

New Directors Orientation Package

Validity date: October 1, 2015

Purpose: New CLCCF Directors can expect sufficient information for them to perform their duties within expected guidelines. This information package is intended to provide various information and orientation for that purpose.

General:

1. The Cascade Lower Canyon Community Forest is an equal 3-way community forest partnership of the District of Hope, the Yale First Nation and the Fraser Valley Regional District (the shareholders). The CLCCF total land base is about 26,000 hectares of crown forest land largely in the vicinity of Hope, although the timber harvesting land base portion is only about 8,000 ha.
2. The CLCCF generally has up to 6 Directors, 2 representing each shareholder. A shareholder is also allowed one alternate Director, although that person may only participate or vote at meetings in the absence of one of the regular Directors from the relevant shareholder. The Board works with the General Manager toward the best interests of the community forest.
3. Directors are unpaid but the Board may wish to cover direct expenses incurred by the Directors while doing Board business and also has the option to issue honorarium payments from time to time appropriate for a volunteer Director. It would also be usual for the Directors to be covered with liability insurance applicable for director's actions.
4. An Operational Review was completed earlier in 2015 by Kim Allan, RPF. Twenty-nine recommendations were given and many have either been completed or are on their way to being completed.
5. The CLCCF website has a website at www.clccf.ca with various pages of general information on the community forest that is available for the public. The web site is under the direct control of the CLCCF management and can be edited or updated fairly quickly. New Directors are asked to review all pages on the CLCCF website due to the extensive information there.
6. The CLCCF Corporate Governance Policy (attached) is a comprehensive policy discussing the corporate, governance and operational structure of the CLCCF including:
 - a. How Board meetings are conducted, including the number of Board members and the three shareholders they represent.
 - b. Duties, obligations and expected behaviors of Directors, staff and volunteers.
 - c. Job descriptions and/or responsibilities/duties for certain Board and staff positions as well as Board committees.
 - d. The Board must choose a Chair and Vice-Chair. The Board may or may not choose other positions such as a Recording Secretary and Treasurer, if it wishes.
 - e. The Board may establish committees, but does not need to do so. As of September 2015, there are no established committees.
 - f. Clarification that the power, authority and speaking ability of the Board only exists when it

acts as a whole through the accepted decision-making process. Individual Directors, including the Chair, exercise no power or authority in the CLCCF and cannot act or speak for the Board unless specifically delegated to do so by the Board.

- g. Statements and guidelines on policy development, confidentiality, risk management, internal controls, communications, reporting, legal compliance and corporate planning which considers priorities, objectives, strategies, budgeting and monitoring.
 - h. Clarification that the Board of Directors provides leadership and decisions at a corporate governance level and not at a management or forestry work level.
 - i. Clarification that the General Manager, along with any staff, provides the work at a management, administrative and operational level.
 - j. The General Manager reports to the Board but there is expected to be a partnership between the Board and the General Manager.
7. The CLCCF must hold a public AGM once a year by the end of September. This AGM would normally be held in Hope in the early evening on a weekday.
 8. The 2015 AGM package (attached) provides important information about the current harvesting status and overall community forest objectives, programs and financial position.
 9. Each year an annual Corporate Plan (attached) is prepared by management and approved by the Board. This plan covers all significant known operations of the CLCCF for the forthcoming year, details priorities, objectives, goals and strategies for each significant part of the operation and includes the operational budget.
 10. Each fiscal year runs from April 1 to March 31. The current 2015/16 budget is attached. The CLCCF must have audited statements prepared annually after the end of the fiscal year but before the AGM.
 11. The CLCCF is a member of the BC Community Forestry Association (website located at <http://bccfa.ca/>). The BCCFA is a network of about 50-60 community based organizations engaged in community forest management, and those seeking to establish new community forests. Collectively, community forests represent approximately 2% of the provincial annual harvest. The BCCFA provides support information and represents the interests of community forests overall with the provincial Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) and other agencies.
 12. Most Board meetings are in Hope, usually in the 2nd floor conference room at the rear of the Hope and District Recreation Centre. An occasional meeting may be held in Chilliwack or elsewhere.
 13. As the CLCCF is entirely a crown forest tenure with 100% crown land, various provincial laws and regulations apply significantly. The two main forestry laws are the Forest Act and the Forest and Range Practices Act with their various regulations but numerous other laws apply also. While the CLCCF does have some significant ability to make decisions, it is important to understand that these laws take precedence and the CLCCF must comply with them and their intent for public forest management in BC. Having said that, the CLCCF has authority to make choices and opportunities that do not clash with the various provincial laws.

Mission and Vision Statements Stated and Explained

Mission Statement: *To provide an economic, social and cultural legacy for our local and regional communities and residents by managing the Cascade Lower Canyon Community Forest utilizing the principles of integrated use, economics, environmental stewardship, sustainability and social aspirations.*

To paraphrase the Mission Statement: a community forest is a for-profit enterprise but it should also have more broad objectives than just fiscal. Therefore, other objectives covering social and cultural values (including recreation) should also be included and these should reflect the values of the local and regional communities represented by the shareholders from Hope, Yale and the Fraser Valley Regional District areas. It is also important to achieve these objectives using modern integrated use forestry principles, common sense economics, environmental compliance and enhancement as well as longer-term sustainability of not just the forest but also the other non-timber values in the forest.

Vision Statement: *Excellent sustainable community forestry values and practices will be developed and delivered efficiently in the Cascade Lower Canyon Community Forest. Hope and surrounding communities and their residents will be proud of the CLCCF and can expect an ongoing variety of economic, social and cultural benefits available from their community forest.*

To paraphrase the Vision Statement: a vision statement looks at the desired future condition. While the CLCCF has started logging and is embarking on improving various inventories and planning information, it is still developing. This means that more customized excellent sustainable community forest practices will be developed and it is important to make sure they are delivered in an effective and efficient way. It is imagined that if the forest practices are seen as excellent, the objectives are delivered and the local communities see the forest as relevant to their lives, that the residents will be proud of the CLCCF and will be able to expect benefits from their community forest in future.