

**Meadow Lake OSB TSL
2018-2038
Forest Management Plan**

**Terms of Reference
and
Workplan**

November 20, 2017

Version 1.3

Submitted by:

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Submitted to:

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Introduction

Meadow Lake OSB Limited Partnership (MLOSB) is wholly owned by Tolko Industries Ltd. and operates an oriented strand board (OSB) plant near Meadow Lake, SK.

MLOSB is initiating work on a new Forest Management Plan (FMP) for the Meadow Lake OSB Term Supply Licence (TSL) with the objective of acquiring provincial government approval for the new plan on or before April 1, 2018. This planning process is guided by the Saskatchewan Environmental Code's Forest Management Planning Chapter along with other legislation and standards/guidelines. Tolko will follow the Ministry of Environment's FMP process to meet both provincial FMP and Environmental Assessment requirements.

This document describes the Terms of Reference that will guide the development of the FMP and provides a work plan outlining the steps to be completed with associated timelines.

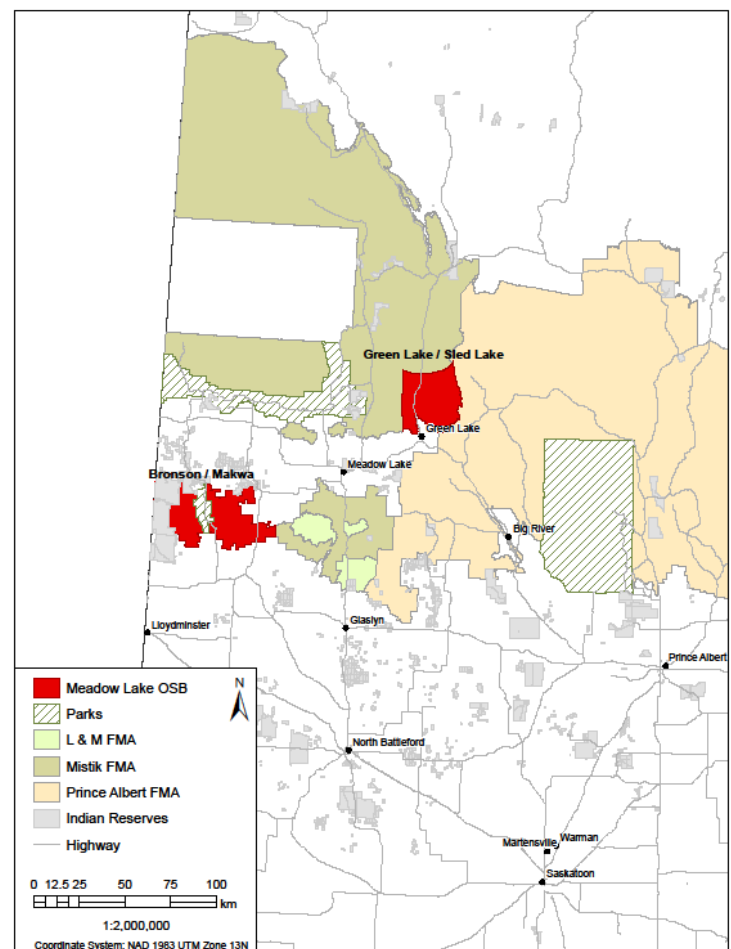
License Area

The Meadow Lake OSB TSL is located west of Prince Albert, and includes three different parcels of land (Figure 1). The Makwa and Bronson parcels are located southwest of Meadow Lake. They are largely surrounded by farms and are separated by the Bronson Forest Recreation Site.

The Green Lake / Sled Lake parcel is located northeast of Meadow Lake. The surrounding area is less populated than Bronson as much of it is allocated to other forest companies (Mistik FMA to north / west and Prince Albert FMA to east).

The total area of the TSL (provincial lands, including land, water, swamp) is 203,804 ha with approximately 131,858 ha of productive forest land.

The MLOSB TSL includes harvest volume allocations under the Green Lake Wood Supply Agreement (15,000 m³/yr) and Third Party allocations (1500m³/yr HWD and 1200 m³/yr SWD). There are currently no active Third Parties in the TSL.



