



Tree Improvement Alberta

Terms of Reference

March 26, 2012

PURPOSE OF TERMS OF REFERENCE DOCUMENT

The purpose of this document is to describe the purpose and structure of *Tree Improvement Alberta*, a consortium of forestry industry and provincial government representatives working together to deliver the *Tree Species Adaptation Risk Management Project* funded by the Climate Change Emissions Management Corporation (CCEMC).

This document will describe:

- (1) Purpose of Tree Improvement Alberta
- (2) Members and Stakeholders
- (3) Organization and Governance
- (4) Workplan, Schedule and Resources
- (5) Responsibilities and Processes

Together with the Memorandum of Understanding (MOU), signed by Foothills Research Institute (FRI), and Tree Improvement Alberta (TIA) Participants, the Terms of Reference (TOR) forms the foundation of the agreement and outlines a way to operate to undertake the *Tree Species Adaptation Risk Management Project* (the Tree Adaptation Project).

TIA is initially being brought together to facilitate the delivery of the Tree Adaptation Project. Additional projects may be added and/or project scopes expanded for TIA's purview in the future.

TERMS OF REFERENCE

(1) Purpose of TIA

- TIA is established to facilitate the delivery of programs or projects related to forest genetics in Alberta.
- The initial project under TIA authority is the *Tree Species Adaptation Risk Management Project* funded by the CCEMC.
- Additional programs, projects, or other related work may be added.
- The role and function of TIA may evolve over time to accommodate change.

(2) TIA Organizational Structure

a. TIA Members

- Members initially include any company or government department that sign the Tree Adaptation Project MOU with FRI.
- Groups may enter the membership by signing an FRI MOU.
- Groups may exit the membership by being released from an FRI MOU.
- Participants are responsible to undertake project activities as assigned by the TIA Board.
- Membership may be expanded at the discretion of the TIA Board to include members not associated with the Tree Adaptation Project.

b. TIA Board

- TIA will be overseen by a Board.
- Board members shall be selected from the Participants involved in delivering the project and from Alberta Sustainable Resource Development (ASRD) involved in the project.
- At the initiation phase of the Tree Adaptation Project, the Board will involve 5 voting members including project applicants.
- Board membership will be reviewed annually.
- Subsequent selection of Board members will be undertaken in a voting process. Each participant that has signed the MOU with FRI is afforded one vote.
- The Board shall be made up of no more than 6 individuals.
- The Board shall include at a minimum, two members from SRD and two members from industry.
- Should a Board member step down, the remaining Board members will evaluate the need for replacement and take action accordingly.
- The Board is responsible for ensuring delivery of project(s).
- The Board is responsible for selecting and managing the Project Manager. Associated with the Tree Adaptation Project.
- The Board is responsible for the relationship with FRI (and/or others).



c. TIA Responsibilities and Process

The TIA is responsible for:

- Proposing the projects.
- Modifying the projects as needed.
- Establishing structures to enable project delivery.

