

Management Plan Template

Companion Document



**Ministry of Forests, Lands
and Natural Resource Operations**

**December 2015
Forest Tenures Branch**

Preamble

The Goals of the Community Forest Program are to:

- provide long-term opportunities for achieving a range of community objectives, values and priorities
- diversify the use of and benefits derived from the community forest agreement area
- provide social and economic benefits to British Columbia
- undertake community forestry consistent with sound principles of environmental stewardship that reflect a broad spectrum of values
- promote community involvement and participation
- promote communication and strengthen relationships between Aboriginal and non-Aboriginal communities and persons
- foster innovation
- advocate forest worker safety

The **Management Plan** serves 2 main purposes:

- To link the community and their values to the management of the Community Forest Agreement
- To establish an annual allowable cut for the Community Forest Agreement

We strongly suggest the Management Plan (MP) be prepared using the following format and contain the information indicated. Additional information may be required at the direction of the District Manager or Regional Executive Director. Prior to starting work on your MP, meeting with the local district and/or regional tenures forester is essential in obtaining the clearest understanding possible of Management Plan requirements.

It is the expectation that as the Community Forest organization matures, understands more about their land base and values change, the MP will be amended to reflect any changes.

The following references are relevant references to be used as you develop a MP:

Forest Act – Section 43: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96157_00

Community Forest Agreement Document – Section 6:

<https://www.for.gov.bc.ca/ftp/hth/external/publish/web/timbertenures/templates/Community%20Forest%20Agreements/>

Management Plan No ?

Name of Holder or Community Forest?

Community Forest Agreement

K??

Date of Submission:

????-for reference only

Prepared by: _____-names of persons preparing part A,
name of RPF completing TSR work in part B

I confirm that the Management Plan submitted is consistent with the Community Forest Agreement dated_____, all relevant forestry legislation, any applicable Higher Level plans under the *Forest and Range Practices Act* and any commitments agreed to by both parties to this agreement.

?????	?????
RPF signature	Company representative signature
?????	?????
Printed Name of RPF	Printed name of Company representative – <i>must be designated in Signing Authority matrix</i>

Part A: Linking community values to the management of the Community Forest

The Community Forest Agreement (CFA) application and management plan development process requires that a community spend time together to identify its common vision and priorities for the organization, for forest management and for benefits deriving from operations. Applicants for a CFA must include a mission statement and a description of guiding principles, which are then confirmed and included in the final licence document. These statements also form part of the annual reporting framework to the community.

(See Appendix 1 for full example of Guiding Principles)

1. Mission Statement and Guiding Principles.

Provide mission statement and guiding principles here

A mission statement is a written declaration of an organization's core purpose and focus. A mission statement normally remains unchanged, whereas goals and objectives may be altered to adapt to change.

A mission is different from a vision in that the mission is the cause and the vision is the effect. A vision is something to be accomplished whereas a mission is something to be pursued for that accomplishment. Purpose and Mission are terms often used interchangeably.

Properly crafted mission statements:

- (1) serve as a filter to separate what is important from what is not,
- (2) clearly state who will be served and how, and
- (3) communicate a sense of intended direction to the entire organization's circumstances.

Guiding principles inform and shape decision-making and assist in the attainment of the vision, mission, goals and objectives, and ideally are developed after consultation with community members and forest users.

2. Linkage of Community Forest Program Goals to Management Goals

Complete the following table while considering the definitions provided.

Mission Statement:		
CFA Goals	Linkage to Associated Provincial CFA Goals	Objectives
Social	<i>State Goal here (see preamble)</i>	As defined below
Economic		
Broad resource		

Goal

A broad, general statement, usually not quantifiable, that expresses a desired state or process to be achieved. Normally, a management goal is stated in terms of purpose, often not attainable in the short term, and provides the context for more specific objectives.

Objective

A concise, time-specific statement of measurable planned results that corresponds to stated goals in achieving the desired outcome. Commonly forms the basis for development of strategies or further planning to define the precise steps to be taken, and the resources to be used and assigns responsibility in achieving the identified goals.

3. Botanical Forest Products

*Identify the intention of the organization regarding harvesting or management of Botanical Forest Products:
delete the choice not taken*

The Community Forest _____ will not be harvesting or managing Botanical forest products

The Community Forest _____ will be harvesting or managing Botanical forest products.

Our management objectives for harvesting, managing and charging fees for the prescribed products listed in the Schedule C of our Community Forest Agreement document are:

State objectives here (see section 2)

4. Consultation with other Forest Users

Outline how you will consult with persons using the CFA area for other than timber production and commercial harvesting of prescribed products listed in the schedule C of the Community Forest Agreement Document. Complete the following table.

