

(Note: The High Level Forests Public Advisory Committee Terms of Reference is linked to the Public Involvement Plan and the 2010 Detailed Forest Management Plan Terms of Reference, therefore a change in one document may result in a change in another.)

Background

The High Level Public Advisory Committee (PAC) was initially formed in 1997 and remains the primary venue for members of the general public to provide input into forest management planning and operations conducted by Tolko Industries Ltd. (High Level Lumber Division) and Footner Forest Products Ltd. (FFP) (hereby referred to as "the Companies") within the Defined Forest Area (DFA).

Following the approval of the Companies' first Detailed Forest Management Plan (DFMP) and ratification of the Sustainable Forest Management (SFM) Plan to meet the Canadian Standards Association (CSA) Z809:2002 standard for forest certification, recommendations made by independent third-part auditors to enhance the existing public advisory process(s) prompted changes to the goals and objectives of the PAC to align with those of the Public Advisory Group (PAG), a committee established during the development of the SFM Plan. In addition to helping identify local-level Values, Objectives, Indicators, and Targets (VOIT) for managing the DFA, the PAG was also involved in the development of monitoring programs to evaluate the effectiveness of Forest Management Plans (FMP's) for the DFA with the goal of continual improvement.

With the changes to the Terms of Reference, the level of involvement of the PAC in the development of future FMP's has been enhanced.

The Public Advisory Committee (PAC) will serve as the Public Participation Group (PPG) as referenced in the 2004 edition of the Alberta Forest Management Planning Standard.

Introduction

This Terms of Reference (ToR) document is a revision to the original document developed for the Public Advisory Committee (PAC) to align with the public advisory requirements as outlined in 5.3.1 of the CSA Z809:2002 standard and changes in provincial requirements for FMP development. This document will outline the procedures for each of the following components:

- Goals
- Operating Guidelines
- Timelines
- Roles & Responsibilities
- Decision-Making Process
- Conflicts of Interest
- Information & Communication
- Resources
- Mechanisms to Adjust

Goals

The three primary goals of the Public Advisory Committee (PAC) are to:

1. Identify issues and concerns pertaining to Companies operating activities;
2. Identify local-level Values, Objectives, Indicators, and Targets (VOIT) for incorporation into the Companies' FMP.
3. Help develop procedures for monitoring the effectiveness of both the public advisory process and FMP to ensure continual improvement.

Operating Guidelines

The Companies will strive to incorporate recommendations of the Public Advisory Committee (PAC) into FMP development. These recommendations will represent the needs of a variety of industrial and non-industrial interest groups including (but not limited to):

➤ Northern Lights Forest Education Society	➤ Hungry Bend Sandhills Wilderness Society
➤ Oil & Gas Industry	➤ Alberta Trappers Association
➤ Friesen Logging	➤ La Crete Sawmills Ltd.
➤ Mackenzie Economic Development	➤ Fish and Game Association
➤ M.D. of Mackenzie County #23	➤ Guide and Outfitters Society
➤ Alberta	➤ Town of High Level
➤ General Public	

In developing and monitoring the effectiveness of the FMP, committee members shall:

1. Consider and respect the opinions and views of other members of the PAC;
2. Participate as a member of the PAC and adhere to their specific roles, responsibilities, and obligations;
3. Act and negotiate in "good faith" in all aspects of the process;
4. Select issues that are within the Companies ability to control or influence and will respect existing laws and regulations;
5. Support an open and transparent process in both the development and implementation of the public advisory process or FMP;
6. Comply with this Terms of Reference document.

Timelines

The target date for the completion of the Forest Management Plan (FMP) will be October 31, 2010. Following the completion of the plan, the Public Advisory Committee (PAC) will be engaged to review annual progress on performance measures with the goal of continual improvement.

Roles, Responsibilities, and Obligations of Participants

Participation in the Public Advisory Committee (PAC) is open to all members of the general public including First Nations and government. The companies recognize Aboriginal and Treaty Rights of local First Nations, and these rights will not be prejudiced by taking part in the companies public involvement program or being involved in the Public Advisory Committee.

There will be two types of committee members:

1. Advisory Members – will participate in all discussions, and will serve as information sources to the committee, but will not be included when seeking consensus or taking votes. There will be no more than two representatives from each of the Companies or Alberta, which will also serve as advisory members.

