

Trucking and Harvesting Advisory Group

TERMS OF REFERENCE

Draft

May 2026

1. PURPOSE

The Trucking and Harvesting Advisory Group (TAG) is an industry-based group comprising representation from across British Columbia, with the goal of cooperatively determining the type, frequency and factors relating to safety incidences and close calls associated with the harvesting and transportation of timber. The objective is to collectively determine and execute appropriate actions to improve safety performance by reducing close calls, injuries and fatalities. TAG will work to bring forward issues, develop initiatives and support projects that are important to the safety performance and health of workers in the log hauling and harvesting sectors. By applying their expertise and influence, TAG will aid in the execution of initiatives and make recommendations that drive practical solutions through the development of industry best practices, standards and protocols. TAG members will have a key role in communications between Licencees, Contractors, Industry Associations, Labour, Industry Committees, Government, Regulators and the BC Forest Safety Council (BCFSC). TAG is comprised of two groups, a Task Team and a Steering Team. The Task Teams' function is to address key TAG objectives at both an operational and strategic level. The key function of the Steering Team is to provide strategic support and direction to the Task Team. TAG reports to the Steering Team and will meet annually to review progress on active goals and objectives as well as solicit input on the development of future actions.

Setting Focus – TAG is to develop a list of focus areas and related actions annually to identify the groups objectives and support the measurement of success. The intent is to identify specific issues and initiatives that focus on reducing the most significant risks to forest workers within log hauling and harvesting operations. This includes tracking the impact actions have on reducing or eliminating serious injuries and fatalities.

2. FUNCTIONS

Functions of the Trucking and Harvesting Advisory Group (TAG):

- a. To provide a consultative forum that guides the development and implementation of initiatives that improve safety performance and health within BC's log hauling and harvesting sectors.
- b. To work cooperatively and collaboratively to identify issues, strategies and projects that deserve TAG attention
- c. To apply practical knowledge, experience and influence toward the successful execution of initiatives that reduces injuries and fatalities.
- d. To ensure TAG activities align with the processes identified in Appendix B.

3. MEMBERSHIP

The TAG membership will:

- a. Consist of up to 25 persons, plus BCFSC staff.
- b. Contain both a Steering Team and Task Team.
- c. Have members that meet a defined skills list with a focus in identified key areas, as guided by Appendix "A".
- d. Not include BCFSC Board of Directors but they may, from time to time, be invited by the Chairperson to attend meetings to engage in dialogue or provide input.
- e. Forfeit or have their membership reviewed by the group if they:
 - resign from the committee;
 - breach confidentiality.

4. ROLES AND RESPONSIBILITIES

4.1 TAG Members

TAG member responsibilities:

- a. Prepare for and attend TAG meetings regularly. Note, it is suitable for the members to periodically nominate an alternative attendee if for some reason they are unable to attend themselves. See section 4.7.
- b. Apply their knowledge and perspective of the log hauling and harvesting sectors and relationships that influence safety performance and health.
- c. Provide thoughtful input and cooperation in order to support and contribute to TAG functions.
- d. Work within a collaborative, consensus-based framework, respectfully listen to and provide opinions and suggestions.
- e. Support adoption and implementation of projects and/or initiatives that positively impact safety performance and health.
- f. Advise the Chairperson, as soon as possible, that they are or will be unable to fulfil their responsibilities.
- g. Resign if there is a significant change to the scope of their business, practice or employment.

4.2 BC Forest Safety Council

BC Forest Safety Council responsibilities:

- a. Provide a chairperson.
- b. Facilitate meetings.
- c. Support TAG actions.
- d. Offer invited guests reimbursement for reasonable expenses (travel, meals, accommodations) incurred to attend TAG meetings, if travel is required.

- e. Review TAG recommendations and provide feedback in a timely manner (i.e. within one month), including steps to action recommendations or decisions.

