

APPENDIX X – Monitoring Plan

The Okanagan Innovative Forestry Society is committed to the successful implementation of Okanagan IFPA program objectives. Furthermore, the Society is committed to the monitoring and reporting on program progress and society activities based on the following, generally accepted, reporting principles:

- Project Monitoring
- Monthly Reporting
- Quarterly Reporting
- Bi-annual Reporting
- Annual Reporting

Project Monitoring

Project definition documents will be developed for all projects implemented by the OIFS. Where Resources Inventory Standards Committee (RISC) standards exist and are included in the definition documents for a project, a Quality Assurance and Quality Control process will be implemented measured against the RISC standard. Where a proposed project will not adhere to RISC standards, clear Quality Assurance and Quality Control procedures will be built into and reported against the project definition and project review process.

The project definitions will include administrative information, project objectives, anticipated benefits and/or outputs, project costs, anticipated return on investment (ROI) and a measure of reliability for the ROI estimate. All projects will be monitored and tracked according to this project definition to ensure the successful completion of the project. Project progress and completion will be reported as outlined below.

Monthly Reporting

Monthly reporting to the OIFS Board of Directors and the Technical Committee will take place, focused on program progress and financial forecasting for all activities included in the Annual Workplan. The reporting will include updates on individual project progress and how overall progress is meeting the objectives of the Okanagan IFPA.

Quarterly Reporting

Quarterly reporting to the OIFS Board of Directors will take place and provide program and financial progress with respect to the Annual Workplan. In addition, through member companies of the OIFS, quarterly reporting on program progress and financial forecasting will also be reported to Forest Renewal BC.

Annual Reporting

Bi-annual reporting to the OIFS Advisory Panel will take place and will provide progress on program objectives pertaining to the Annual Workplan. This reporting level will be developed to provide the OIFS Advisory Panel the information necessary to supply a meaningful review of Okanagan IFPA program.

Annual Reporting

An Annual Report will be prepared by the Society and presented to the Ministry of Forests and Range. The Annual Report will provide auditable information pertaining to program progress, program expenditures and associated employment.

In addition, the annual reporting will present financial and organizational activities of the Society, in accordance to the constitution and bylaws as posted with the Registrar of Companies for the Province of British Columbia on July 19th, 2001. The Society's year end is March 31st. Within 90 days of the year end, the Society will ratify the year end fiscal report and organizational report of accomplishments at the Society's Annual General Meeting.

As part of the annual reporting, an annual project review will be completed as outlined in the Annual Project Review section in Appendix VIII