Terms of Current Plan and Revised Plan

The MLOSB TSL does not currently have a Forest Management Plan as the lands were extracted from the Mistik FMA (although the Environmental Impact Statement from that process does cover the TSL lands). A 20 Year Plan must be prepared in support of the TSL so MLOSB and the Forest Service have agreed that a new FMP is to be complete prior to January 1, 2019. MLOSB is currently targeting an earlier completion date (April 2018) (Table 1) so that it will be in effect for the 2018-2019 operating year.

Table 1. Key milestone date for FMP process.

Milestone	Submission Date
Terms of Reference, Work Plan, Public Engagement Plan	Jan 30, 2016
Volume 1 Approved	Aug 30, 2016
Volume 2 Complete	June 30, 2017
Volume 3 Complete – Submission to Govt	Jan 19, 2018
Final Plan Approval by Minister of Environment	March 29, 2018

Planning Team

Planning Team Author

Michelle Young, Woodlands Manager – Forestry for MLOSB (Tolko) will be the lead author of this plan. As such, Ms. Young will serve as the Chairperson of the Planning Team. Contact information is as follows.

Michelle Young: michelle.young@tolko.com (306) 922-0318

As the plan author, Ms. Young will have overall responsibility for the development and submission of the forest management plan on behalf of Tolko. She will also be responsible for the Planning Team and to ensure that engagement processes with the Public Advisory Group, Aboriginal groups and interested stakeholders are undertaken in a timely and meaningful manner.

Forest Management Plan Coordinator

Representing the Ministry of Environment, Forest Service; the FMP coordinator will lead government staff involved in the planning team and act as the key point of contact between the Ministry and MLOSB. The FMP Coordinator will be:

Mark Doyle: mark.doyle@gov.sk.ca (306) 953-2260

Planning Team Membership and Meetings

The Planning Team is made up of a core planning group and a group of technical advisors. The core group will include representatives of the Licensee and Forest Service (Table 2). The advisors will support the core team with specialist expertise in a range of disciplines (Table 3) or links to the public advisory group. These experts will be utilized as required for specific components of the plan. Letters of invitation will be issued to the departments or branches asking them to provide contact information for their representative.

An invitation will be extended to the Third-party allocation holders asking for representatives to participate on the Core Planning Team.

Table 2. Core Planning Team

Name	Organization	Role In FMP
Michelle Young	Meadow Lake OSB	Plan Author and Planning Team Chairman
Mark Doyle	SE Forest Service	FMP Coordinator
Nadine Penny	SE Forest Service	Forest Management Planner
Bill Thibeault	SE Forest Service	Area Forester
Gord Vaadeland	CPAWS	Represent PAG
Rob Kennett	Forsite	Planner / Analyst
Cam Brown	Forsite	Senior Forest Planner

Table 3. Planning Team Advisors

Name	Organization	Role In FMP
Lane Gelhorn	Forest Service	Inventory Specialist
Amy Slack	Forest Service	Boreal Forest Landscape Ecologist
Phil Loseth	Forest Service	Growth and Yield Specialist
Xianhua Kong	Forest Service	Modeling Specialists
Vicki Gauthier	Forest Service	Silviculture Specialist
Rory McIntosh	Forest Service	Forest Insects/Disease Specialist
Dave West	Tolko Industries	Stewardship and Tenures, Prairies
Chad Wilkinson	Meadow Lake OSB	Planning Forester
Rod Pshebnicki	Meadow Lake OSB	Planning Forester
Kerry McIntyre	Meadow Lake OSB	Harvesting Superintendent
Gigi Pittoello	Fish and Wildlife Branch	Forest Habitat/Wildlife Mgmt
Chad Doherty	Fish and Wildlife Branch	Fisheries Biologist
Larry Fremont	Wildfire Management Branch	Wildfire Specialist
Mike Guitard	Highways and Infrastructure	District Operations Manager
Narayan Dhital	Ministry of Economy – Forestry Development Branch	Economic Issues

Note: The following organizations were also invited to participate: Heritage Conservation Branch, Tourism Saskatchewan, Landscape Stewardship Branch, First Nations, Metis and Northern Economic Development, Lands Branch, Advisory Services and Municipal Relations, Strategic Planning and Policy, Lands and Mineral Tenure, Saskatchewan Water Security Agency, Labor Market Service, Sask Energy, Sask Power, CFS, Fisheries and Oceans Canada.

