribute my interpretation of the meeting minutes on the EcoNet Internet site?

There would not be a problem with this. Tolko would like the official minutes to go to the group you represent as well.

Could I append my comments at the end of the official minutes?

That would also not be a problem.

Should it be noted in the minutes that there is a recorder?

Yes, it will be noted that there is a recorder of meeting minutes.

Action item:

To note in all future meeting summaries that the meeting proceedings are being recorded.

With respect to the section titled "Resources":

Will an honorarium be paid to committee members for attending the CSA Public Advisory Committee meetings?

No. Committee members will be reimbursed for travel, accommodation and meals.

Are committee members expected to pay such expenses in advance?

Yes. Tolko will reimburse expenses upon presentation of receipts.

What is the turnaround time for reimbursement of expenses?

About two weeks.

With respect to the section titled "Information":

Does the ISO certification that Tolko achieved fit into the CSA process?

Yes.

So ISO is part of the package we'll be seeing.

Yes; bits and pieces (e.g. the SOPs Tolko developed for its EMS).

Would understanding ISO help this process?

If the group is interested, we could make a presentation on ISO.

Is it important for us to understand ISO to make us more effective as a group?

For the most part ISO won't affect this process, but it will come in at a later stage of drafting the Sustainable Forest Management Plan.

Once you achieve CSA certification, does that mean you won't be certified to ISO 14001 any more?

The company would maintain both standards. ISO 14001 was needed in order for Tolko to go for the CSA standard.

With respect to the section titled "Additional Participation":

The need for any outside experts at an upcoming working meeting should be noted at the previous meeting. It will be the responsibility of committee members to raise this at the appropriate time.

Noted that the committee will normally make requests for experts in a timely fashion. The purpose of experts is to inform the discussion without bringing a position to the discussion. If the group is in agreement, such experts will be invited. They will be given a set time of 15-20 minutes and held to that.

Miscellaneous Questions/Concerns

Could the committee have a short introduction to upcoming topics to introduce the criteria that will be worked on at the next meeting? This would help members understand what's coming up and to plan for any expertise.

We will make sure that before we close one meeting off that we talk in general terms about what the next meeting will cover.

Does my participation on the CSA Public Advisory Committee imply that the group I represent endorses one forest certification system over another?

No, Tolko would not take your participation that way.

Action item:

That the following statement be incorporated into the ground rules: "By participating on the CSA Public Advisory Committee, it is not implied that the organization a committee member represents endorses one forest certification system over another. Committee members affiliated with particular organizations are participating due to their interest in and/or expertise relating to the CCFM criteria identified in CSA-Z809-02."

Can the term "substantial agreement" be qualified as it relates to consensus?

Substantial agreement means there may not be universal unanimous agreement, but that committee members are able to accept the package as a whole; also, that no committee members are completely unable to accept one or more parts of the package.

What if people want to revisit things that were raised at previous working meetings?

We are going to come back to the whole package at the end of the process. Also, at the start of each meeting we will be going over the record of the previous meeting. It will be appropriate at that time to bring up any feedback from groups

the committee members represent. It is important to be timely, and to record feedback right away.

Perhaps issues that need to be debated can be recorded on a flip chart. We can put ideas in a “parking lot” to be revisited.

Tolko’s Legal Obligations Under CSA

Paul Chapman provided an overview of federal and provincial legislation, regulations and legal requirements that Tolko is obligated to operate under (e.g. Forest Management License Agreement; Environment Act License; Crown Lands Act). Chapman also noted commitments the company has made on its own to operate responsibly (e.g. development of an Environmental Management System with associated Standard Operating Procedures (SOPs), plus annual and long-term planning documents (e.g. 1997-2009 Forest Management Plan).

Action Item:

To provide committee members with a list of SOPs that will be pertinent to drafting the Sustainable Forest Management Plan.