4.3 The Chairperson

The Chairperson's responsibilities:

- a. Plan, arrange and communicate meeting dates and locations.
- b. Ensure resources are available to record, distribute and file meeting minutes.
- c. Review and approve for distribution draft meeting minutes.
- d. Confirm that meeting minutes are a true and accurate record at the commencement of the following meeting.
- e. Delegate duties if unable to perform them,
- f. Collaborate with TAG members to generate meeting agenda.
- g. Circulate the agenda and support material one week before each meeting.
- h. Invite advisors or specialists to attend meetings when requested by the TAG.
- i. Facilitate meetings according to the agenda and time available.
- j. Ensure discussion items end with a decision, action or definite outcome.
- k. Ensure decisions, actions and outcomes are recorded, tracked and communicated.
- l. Appoint sub-committee Chairpersons considering the recommendation(s) of the TAG.
- m. Receive and record such written votes.

4.4 Advisors

Advisors include specialists, subject matter experts and consultants with knowledge and experience relevant to matters considered by the TAG. Advisors will provide information and technical expertise but will not participate directly in reaching decisions or making recommendations.

4.5 Observers

Observers include other persons invited to attend meetings. Observers may participate in meeting discussions with agreement of the TAG but will not participate directly in making recommendations or decisions.

4.6 Sub-committees

There may be projects or functions that are of interest to the TAG or are of specific interest to a sub-set of the TAG and would be better managed by the focused efforts of a smaller group. In addition, work volume or timelines may require delegation of work to a sub-committee capable of responding to TAG requests or recommendations.

In order to address above circumstances and considerations, the TAG may establish sub-committees to assist in the performance of TAG functions. The TAG Chairperson will appoint a sub-committee Chair based on the recommendation(s) of the TAG.

Sub-committee responsibilities:

- a. Proceed according to the parameters / direction provided by the TAG.
- b. Ensure conduct is in accordance with TAG governance and standards of conduct.
- c. Present information, ideas, recommendations and reports to the TAG for further consideration.
- d. Consist of not less than three TAG members.

4.7 TAG Alternates

By notice in writing to the Chairperson, any TAG member may recommend an alternate to represent them for the limited purpose of attendance and participation in a particular TAG meeting.

5. GOVERNANCE

5.1 Meetings

- a. The BCFSC will provide a person to serve as the Chairperson for TAG meetings.
- b. The Chairperson will call meetings at suitable intervals, and provide notification of such meetings to all TAG members in writing, and at least 14 days before the meeting date.
- c. The TAG will meet quarterly and not less than three times each year.
- d. Meetings will be well-structured and facilitated to enable efficient progress.
- e. TAG meetings will be conducted in a round-table format.
- f. A quorum will be constituted when fifty percent of TAG members are present. Presence includes physical presence of the member or their designated alternate, or their recorded participation via teleconference or other electronic media.
- g. If quorum is not achieved, in order for decisions or recommendations advanced at that meeting to be considered effective, they must be subsequently ratified when a quorum is present (e.g. at next meeting). Alternatively, at the discretion of the chairperson, and depending on the complexity and magnitude of the decision at hand, decisions may be ratified by distributing relevant documents and information to TAG members and receiving their “vote” or recommendation by email or fax. The Chairperson is responsible to receive and record such written “votes”.
- h. A special or extraordinary meeting may be called by half the TAG members, or by the Chairperson.
- i. At the discretion of the Chairperson or at the request of the TAG, the Chairperson may invite persons to attend meetings as Advisors or Observers and to provide technical information, expertise, advice or assistance.
- j. The Chairperson may require non-sitting TAG members to leave a meeting at any time, or if an in camera session is required.

- k. The TAG may delegate any of its functions to a sub-committee established consistent with terms and conditions herein.

5.2 Standards of Conduct

All TAG members, the Chairperson and any Advisors or Observers agree to operate consistent with the following rules.

Participants will:

- a. Conduct themselves in a courteous, respectful manner.
- b. Act in good faith.
- c. Listen actively to the range of perspectives.
- d. Be given opportunities to speak.
- e. Provide others with fair opportunities to express their views.
- f. Ask for clarification if unclear.
- g. Accept the concerns, views and objectives of others at face value, and acknowledge them as valid for consideration.