Regular scheduled meetings of the Planning Team will occur to guide the work required to complete the plan. These meetings will typically be held in the Forest Service office in PA and be used to review the development of the FMP (information exchange, work allocation, issue resolution and project tracking).

The table below shows the proposed schedule of initial meetings.

Table 4. Proposed Initial Meeting Schedule

Meeting #	Date / Time	Location
1	May 14, 2015	PA, Forest Service Office
2	June 18, 2015	PA, Forest Service Office
3	September 16, 2015	PA, Forest Service Office
4	November 18, 2015	PA, Forest Service Office
5	January 13, 2016	PA, Forest Service Office

6	February 16, 2016	PA, Forest Service Office
7	March 16, 2016	PA, Forest Service Office
8	April 20, 2016	PA, Forest Service Office
9	May 18, 2016	PA, Forest Service Office
10	June 15, 2016	PA, Forest Service Office
11	September 21, 2016	PA, Forest Service Office
12	October 19, 2016	PA, Forest Service Office
13	December 21, 2016	PA, Forest Service Office
14	February 1, 2017	PA, Forest Service Office
15	March 15, 2017	PA, Forest Service Office
16	April 25, 2017	PA, Forest Service Office
17	June 21, 2017	PA, Forest Service Office
18	August 2, 2017	PA, Forest Service Office
19	August 23, 2017	PA, Forest Service Office
20	October 3, 2017	PA, Forest Service Office
21	November 29, 2017	PA, Forest Service Office
22	December 20, 2017	PA, Forest Service Office
23	January 17, 2017	PA, Forest Service Office

Forest Management Plan Goals

Vision

To create a plan that provides strategic-level direction for operational management of the forest resource in the MLOSB TSL. The plan will implement the principles of ecosystem-based management and balance social, economic, and ecological objectives for the forest resource.

Objectives

Develop a plan based on the principles of:

1. Ecosystem Based Management
2. Adaptive Management / Continual Improvement
3. Sustainable Forest Management
4. Public Involvement / Transparency
5. Accountability to Government and Stakeholders

Scope

The forest management plan will apply to all commercial users of the timber resource within the Meadow Lake OSB Term Supply Licence area and consider all users of the provincial forest within the licence area.

Fibre Requirements from the TSL

The TSL is a key source of fiber needed to meet the hardwood and softwood (pine) needs of the MLSOB mill in Meadow Lake. Mill demand is well in excess of what can be supplied off the TSL area so there is an expectation of full utilization of fiber from the TSL.

Planning Team Roles and Responsibilities

Chair and Plan Author

The Chair and Plan Author will be responsible to:

- Prepare agendas for the meetings and distribute them at least two days before the meetings.
- Arrange for the recording and distribution of meeting minutes.
- Facilitate the team meetings.
- Delegate work to the members of the team.
- Lead the engagement process with Aboriginal groups, Stakeholders, the Public Advisory Group (PAG) and communities.
- Lead the forest estate modeling and other resource analysis requirements as detailed in the approved Workplan.
- Prepare, assemble and submit the different components of the plan as outlined in the Workplan.
- Resolve any disputes within the team with the help of the FMP Coordinator.

Plan Coordinator

The FMP Coordinator is the lead person from Forest Service Branch on the planning team and is responsible to:

- Define the requirements of the plan.
- Confirm that the staged components of the plan meet the requirements for approval as outlined in the Workplan and the FMP Standard.
- Coordinate and compile review comments from Ministry of Environment staff (or other interested government agencies), and provide to the chairperson within agreed to timeframes in the Workplan.

Planning Team Members

The individual members of the team are responsible to:

- Attend meetings regularly and participate actively.
- Provide timely input as required.
- Meet timelines for work assigned by the Plan Author.