User	Measures to Identify	Measures to Consult
Trappers		
Guide Outfitters		
Range Tenure Holders		
First Nations		
Community Members		
Local Government		
Government Agencies		

5. Reporting

Outline your strategy for annual reporting out to the community. Reporting should include performance on guiding principles and social, economic and broad resource goals and objectives.

6. Commitments (OPTIONAL)

In some cases the proponent may have made commitments to the community or shareholders during the application process. Additionally, there may be defined expectations from FLNR. In such cases the Management Plan should include a measurable description of how these commitments will be achieved.

Part B. Establishing the Annual Allowable Cut

1. Proposed Allowable Annual Cut

The annual allowable cut (AAC) for CFA _____ is _____ cubic meters

2. Allowable Annual Cut Rationale

Provide a rationale for the proposed AAC. The rationale should explain why the AAC differs from the TSR or why it is the same and must also be linked to Management Plan strategies. Over time, the AAC should reflect current practice within the CFA.

3. Timber Supply Review

Prior to embarking on a TSR it is mandatory that you meet with ministry representatives and review the proposed TSR methodology. The methodology must be signed off by the district manager, and illustrate that the following requirements will be met.

The timber supply review (TSR) must contain inventories for ;

- timber in the CFA area
- botanical forest products if they are being managed for
- any other inventories and information regarding the development and management that the regional executive director or district manager deems required

The TSR must consider:

- the aforementioned inventories
- timber specifications proposed for the timber resources in the CFA area
- reductions that are necessary to facilitate the management and conservation of the non-timber resource values in the CFA area
- silviculture practices and forest health factors that may impact timber production
- the impact of permanent access structures on timber production
- any other factors that may impact the aac each year
- any other factors that the regional executive director or district manager deems required

4. RPF Declaration

I _____ RPF # _____ declare that the TSR has met the requirements of section 6.02 (a)-(f) of the community forest agreement document

Signed _____ Date _____

Appendix 1

Examples of Goals, Objectives and Potential Strategies

Goal	Objectives	Potential Strategies
Management of the community forest will provide long term benefits for local residents	<ul style="list-style-type: none"> • The community forest is a successful, profitable and professional enterprise • All activities are carried out in a safe, healthy and secure environment • The business is forward looking and considers future opportunities for enhanced business and operations. • Profits are distributed in a fair and transparent manner. 	<ul style="list-style-type: none"> • Create, approve and monitor annual budgets that reflect the CF strategic priorities • Develop and maintain a full compendium of policy for effective board governance and operational management • Become a BCFSC certified company • Investigate opportunities for Certification (CSA, ISO or other) • Biomass, specialty sawmill • Develop a policy for distribution of profits
Incorporate community and cultural values into forest management and activities of the organization	<ul style="list-style-type: none"> • Specific cultural and heritage features and interests on the landbase are protected • A range of meaningful community engagement and educational opportunities are provided • Participation with local and overlapping FN and local user groups is actively cultivated • Local stakeholders are engaged in the early stage of operational planning 	<ul style="list-style-type: none"> • Develop an inventory and incorporate into management planning • Conduct face to face meetings with user groups to identify their land based interests • Ensure appropriate resources for quarterly meetings with local FN and biannual meetings with overlapping FN • Establish and maintain a website, and provide periodic newspaper and radio updates on the progress and activities of the CF • Build a collaborative relationship with the local school • Consider summer student program

Examples of Guiding Principles

The Community Forest Corporation supports of the following guiding principles as high level direction to the governance and management of the community forest. These guiding principles inform and shape decision-making and assist in the attainment of the vision, mission, goals and objectives. The CF will strive to promote their application by all those who work in and on community forest governance and operations.

- Ecologically sound forest practices are vital to ensuring the health and wellbeing of our lands and water for future generations. The best available information and professional recommendations will be sought in planning and decision making processes.
- Watershed preservation to ensure consumptive use quality and quantity will guide CF development.
- Management will aim to pursue opportunities to realize the best return from timber harvesting, provide sufficient revenue to pay for management of the CF and provide a financial return to the shareholders and the community.
- The administration and management of the business will be conducted in a professional manner that strives for economic efficiency while promoting environmental and social values.
- The CF will be compliant with all legislative, regulatory and legal requirements and will seek opportunities for innovation and silvicultural enhancement.
- Forest management planning and operations will respect existing community recreational areas and First Nations culturally significant areas, by minimizing interference to these areas, and to seek additional opportunities for recreation and cultural development.
- Local employment is a priority for work on the community forest to facilitate the growth of local business and community involvement.
- Safety is a key guiding principle. Forest operations, including planning and implementation will be carried out with the utmost regard for human welfare and safety.
- Foundational statements, environmental, economic, social and cultural strategic priorities, and policy directives will inform operational plans and guide management of the community forest.
- The Board of Directors will remain accountable to the communities.