5.3 Making Decisions and Recommendations

- a. Every effort shall be made to develop decisions and recommendations through consensus.
- b. Consensus is described as all TAG members having general agreement or acceptance of a particular decision or recommendation, and no member having substantial disagreement or objection.
- c. If, after reasonable efforts have been undertaken to build consensus, it appears unlikely that it will be achieved, the Chairperson may elect to implement a voting procedure by calling for a show of hands in favor of, or in objection to, a specific resolution or decision.
- d. Provided quorum is present, a resolution or decision will pass if three-quarters (3/4) of the TAG members present vote in favor of the resolution or decision.
- e. Meeting minutes will indicate when such “voting” is applied and record the outcome.

5.4 Communications and Records

5.4.1 Internal communications between the BCFSC and the TAG

- a. BCFSC will provide the TAG with timely and relevant information as necessary to support informed discussion and decision-making. This does not include internal proprietary or confidential information.
- b. BCFSC will maintain electronic meeting minutes and other relevant materials and summaries for a period of not less than 2 years.

5.4.2 External Communications

The TAG is intended as an open, collaborative forum that encourages and facilitates open communications among TAG members and other industry groups and/or agencies. Nonetheless, practical standards and expectations apply, particularly when it involves members of public media.

- a. BCFSC communication principles and policies apply to TAG operations.
- b. The TAG and its members will not make public comments on behalf of the group unless the group delegates an individual(s) to carry out such tasks. .
- c. Any communication to the public media, on behalf of the TAG, will be funneled through the Chairperson or delegate.
- d. When communicating to external parties, the chairperson or delegate will not attribute specific comments to any individual TAG member or Advisor.
- e. If an individual TAG member who is not a TAG spokesperson wishes to speak to the media or other external party, they must clarify they are doing so on their own behalf and that their perspective is not that of the TAG. Such communications will also:
 - i. Be respectful of other members.
 - ii. Not characterize the suggestions or position of other members or groups in his/her discussions.

5.5 Conflicts of Interest

TAG members will declare any possible or perceived conflict of interest pertaining to a specific discussion or topic, should the situation arise. The Chairperson, in consultation with the TAG, will deliberate the outcome of any identified or potential conflict of interest.

5.6 Amendments

The TAG will review these Terms of Reference annually. They may be adjusted to meet the current objectives and priorities of the TAG. To amend this document prior to the annual review, the TAG members may make recommendations to the group and/or the chairperson.

The above Terms of Reference for the Trucking and Harvesting Advisory Group have been agreed to:

TAG Members Acknowledgement

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APPENDIX A

TAG Members Skills Basis and Selection Criteria

To build a group that collectively demonstrates the knowledge, abilities and drive necessary for the group's success, TAG members have and will be selected using a skills-based approach.

Skill considerations:

- Ability to work in a team environment.
- Effective communicator.
- Proactive, forward-looking.
- Practical, results-oriented.
- Appreciation of the need to complete goals in a timely manner.
- Respect for necessary due process and procedures.
- Flexibility and adaptability to new approaches and thinking.
- Demonstrated understanding and application of safety leadership, and practical knowledge of safety management systems.
- Operational and business management capabilities.

A successful TAG will be one that has members collectively representing the perspectives, values, goals and priorities of BC Forest industry. TAG has and will continue to strive for representation from a range of licencees, contractors, labour, first nations and industry associations from locations across BC.

Themes of proportional representation and balance will be considered.

The TAG has and will consider the following attributes during its member selection process:

- Individuals that know the issues, will contribute ideas and suggestions, and understand the practical implications of recommendations and decisions the TAG will make.
- Individuals that have the influence to aid in the successful execution of programs that are supported by the TAG.
- Current experience with corporate injury reduction safety programs.
- People that have the interest and ability to commit the time and effort necessary to support group continuity.
- Individuals that have and maintain good contacts with others in the industry.

APPENDIX B

TAG Key Processes

- Schedule agenda-driven meetings.
- Ensure that practice/key learnings sharing are on every meeting agenda.
- Forward any issues or concerns that is outside of the scope the task team to the Steering Team or LTTAC.
- Assign smaller scale initiatives to sub- groups of the task team to address when warranted.
- Establish communication procedures to keep group members and other key people informed.
- Identify, define and establish the key metrics and baselines.
- Identify current and emerging issues and develop plans to address.
- Implement plans/initiatives aimed at achieving TAG objectives.
- Create membership criteria for new organizations to join this group.