

## **APPENDIX VII – 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 Committee (RIC) standards exist and are included in the definition documents for a project, a RIC standard Quality Assurance and Quality Control process will be implemented. Where a proposed project will not adhere to a RIC standard, 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 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 will provide program and financial progress with respect to the Annual Workplan. In addition, through the member companies of the OIFS, quarterly reporting on program progress and financial forecasting will also be reported to Forest Renewal BC.

### **Bi-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 provide 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. The Annual Report will provide auditable information pertaining to program progress, program expenditures and associated employment.<sup>38</sup>

In addition, the annual reporting will present the 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 31<sup>st</sup>. Within 90 days of the year end, the Society will ratify the year end fiscal report and year end 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 IV<sup>39</sup>

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<sup>38</sup> Reference to auditable information and employment figures added as part of a minor amendment to the Forestry Plan (Revised June 1, 2002)

<sup>39</sup> Sentence "As part of . . . section in Appendix IV" (Revised March 8, 2002)