Advisors

Government agencies that have an interest in the plan and agree to provide input are responsible to:

- Provide the necessary staff and resources required to meet the planning team needs.
- Participate actively in relevant planning team meetings and workshops.
- Provide the plan coordinator with respective review comments for plan deliverables by required timelines.

General

- Designated MLOSB and Forest Service Branch representatives are expected to attend all public meetings, workshops, and PAG meetings related to this Plan. Other planning team members and advisors are welcome to attend these meetings as well.
- The Ministry of Environment has a duty to consult applicable First Nations and Métis groups where decisions and actions arising from the Forest Management Plan have the potential to adversely impact the exercise of Treaty and Aboriginal rights or right of access for the purpose of Traditional Land Uses. Tolko representatives will attend aboriginal consultation sessions initiated by government in an advisory role if invited.
- The Plan Author and a representative of the Ministry's Communication Services will make any statements to the press or other media jointly.

FMP Approval

The FMP will be approved in stages as defined by the Workplan. The Plan Coordinator is responsible to distribute each stage of the plan to appropriate Ministry of Environment staff for review and comment. Following review, the Plan Coordinator will identify any gaps to the Planning Team for revision and coordinate the completion of the revisions. The Plan Coordinator will then submit the revised deliverable to the appropriate person for approval. Authority for final approval lies with the persons identified in Table 5.

Dispute Resolution

In the event the Core Planning Team is unable to come to an agreement on a particular issue within its scope of responsibility:

- a) The parties to the disagreement will use best efforts to resolve the disagreement through interest-based discussions while continuing to move forward with other aspects of the FMP process;
- b) In dealing with issues that arise, and that may delay or prevent FMP approval, the parties to the disagreement will strive to seek resolution in a timely manner consistent with the spirit and intent of the Terms of Reference and Workplan document.
- c) If requested by the other, each party to the disagreement will describe in writing the issue in dispute from their perspective, how they propose that the issue be addressed, and how and why that proposal addresses the issue;
- d) In the event that the disagreement is not resolved through the interest based discussions as described above, parties to the disagreement will employ the following process:
 1. Refer the issue to a group of non-involved peers to problem-solve and/or trouble-shoot the issue with the objective of identifying potential solutions that can be considered by the parties to the disagreement. If this process does not lead to an agreement;
 2. Refer the issue to formal mediation using a mutually agreed upon mediator. If this process does not lead to an agreement;

3. Engage a mutually agreed to third party to make binding recommendations on how to address the issue.

WorkPlan

A workplan is being presented here along with the terms of reference. In general the process is designed to complete the staged deliverables on the following dates:

Table 5. FMP workplan phases and milestone dates

Staged Deliverable	Date of Initiation	Date of Completion	Response from MoE	Responsibility for Approval
Planning Team Terms of Reference and FMP Workplan	Feb 28, 2015	Jan 15, 2016	Jan 30, 2016	Aaron Kuchirka ¹
Public Engagement Plan	Feb 28, 2015	Jan 15, 2016	Jan 30, 2016	Aaron Kuchirka ¹
FMP- Volume I	Apr 30, 2015	June 1, 2016	June 15, 2015	Aaron Kuchirka ¹
FMP – Volume 1 Public Review		June 15, 2015	July 15-2016	
FMP Volume 2:				
1. Planning Inventory	May 1, 2015	July 10, 2017	July 20, 2017	Ministry of Environment
2. Growth & Yield Projections	May 1, 2015	July 10, 2017	Aug 2, 2017	Ministry of Environment
3. SGR's ² and Transitions Rules	June 1, 2015	July 10, 2017	Aug 2, 2017	Ministry of Environment
4. VOIT's ³	July 1, 2015	Nov 17, 2017	Dec 22, 2017	Ministry of Environment
5. Modeling Assumptions	May 1, 2015	Feb 28, 2017	Sept 29, 2017	Ministry of Environment
6. Forest Estate Modeling Report	Jun 1, 2016	Aug 8, 2017	Nov 30, 2017	Ministry of Environment
Draft FMP – Volume 3 Submission	Jan 1, 2017	Nov 17, 2017	Dec 22, 2017	
FMP – Volume 3 Public Information Sessions	Jan 3, 2018	Jan 30, 2018	Feb 10, 2018	
Final FMP – Volume 3 Submission	Aug 31, 2017	Jan 19, 2018	March 29, 2018	Minister of Environment