2. Participating Members – will participate in all discussions, and will be included when seeking consensus or taking votes.

i. Committee Member Responsibility

1. Committee members will read and understand this Terms of Reference;
2. Committee members will contribute to the development of the Forest Management Plan (FMP) by identifying local-level Values, Objectives, Indicators, and Targets (VOIT);
3. Committee members must also develop procedures for monitoring the effectiveness of the public advisory process and FMP's;
4. Committee members shall adhere to the discussion items outlined in the meeting agenda. Additional discussion items not included in the agenda shall be tabled to a future meeting(s);
5. Committee members will keep their organization informed of developments in meetings, gather opinions for subsequent meetings, and designate an alternative representative in the event that they are unable to make it to a meeting;
6. The committee will develop and implement action plans to address selected issues;
7. Committee members will take responsibility for self-education by participating in board activities aimed at providing a solid base of knowledge, and by keeping themselves informed of forest-related activities. This will include taking advantage of opportunities to put the knowledge in context in the field, rather than being limited to reading of materials;
8. The committee is responsible to determine the knowledge base of its members, and with help from the Companies seek information and education in areas that require further understanding;
9. The Companies will provide funding and reasonable access to company data, resources, and access to information from outside the committee (ex. experts in particular subject area(s)).
10. Utilize government representatives on the committee to access government technical information.

ii. Committee Executive Members

1. The PAC will select from its members an executive consisting of Chair and Vice-Chair. Each position will have a term of one year, and elections will take place at the Annual General Meeting;

Decision-Making Process for the VOIT

7. All participants in the development or implementation of the FMP will strive to make decisions based on consensus¹. If consensus cannot be reached, there are three alternative courses of action:

¹ Consensus is defined as a substantial agreement reached by concerned interests. Consensus includes an attempt to remove all objections and implies that although participants may not agree with all aspects of the agreement, they are willing to accept the total package.

- a) The issue may be deferred in instances where more information is required to properly form decisions and will be tabled to the next meeting;
- b) Seek recommendation from independent sources;
- c) Members can vote to place closure to the issue. In instances where a vote is taken, a motion will require a minimum 75% of those in attendance at the meeting in order to be considered carried. Quorum is set at 4 committee members.

If a consensus recommendation of the PAC is not acceptable to the Companies, a written explanation of the decision will be provided and included in the FMP as such.

8. Written records regarding agreement or lack thereof will be retained in the meeting minutes. Ratification of the meeting minutes will indicate agreement to the issue or decision(s) made as to how the outstanding issue will be addressed.
9. All issues, including those of which there is no resolution, will be identified and recorded as such and outlined in the FMP.
10. All decisions made by Committee members at Committee meetings will be recorded in the minutes as being ratified by the PAC.

Conflicts of Interest

Should the situation arise, Public Advisory Committee (PAC) members, including the Chair, will declare any possible or perceived conflict of interest pertaining to a specific discussion or topic. In such a case(s), the PAC member should withdraw from discussion on that particular item unless otherwise agreed to by the remaining committee members.

In instances where the Chair has declared or is perceived to be in a conflict of interest, members will appoint a temporary Chair for that meeting.

Information and Communication

1. Any documentation generated through the process will be provided to each of the participants of the Public Advisory Committee (PAC) through the support staff of member organization(s). This information may include (but is not limited to) meeting schedules, agendas, and meeting minutes;
2. The Companies will make available to committee members, copies of FMP's, Annual Performance Reports, and the results of internal and/or external audits or public advisory initiatives;
3. Notwithstanding individual members' responsibility for passing on information to their constituent groups, the Communication Committee (or individual delegate(s)) will be responsible for communicating to the general public. This may include the distribution of reference and meeting related materials (i.e. meeting minutes, schedules, agendas, etc.).
4. The Communication Committee (or individual delegate) will be the point of contact for the media, and indicate those items to be presented to the media.
5. Meeting agendas and advertisements will be made available to committee members in the preferred format, posted on the www.highlevelwoodlands.com website, and faxed to visible locations in each of the communities in the region at least one week prior to the scheduled meeting. Meeting advertisements shall also be posted in both *The Echo* and *The Pioneer* at least one week prior to the scheduled meeting.

6. Meeting minutes will also be distributed to committee members in the preferred format, posted on the www.highlevelwoodlands.com website no more than 1 week following a scheduled meeting and will be made available to the general public at upon request. In addition, summaries for previous meeting shall also be posted in *The Echo* and *The Pioneer* within two weeks of the meeting.
7. Digital (or otherwise) copies of Forest Management Plans (FMP's), Annual Performance Reports, and the results of internal or external third-party results will be made available to the public upon request.
8. An Annual General Meeting will take place once per year. Like the regularly scheduled meetings, the AGM will be open to the general public.

At this meeting a report and/or presentation will be provided which illustrates issues identified throughout the year and outline progress made in addressing those concerns. Annual elections will also take place at this meeting. This meeting may be held in different locations each year.

9. All items discussed will be treated as public information, unless otherwise requested by the companies, or by any other committee member providing information.

Resources

The companies will establish an annual budget and will cover expenses for such things as meals, mileage, and accommodation (with receipts) where required. Mileage will be paid at \$0.40 per kilometer for regular attendance at meetings however it is up to the individual member to notify the company representative at the completion of a meeting(s) that a mileage claim is requested.

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Mechanisms To Adjust

The Terms of Reference (ToR) document may be modified at any time during the process in accordance with the procedures outlined in the *Decision-Making Process*.