Question Relating to Tolko’s Legal Obligations

What if the feelings of the committee at the end of the process run counter to provincial legislation; i.e. the committee feels the criteria are inconsistent among government departments, or counter current thinking?

Such inconsistencies will have to be taken back to the government. The company cannot unilaterally do anything different.

Development of Values, Objectives, Indicators and Targets Associated with CCFM Criterion 3.

Before moving into the specifics of Criterion 3. and its subordinate elements, Paul Chapman placed the process of drafting of values, objectives, indicators and targets into context by providing an example from the health care sector.

Copies of values, objectives, indicators and targets relating to Criterion 3. drafted by Weyerhaeuser, Tembec and Tolko’s Louis Creek division were made available to committee members for reference. Chapman also handed out copies of sample CSA values (Attachment 5).

Doug Hunt handed out sample values, objectives, indicators and targets relating to CSA SFM Element 3.1 Soil Quality and Quantity, and to Element 3.2 Water Quality and Quantity (Attachment 6).

Identification of Values, Objectives, Indicators and Targets – CSA Element 3.1

The following **value** relating to soil quality and quantity was identified:

- Healthy soils that will sustain forest-related ecosystems.

The following **objective** relating to this value was identified:

- Maintain soil productive ability, extent and variety.

The following **indicators** relating to this objective were identified:

- Productive ability:
 - Success of regeneration.
 - Response of wildlife populations.
 - Species composition.
 - Amount and distribution of coarse woody debris.
 - Quantity of rutting.
 - Size of cutover.
- Extent:
 - Area of primary roads (categories 1, 2 and 3) constructed.
 - Area of other roads (categories 3 and 4) constructed.
 - Area of roads and landings within cutblocks.
- Variety:
 - Area of various vegetation types.
 - Natural forest succession over time.
 - Extraction activities such as gravel removal.

The following **targets** relating to these indicators were identified:

- Relating to *Extent - area of roads and landings within cutblocks*:
 - Less than 10% average of total harvested area will be in roads and bulldozed landings each year.
 - To the extent possible, ensure regeneration of roads and landings in blocks.
 - Retain the practice of delimiting and topping of pine-dominated stands at the stump during the summer harvest season.
 - No enforcement action due to rutting.
- Relating to *Extent – area of primary roads (categories 1, 2 and 3) constructed, and to area of other roads (categories 3 and 4 constructed)*:
 - Minimize disturbance from road building and camps.

Items Placed in “Parking Lot” to be Revisited

1. Exceed provincial standard for regeneration success (initially suggested as a target relating to the indicator *Extent – area of roads and landings within cutblocks*).
2. Research Tembec target number relating to area of road disturbance.

Identification of Values, Objectives, Indicators and Targets – CSA Element 3.2

The following **values** relating to water quality and quantity were identified:

- Maintain the hydrological system that maintains current water resource values to have healthy watersheds that function within the natural range of variability.
- Aquatic ecosystem.
- Water quality.
- Integrity of watercourses.
- Life-supporting.
- Finding a balance/holistic.

The following **objective** relating to this value was identified:

- Maintain water quality and quantity as a result of woodlands operations.

The following **indicators** relating to this objective were identified:

- Condition of stream crossings and roadways.
- Number of non-compliances with stream crossings.
- Occurrences of fish kills.
- Soil erosion events.
- Fuel or oil spills entering the waterway.
- Rates of flows; levels; seasonability.
- Water quality.

The following **targets** relating to these indicators were identified:

- Zero non-compliances with established standards for stream crossings and roadways (including ditches) and buffers, including herbicide application.
- Zero reportable spills of oil, fuel, antifreeze and herbicides.
- 100% compliance by contractors with relevant Tolko SOPs including:
 - working near water bodies
 - water crossings
 - fuel and oil spills
 - herbicide spills
 - field marking
 - road construction

- work permits
- herbicide application near water bodies
- Exceed government standards for regeneration success.
- Look at watershed boundaries and approach from a watershed basis.