(3) Tree Adaptation Project

a. The Project

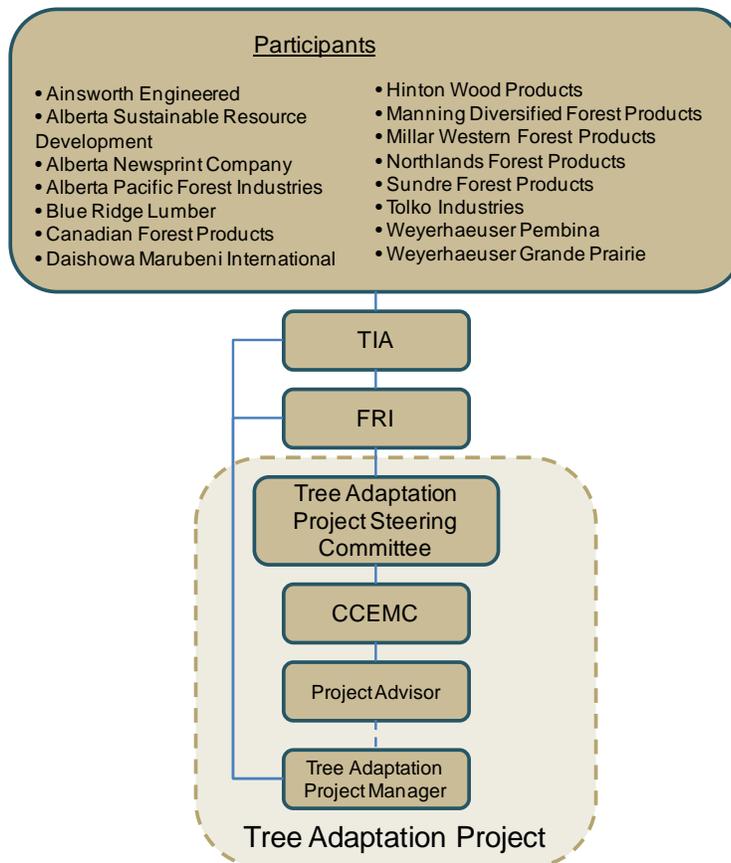
The *Tree Species Adaptation Risk Management Project* aims to work towards adapting Alberta's forestry sector to climate change through genetics and tree improvement. The project is funded by the Climate Change Emissions Management Corporation and is expected to be completed within a three (3) year period.

Project Participants will lay a foundation toward developing a climate change adaptation strategy that uses climate tolerant genotypes of conifer and deciduous species to sustain forest fibre production and non-fibre forest benefits. This project is expected to significantly enhance the forestry sector's understanding of options and future needs for reforestation materials, adapted to future climates.

The Tree Adaptation Project shall undertake the following main project themes:

- Evaluate the level of climate change adaptation preparedness by government and industry,
- Identify strengths and weaknesses in the existing tree improvement programs, and
- Install new experimental sites where the lack of data has inhibited adaptation readiness.

The Tree Adaptation Project will be collaboratively implemented by the members from industry, government, and government-industry partnerships. The management system and governance model are described within this Terms of Reference document and depicted by the following organizational chart.



b. Tree Adaptation Project Participants

- FRI will act to host the Tree Adaptation Project and be the contracted party with CCEMC.
- The forest industry companies and ASRD represented within provincial tree improvement programs have an agreement with TIA. Each participant will sign the Tree Adaptation Project MOU with FRI committing to their participation in the Tree Adaptation Project.
- TIA will engage a Project Manager responsible for overseeing and coordinating the planning and execution of the Tree Adaptation Project's activities and undertaking any and all project management related activities. The Project Manager will be contracted by and report to FRI. The Project Manager will also be accountable to the TIA Board.
- CCEMC will nominate a Project Advisor (CCEMC Project Advisor) who will liaise with TIA and will be a member of the Project Steering Committee.

c. Project Steering Committee

- The Project Steering Committee will be responsible for providing oversight and decision making related to the Tree Adaptation Project.
- The Steering Committee will be made up of members of the TIA Board, a representative of FRI and the CCEMC Project Advisor.
- The Steering Committee will meet regularly (or as needed) to discuss Tree Adaptation Project activities, needs, etc. The Tree Adaptation Project Manager shall be in attendance at Steering Committee meetings.

d. Resources for TIA

- \$3 million committed by CCEMC will be enabled through the agreement between CCEMC and FRI.
- Tree Adaptation Project start-up costs shall be covered in a manner to be determined by the Board and FRI.
- Participants will be required to follow a claims and/or invoices reimbursement submission process (to be developed) to recover project costs.
- Claims and/or invoices submitted to CCEMC will not be reimbursed GST.

e. Workplan

- See Attachment A describing the workplan, timelines and deliverables for the Tree Adaptation Project.

f. Responsibilities and Process

- Participants that have signed the Tree Adaptation Project MOU with FRI are responsible to ensure Tree Adaptation Project activities are undertaken and completed in accordance with the Tree Adaptation Project workplan, including adhering to timelines and budgets.
- The Project Manager shall develop a Tree Adaptation Project Manual or Handbook detailing operational and administrative processes.

g. Decision-Making

- Decision making will be made by consensus.