1: Executive Director, Forest Service

2: Silviculture Ground Rules

3: Values, Objectives, Indicators, and Targets

The FMP Workplan schedule may need to be updated as work on the FMP proceeds. Tolko will report on progress related to the approved FMP Workplan at each meeting of the Planning Team. Minor amendments to the FMP Workplan will be undertaken through mutual consent of the plan author and the FMP coordinator. Any major changes to the production schedule expected to have an impact on the submission of FMP deliverables will be forwarded to the Executive Director of Forest Service Branch as a formal amendment to the Workplan.

Known Issues

The following list identifies the significant forest resource management issues that will be elaborated on in the Volume 1 document:

- State of the current forest inventory: A new SFVI was completed in 2014 using 2007 photos. It covers all but a very small area of the TSL where older inventory information will be filled in.
- Roads mapping commitment: Section 12.02 of the TSL document states that “The Minister and the Licensee agree that they will work collaboratively to develop a Licensee roads map by April 1, 2015, or such later date as may be agreed to by both parties”. There has been agreement to extend this commitment to April 1, 2017 so work will be occurring during FMP development.
- Caribou
 - Caribou is listed under the federal Species at Risk Act and the province is currently working on Range Plans for the caribou to address habitat needs. The FMP process will need to consider caribou habitat management during plan development.
- Transportation and infrastructure.
 - One of the significant infrastructure challenges associated with the MLOSB TSL is the weight restrictions on the southern 20 kilometers of Highway 155 and the challenges associated with transportation of harvested timber in the Makwa and Bronson areas.

Analysis Tools

Forest estate modeling will be completed using the Patchworks™ model. It will produce both the strategic level analysis and initial tactical planning output. All other assessment or planning related work will be completed using ESRI GIS software, including Python scripts, and data manipulation tools such as SAS, MS Access, or Excel.

Expected Contributions / Key Assumptions

The following contributions or assumptions are key to meeting the requirements of the FMP process and/or the timelines outlined above:

Forest Service:

- The FMP process is guided by the Saskatchewan Environmental Code and corresponding Forest Management Planning Chapter (D.1.5). This Forest Management Planning process will follow the recently approved (Sept 2017) Forest Management Planning Standard.
- Government staff are expected to provide a digital GIS dataset of landbase dispositions and other excluded areas from the net landbase.
- Fish and Wildlife Branch is expected to provide direction on caribou management and other species of concern in the TSL for incorporation into the FMP and provide advice and coordination regarding range plans to be developed in the near future. MLOSB will use the best information available to support the plan in the absence of clear direction on these issues.
- Forest Service staff will provide growth and yield curves acceptable for use in the forest estate modeling work (existing provincial C zone curves).

Meadow Lake OSB:

- MLOSB will work to engage the community of Green Lake and third party operators in the planning process.

Public Review and Comment / Meeting Schedule

The Public Engagement Program is documented separately from this work plan and will also be approved by the Forest Service. This separate document provides detail on the Public Advisory Group (PAG) and its meeting schedule, as well as the public meetings that are planned to gather input from public and stakeholders (trappers, guides, recreationalists, tourism operators, forest contractors, etc). The approximate timing of the two Review and Comment meetings for public are shown in Table 5.

First Nations and Metis Engagement

Details of the planned engagement with First Nations and Metis groups can be found in the Public Engagement Plan document. In general, any groups with interests in the TSL area will be contacted and encouraged to participate in the planning process and will be offered a meeting in their home communities to provide input on the Volume 1 and 3 documents.

Approved by:

Michelle Young, RPF
Woods Manager
Meadow lake OSB LP

Date: Nov 20, 2017

Aaron Kuchirka
Exec Director, Forest Service Branch
Ministry of Environment

Date: _____