Wrap-up

The following meeting dates were set for subsequent CSA Public Advisory Committee meetings: August 26-27th, September 23-24th, October 21-22nd and November 21-22nd, 2003.

The committee will work on drafting values, objectives, indicators and targets for Criteria 5 and 6 at the August 26-27th meeting. Members are to provide draft values for Criteria 5 and 6 to Tolko the week of July 7th to provide a framework for discussion at the August 26-27th meeting.

Minutes of the June 24-25th meeting will be provided to the appropriate levels of organizations represented at the table; representatives are to provide Tolko with mailing addresses.

SFM PERFORMANCE REQUIREMENTS FOR FML AREA #2

Criteria: 3 Conservation of soil and Water Resources

Element: 3.1 Soil Quality and Quantity

Conserve soil resources by maintaining soil quality and quantity.

Value: Healthy soils that will sustain forest-related ecosystems.

Objective: Maintain soil productive ability, extent and variety.

<u>Indicator</u>	<u>Target</u>	<u>Acceptable Level</u>
3.1.1 Maintain soil productive ability.	To the extent possible, ensure regeneration of roads and landings in harvest blocks.	

Management Strategy

Generally winter areas will be regenerated either naturally or through tree planting. Regeneration of summer areas will be accomplished naturally on pine sites by dragging anchor chains and roads built on spruce sites will be left to recover on their own. All harvest blocks will be monitored at year 7 and if required a follow-up renewal treatment will be done to meet the stocking standards set by the provincial government.

Forecast, Predicted Results of Outcome

Once vehicle traffic is stopped the roads and landings will recover and it is expected they will meet government standards 10 years after harvesting.

Monitoring/Reporting

Regeneration of roads and landings will be assessed using the provincial government stocking survey procedure. The stocking survey is done at year 7 after harvesting and if required a follow up survey at year 10. Free to Grow surveys will be done 14 years after harvesting.

Implementation Schedule

The 2003 in block roads and landings will serve as the benchmark and will be surveyed in 2010.

SFM REQUIREMENTS FOR FML AREA #2.

Criteria: 3 Conservation of Soil and Water Resources

Element: 3.1 Soil Quality and Quantity

Conserve soil resources by maintaining soil quality and quantity.

Value: Healthy soils that will sustain forest-related ecosystems.

Objective: Maintain soil productive ability, extent and variety.

Indicator	Target	Acceptable Level
3.1.2 Maintain soil extent	Less than 10% of the total harvested area each year will be in roads and bulldozed landings.	

Management Strategy

The Company will encourage contractors to minimize the amount of roads and landings created in each block by seeking longer skid distances and piling treelength and shortwood on the stumps. At the start of each new harvest block the strategy of minimizing roads and landings will be reviewed between the contractor and area supervisor.

Forecast, Predicted Results or Outcome

The type of logging equipment used and the season of harvest will impact the amount of roads and landings created. With a focus on minimizing the amount of roads and landings it is expected the actual number of hectares of roads and landings will fall under the 10% level.

Monitoring/Reporting

Aerial photos are currently taken each year to map the cut block size and shape. The amount of roads and landings created in each block will know be mapped at the same time and recorded in the annual cut over records.

Implementation Schedule

Will map the 2003 cutovers based on aerial photos taken in June/July 2004.

SFM PERFORMANCE REQUIREMENTS FOR FLA AREA #2

CRITERION: 3 CONSERVATION OF SOIL AND WATER RESOURCES

ELEMENT: 3.1 Soil Quality and Quantity

Conserve soil resources by maintaining soil quality and quantity

VALUE: Healthy soils that will sustain forest-related ecosystems.

Objective: Maintain soil productive ability, extend and variety.

Indicator	Target	Acceptable Level
3.1.3 Maintain soil variety		

Management Strategy

Forecast, Predicted Results or Outcomes

Monitoring/Reporting

Implementation Schedule

SFM PERFORMANCE REQUIREMENTS FOR FML # 2

CRITERION: 3 CONSERVATION OF SOIL AND WATER RESOURCES

ELEMENT: 3.2 Water Quality and Quantity

Conserve water resources by maintaining water quality and quantity.

