

SPECIAL REPORTS

1. Purpose

This policy describes how the Board Chair will implement its mandate under section 135 of the *Forest and Range Practices Act* (FRPA) to make special reports.

2. Objectives

- a) Ensure that special reports policies and procedures are current and consistent with legislation, regulations and the Board's strategic plan, mission and values.
- b) Increase transparency in the conduct of Board activities.

3. Legislation and Regulations

[Forest and Range Practices Act](#)

Special reports

135 *If the chair considers a special report to be in the public interest, he or she may make a special report to the minister or comment publicly respecting a matter relating generally to the performance of the board's duties under this Act or to a particular case investigated by the board.*

4. Application

This policy applies to Appointed Board Members and staff, and contractors retained for the purposes of preparing special reports.

5. Policy

Special reports are an option provided to the Board Chair under FRPA. The following policy guides the use of the Chair's special report authority.

- a) Special reports may summarize trends or findings of Board audits or investigations; identify and discuss issues with forest or range practices, policy and legislation; or raise forest or range stewardship issues to foster public understanding and discussion.
- b) Special reports do not examine compliance with FRPA or the *Wildfire Act*.
- c) Special reports will typically rely on information gathered through other Board work, or that is generally available to the public.

- d) The Board Chair may make recommendations in a special report. However, sections 131-133 of FRPA do not apply to special reports.
- e) Priority topics for special reports will be identified in the Board's Annual Special Projects Plan but are not limited thereby.
- f) The Board Chair will approve special reports, including terms of reference where applicable.
- g) The Board Chair will consult with the Appointed Board and may form a subcommittee of the Board to advise on special reports.
- h) Planning for special reports will take into account the appropriate balance of other board functions including audits and complaints.

5.1 Roles and Responsibilities

Chair

- Approves the Terms of Reference for Special reports, based on recommendations of the Appointed Board.
- Approves special reports.

Appointed Board Members

- Identify priority topics for potential special reports.
- Upon request, review and provide input into, and/or share a decision with the Chair to approve special reports, and advise the Chair on terms of reference for special reports, in accordance with section 5(g) of this policy.

Executive Director

- Approves procedures established for the purpose of preparing special reports.

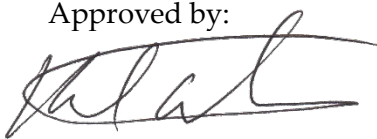
Director of Investigations

- Develops and implements annual special projects plan, overseeing selection of special reports to be prepared each year, based on direction from the Appointed Board.
- Assigns qualified staff and contractors to write special reports and provides leadership, direction, guidance, advice and support to staff.
- Ensures special reports are prepared consistent with this policy and other relevant policies and procedures.
- Identifies the need for updates to the procedures for special reports and the special report policy.

Board Staff

- Prepare special reports in accordance with this policy and any procedures established to guide special reports.

Approved by:



Keith Atkinson, Chair
Forest Practices Board