



Reports

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Definitions

“Board staff” means staff employed by the Forest Practices Board.

“Board” means the Forest Practices Board organization as a whole, and includes Appointed Board members and Board staff.

“Chair” means the Chair of the Forest Practices Board.

“Board Commentary” means a statement by the Board regarding the importance or relevance of the findings of an audit or investigation to forest or range practices or policy broadly.

“Complainant” means the person or group who filed a formal complaint with the Forest Practices Board.

“Panel” means a subset of the Appointed Board assigned by the Chair under section 137 of the *Forest and Range Practices Act*.

“Party” means government, or the holder of a licence under the *Forest Act* or the *Range Act*.

“Participant” means any person or organization named as a participant in a complaint investigation, in the notification letter.

1. Purpose

This policy establishes the Board’s approach to reporting the results of audits and investigations. It sets requirements for when reports are to be prepared, what they will include, who they will be distributed to and when.

2. Objectives

The objectives of this policy are to

- Ensure Board report policies and procedures are consistent with legislation, regulations and the Board's strategic plan, mission and values.
- Ensure a consistent approach to reporting the results of Board's audits and investigations.
- Establish standards for implementation of the Board's legislative reporting requirements consistent with the Board's mission, values and behaviours.

3. Legislation and Regulations

Forest and Range Practices Act

131 (1) Subject to subsection (1.1), after completing an audit or investigation, the board must report its conclusions, with reasons, to any complainant, to the party and, if the government is not the party affected by the audit or investigation, to the ministers.

(1.1) If an audit or investigation referred to in subsection (1) includes more than one party, the board may report its overall conclusions without reporting on compliance by each party.

(2) If the board makes a report under subsection (1), it may make recommendations it considers appropriate.

Forest Practices Board Regulation

4 The board must make a final audit report available

- (a) to any person within 90 days of its submission by the auditor, and
- (b) to the party or person being audited at least 7 clear days before the report is made available under paragraph (a).

4. Application

This policy applies to Board staff and Appointed Board members. It covers all reports prepared by the Board. This includes audit reports, complaint investigation reports, complaint investigation closing letters, special investigation reports, and special reports.

5. Policy

The Board has established the following requirements and standards to fulfill its statutory reporting requirements as noted in section 1.3 above.

5.1 Principles

- a) All published reports that result from staff and Appointed Board members' work are regarded as corporate products. Corporate Product means all parts of the organization may contribute to the report. Staff provide the technical work that forms the basis for Appointed Board, Panel, or Chair decisions on conclusions and reasons, commentary and recommendations.

5.2 Report Quality

- a) The Director of Corporate Performance and Communications is responsible for establishing review procedures and standards to ensure consistent quality of Board Reports.

5.3 Report Content

- a) In addition to the report content requirements in legislation noted in section 1.3 above, specifically,
 - conclusions with reasons; and
 - optional recommendations,a report will generally include the content described in the relevant report template and may also contain a Board Commentary, to be determined by the Board, Panel, or Chair who is responsible for that report.
- b) All reports must include a territorial acknowledgement if they involve forest or range practices on the ground. Reports dealing with policy matters and province-wide issues are exempt from this requirement.

5.4 Naming Individuals

- a) Occasionally, audits and investigations identify an issue or situation that would reflect negatively on an individual if they were identified in a Board report.
- b) If a person is a party as defined under section 121 of the *Forest and Range Practices Act*, and they take on the responsibility of holding any form of tenure on Crown land, the party identified as holding that tenure can be named in a Board report.
- c) Reports will avoid naming individuals who are not a party, such as specific equipment operators or consultants.

5.5 Publication of Reports

- a) All reports produced under section 131 of FRPA are made available to the public.
- b) Reports are normally published on the Board's website, and will be retained on the website, or such other public repository that may be established, indefinitely.

5.6 Pre-Release of Reports

- a) In support of a 'no surprises' approach, confidential pre-releases of Board reports will be provided to potentially affected parties as follows:
 - i) Participants in an audit or investigation will be given a confidential copy of the final report in advance of the public release.
 - ii) At the Chair's discretion, a pre-release briefing may be offered to the Minister and/or Ministry executive to explain the report conclusions and any recommendations.
 - iii) The Executive Director may share confidential pre-release copies of reports with stakeholder organizations that may be impacted by the report, or asked to comment on it by media or the public.

- b) Timing of pre-release copies will be as follows:
- i) For audit reports, the pre-release copy will be provided to the auditee at least seven days before publication.
 - ii) For all other reports, the pre-release to affected parties will take place a minimum of two days before publication.
 - iii) The Minister's office will receive a confidential pre-release copy a minimum of three days before publication. For audits of parties other than government, the pre-release copy will not be shared until at least 7 days after the auditee received their copy.

5.7 Distribution of Reports

- a) Reports will be distributed to participants, complainants, parties and to the Minister by email, or by regular mail where the person does not have internet access.
- b) A media release may be issued, or news conference held, to be determined on a case-by-case basis, and consistent with the Board's External Communications Policy.
- c) Reports may be distributed more broadly, based on the interests of stakeholders and the public, in accordance with established procedures.

5.8 Roles and Responsibilities

Chair

- Determine if a briefing of the Minister/Ministry executive is to be offered.
- Approve report for publication.

Appointed Board Members

- When acting as a panel for an audit or investigation, determine if the report will include a commentary and/or recommendations.
- Approve the content of the final report.

Executive Director

- Approve standards for report quality and procedures for implementing this policy.
- Determine if stakeholder organizations should be sent a confidential pre-release of reports.

Directors of Audits and Investigations

- Ensure program staff adhere to established procedures for reports.

Director of Communications

- Establish procedures and standards to ensure consistent quality of Board reports.
- Establish procedures for preparing, pre-releasing and distributing Board reports in accordance with this policy.

Communications Staff

- Determine distribution of reports in consultation with the Program Director.
- Carry out report publication, pre-release and distribution in accordance with established procedures.
- Ensure all reports are published and maintained on the Board website, or such other public repository that may be established.

6. Procedures

- Report Approval and Publication Procedures (October 2019)
- Report Templates
- Forest Practices Board Writing Style Guide and Reference Documents

7. References

- External Communications Policy
- Panels Policy
- Recommendations Policy
- Board Policy and Procedures Policy

8. Document Control Information

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Approved by:



Kevin Kriese, Chair
Forest Practices Board