Value: Maintain the hydrological system that maintains current water resource values to have healthy watersheds that function within the natural range of variability.

Objective: Maintain water quality and quantity as a result of woodlands operations.

Indicator	Target	Acceptable level
3.2.1 Number of non-compliance's with stream crossings.	Zero non-compliance's with established standards for stream crossings and roadways (including ditches) and buffers, including herbicide application.	0%

Management Strategy

The company will follow government regulations and guidelines when crossing water bodies. Along with the government regulations the Company will also follow standard operating practices (SOP's) and Forest Management Operating & Planning Practices (FMPOP) developed in-house.

Forecast, Predicted Results or Outcome

The combination of an Environmental Management System, SOP's and FMPOP will help minimize the occurrence of non-compliance events for water crossings.

Monitoring/Reporting

The Company's Environmental Management System (EMS) will be used to record non-compliance events that may occur along with steps for continuous improvement to ensure the non-compliance does not happen again.

Implementation Schedule

Currently in place.

SFM PERFORMANCE REQUIREMENTS FOR FML AREA # 2

CRITERION: 3. CONSERVATION OF SOIL AND WATER RESOURCES

ELEMENT: 3.2 Water Quality and Quantity

Conserve water resources by maintaining water quality and quantity.

VALUE: Water quality

Objective: Maintain water quality and quantity as a result of woodlands operations.

Indicator	Target	Acceptable Level
3.2.2 Condition of stream crossing and roadways.	Zero non-compliance's with established standards for stream crossings and roadways (including ditches) and buffers, including herbicide application.	

Management Strategy

All primary roads and associated bridges and culverts currently in use will be monitored to ensure they conform to the Company's maintenance plans.

Forecast, Predicted Results or Outcome

A regular monitoring program will help minimize non-compliance events.

Monitoring/Reporting

All primary roads in use will have a formal road inspection checklist completed each year. The monitoring program will be summarize along with an action plan to deal with identified problem areas.

Implementation Schedule

Program started in 2003. Initial report will be done in the first quarter of 2004.

SFM PERFORMANCE REQUIREMENTS FOR FML AREWA #2

CRITERION: 3. CONSERVATION OF SOIL AND WATER RESOURCES

Element: 3.2 **Water Quality and Quantity**
Conserve water resources by maintaining soil quality and quantity.

Value: Water quality.

OBJECTIVE: Maintain water quality and quantity as a result of woodlands operations.

Indicator	Target	Acceptable Level
3.2.3 Fuel or oil spills entering the waterway.	Zero reportable spills of oil, fuel, antifreeze and herbicides.	

Management Strategy

Forecast, Predicted Results or Outcome

Monitoring/Reporting

Implementation Schedule

SFM PERFORMANCE REQUIREMENTS FOR THE FML AREA #2

CRITERION: 3. CONSERVATION OF SOIL AND WATER RESOURCES

Element: **3.2 Water Quality and Quantity**
 Conserve water resources by maintaining water quality
 and
 quantity.

Value: Water quality.

Objective: Maintain water quality and quantity as a result of
 woodlands
 operations.

<u>Indicator</u>	Target	Acceptable Level
3.2.4 Water quality	100% compliance by contractors with relevant Tolko SOP's	

Management Strategy

Forecast, Predicted Results or Outcome

Monitoring/Reporting

Implementation Schedule

SFM PERFORMANCE REQUIREMENTS FOR FML AREA #2

CRITERION: 3. CONSERVATION OF SOIL AND WATER RESOURCES

ELEMENT: 3.2 Water Quality and Quantity

Conserve water resources by maintaining water quality and quantity.

VALUE: Soil erosion events

OBJECTIVE:

Indicator	Target	Acceptable Level

