



2019 FOREST MANAGEMENT PLAN

MANAGEMENT IMPLEMENTATION TEAM

TERMS OF REFERENCE

The Management Implementation Team

Upon receiving ministerial approval for the Forest Management Plan (FMP), the licensee is required to form a management implementation team (MIT) consisting of representatives of the licensee, the Forest Service Branch of Saskatchewan Ministry of Environment (MOE), other ministry branches and the public advisory group. This document describes the MIT membership and roles and responsibilities of the MIT respecting participation at public meetings, review of operating plans for consistency with FMP commitments and assessment of progress made on FPM registry commitments. Also included is a MIT meeting schedule and schedule for submission of annual reports.



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**AUGUST 2019
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1.0 Introduction

Mistik Management Ltd. (Mistik) is a woodlands management company based out of Meadow Lake, Saskatchewan providing timber procurement and forestry services to NorSask Forest Products Limited Partnership, Meadow Lake Mechanical Pulp Inc., and L&M Wood Products (2018) Limited Partnership (L&M). Mistik is dedicated to the sustainable use and stewardship of 1.9 million hectares of boreal forest in northwest Saskatchewan.

On May 21, 2019, the Province of Saskatchewan approved the *Mistik Management Ltd. and L&M Wood Products (2018) Limited Partnership 2019-2039 20-Year Forest Management Plan*.

This document outlines the roles and responsibilities of the MIT and establishes schedules for meetings and an annual reporting on implementation of the FMP, as outlined in the Forest Management Planning Standard.

2.0 Appointment of MIT Chair

Mistik Management Ltd. has appointed Niska Hodgson, Planning Manager as the MIT chair. Niska can be contacted at (306) 236-4431 or at niska.hodgson@mistik.ca.

3.0 MIT Membership

Table 1 MIT Membership

Title/Responsibility	Representing
General Manager, Mistik Management Ltd.	Licensee (Mistik/L&M)
Planning Manager, Mistik Management Ltd. (Chair)	Licensee (Mistik/L&M)
Operations Manager, Mistik Management Ltd.	Licensee (Mistik/L&M)
Certification Coordinator, Mistik Management Ltd.	Licensee (Mistik/L&M)
Planning/GIS Supervisor, Mistik Management Ltd.	Licensee (Mistik/L&M)
Planning Supervisor, Mistik Management Ltd.	Licensee (Mistik/L&M)
Operations Forester (L&M), Mistik Management Ltd.	Licensee (Mistik/L&M)
Director, Forest Resource Analysis, Silvacom	Licensee (Mistik/L&M)
Strategic Planning Forester, Forest Service	Ministry of Environment
Strategic Planning Analyst, Forest Service	Ministry of Environment
Resource Data Technician, Forest Service	Ministry of Environment
Provincial Silviculture Forester, Inventory & Data Management, Forest Service	Ministry of Environment

Title/Responsibility	Representing
Boreal Landscape Specialist, Forest Service	Ministry of Environment
Area Forester, Meadow Lake, Forest Service	Ministry of Environment
Forest Ecosystem Protection Technician, Forest Service	Ministry of Environment
Public Advisory Group (PAG) member – representative	Public Advisory Group
Public Advisory Group (PAG) member – alternate	Public Advisory Group

*Tony Leeson will be acting rep. until next PAG Meeting which is planned for Fall, 2019.

Other Mistik or Ministry of Environment staff may be called upon from time to time to provide experience/advice to the MIT as required.

4.0 Roles and Responsibilities

The ministry of environment is responsible for reviewing operating plans for consistency with the FMP and assessing progress made on FMP registry commitments and VOITs as presented in annual reports. The following is a summary of the roles and responsibilities of various MIT members:

4.1 Chairperson

- Overall responsibility for MIT meetings including preparing agendas, facilitating, ensuring meeting notes are recorded and distributed;
- Resolving any disputes within the MIT with the help of the ministry FMP Coordinator;
- Submission of the Annual Report;
- Leading consultations with the Public Advisory Group (PAG), Indigenous groups, stakeholders, communities, and any other interested parties.

4.2 Strategic Planning Forester

- Coordinating the review of the Annual Report by the Forest Service and other agencies as appropriate;
- Assisting with defining the content and measurement protocols in the annual report, and any areas for improvement;
- Ensuring Forest Service participation at consultation processes with the Public Advisory Group, Indigenous groups, stakeholders, and communities;
- Working to resolve any disputes within the team with the help of the chairperson.

4.3 PAG Representative

- One or more designated representatives from the PAG will attend all MIT meetings. Individuals from Mistik's PAG have volunteered and have been endorsed by the PAG to participate as members of the MIT.

5.0 Annual Reporting Schedule

Annual Reports will be prepared, submitted, and finalized according to the schedule below.

Table 2 Annual Reporting & Meeting Schedule

Date	Location	Comments
April 15, 2020		Submit combined Annual Reports for 2017 & 2018
April 30, 2021-2031	Prince Albert	Submission of Annual Report to Forest Service
May 15, 2021-2031		Presentation of Annual Report to Forest Service
First week of June		Forest Service reviewer comments submitted to Mistik
Last week of June	Meadow Lake	MIT review of Annual Report comments
July 30, 2021-2031		Final submission of reviewed Annual Report
October 30, 2021-2031	Meadow Lake	Present Annual Report to PAG

Dates proposed can be adjusted to accommodate schedules/participation by the greatest number of MIT members where necessary. Additional meetings may be required between 2019-2021 as the transition is made between the 2007 FMP and the new 2019 FMP.

The reason for the time lag between operating year and reporting year is because many indicators reported on in the Annual Report require the use of accurate cutover mapping. There is a 9-month gap between the end of the operating year and when the harvest area mapping is completed (using satellite imagery).

6.0 Contents of Annual Report

The Annual Report will include:

- Operational performance towards FMP VOITs
- Progress towards registry commitments
- Silviculture effectiveness monitoring
- Report on compliance

7.0 Regular review and update of Terms of Reference

This document will be reviewed once per year during the annual MIT meeting (or as necessary at any other time) and will be updated and submitted for approval as required.

8.0 Dispute resolution process

Mistik Management has historically undertaken a cooperative, inclusive, and consultative approach to forest management and is committed to doing so during the implementation of this Forest Management Plan. If a disagreement arises, all efforts will be made to resolve the difference. In the event that a dispute is not resolved through a negotiated process, the matter will be resolved through arbitration as described in Article 17 (Resolution of Disputes) of Mistik's Forest Management Agreement (FMA).

9.0 Approval of Management Implementation Team Terms of Reference

Mark Doyle, RPF
Manager, Forest Resource Analysis
Forest Service Branch
Ministry of Environment

Date



Niska Hodgson, RPF
Planning Manager
Mistik Management Ltd.

May 15, 2023

Date