Approval of Changes to Terms of Reference:

Effective date: May 6, 2008

Persons present for review of Terms of Reference:

John Thurston, Chair
Marilee Toews, Vice-Chair
Mike Alsterlund
George Friesen
Dave Sadowsky
Lacey Reid
Jeremy Beal
Ed Anderson
Brenda St.Arnault (recording secretary)
Jayson Kofluk

Effective date: June 2, 2009

Persons present for review of Terms of Reference:

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Mike Alsterlund
Dave Sadowsky
Paul Ebert
Al Benson
Paul Kitchen
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Effective date: June 2, 2009

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3. Help develop procedures for monitoring the effectiveness of both the public advisory process and FMP to ensure continual improvement.

Operating Guidelines

The Companies will strive to incorporate recommendations of the Public Advisory Committee (PAC) into FMP development. These recommendations will represent the needs of a variety of industrial and non-industrial interest groups including (but not limited to):

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4. Select issues that are within the Companies ability to control or influence and will respect existing laws and regulations;
5. Support an open and transparent process in both the development and implementation of the public advisory process or FMP;
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Timelines

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Effective date: May 6, 2008

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3. Help develop procedures for monitoring the effectiveness of both the public advisory process and FMP to ensure continual improvement.

Operating Guidelines

The Companies will strive to incorporate recommendations of the Public Advisory Committee (PAC) into FMP development. These recommendations will represent the needs of a variety of industrial and non-industrial interest groups including (but not limited to):

➤ Northern Lights Forest Education Society	➤ Hungry Bend Sandhills Wilderness Society
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2. Participate as a member of the PAC and adhere to their specific roles, responsibilities, and obligations;
3. Act and negotiate in "good faith" in all aspects of the process;
4. Select issues that are within the Companies ability to control or influence and will respect existing laws and regulations;
5. Support an open and transparent process in both the development and implementation of the public advisory process or FMP;
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Timelines

The target date for the completion of the Forest Management Plan (FMP) will be October 31, 2010. Following the completion of the plan, the Public Advisory Committee (PAC) will be engaged to review annual progress on performance measures with the goal of continual improvement.

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1. The PAC will select from its members an executive consisting of Chair and Vice-Chair. Each position will have a term of one year, and elections will take place at the Annual General Meeting;

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7. All participants in the development or implementation of the FMP will strive to make decisions based on consensus¹. If consensus cannot be reached, there are three alternative courses of action:

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- a) The issue may be deferred in instances where more information is required to properly form decisions and will be tabled to the next meeting;
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1. The PAC will select from its members an executive consisting of Chair and Vice-Chair. Each position will have a term of one year, and elections will take place at the Annual General Meeting;

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7. All participants in the development or implementation of the FMP will strive to make decisions based on consensus¹. If consensus cannot be reached, there are three alternative courses of action:

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If a consensus recommendation of the PAC is not acceptable to the Companies, a written explanation of the decision will be provided and included in the FMP as such.

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Approval of Changes to Terms of Reference:

Effective date: May 6, 2008

Persons present for review of Terms of Reference:

John Thurston, Chair
Marilee Toews, Vice-Chair
Mike Alsterlund
George Friesen
Dave Sadowsky
Lacey Reid
Jeremy Beal
Ed Anderson
Brenda St.Arnault (recording secretary)
Jayson Kofluk

Effective date: June 2, 2009

Persons present for review of Terms of Reference:

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Marilee Toews, Vice-Chair
Mike Alsterlund
Dave Sadowsky
Paul Ebert
Al Benson
Paul Kitchen
Brent Cleghorn
Aaron Doepel
Jon Goertzen
Jamie Bruha
Al Toews
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(Note: The High Level Forests Public Advisory Committee Terms of Reference is linked to the Public Involvement Plan and the 2010 Detailed Forest Management Plan Terms of Reference, therefore a change in one document may result in a change in another.)

Background

The High Level Public Advisory Committee (PAC) was initially formed in 1997 and remains the primary venue for members of the general public to provide input into forest management planning and operations conducted by Tolko Industries Ltd. (High Level Lumber Division) and Footner Forest Products Ltd. (FFP) (hereby referred to as "the Companies") within the Defined Forest Area (DFA).

Following the approval of the Companies' first Detailed Forest Management Plan (DFMP) and ratification of the Sustainable Forest Management (SFM) Plan to meet the Canadian Standards Association (CSA) Z809:2002 standard for forest certification, recommendations made by independent third-part auditors to enhance the existing public advisory process(s) prompted changes to the goals and objectives of the PAC to align with those of the Public Advisory Group (PAG), a committee established during the development of the SFM Plan. In addition to helping identify local-level Values, Objectives, Indicators, and Targets (VOIT) for managing the DFA, the PAG was also involved in the development of monitoring programs to evaluate the effectiveness of Forest Management Plans (FMP's) for the DFA with the goal of continual improvement.

With the changes to the Terms of Reference, the level of involvement of the PAC in the development of future FMP's has been enhanced.

The Public Advisory Committee (PAC) will serve as the Public Participation Group (PPG) as referenced in the 2004 edition of the Alberta Forest Management Planning Standard.

Introduction

This Terms of Reference (ToR) document is a revision to the original document developed for the Public Advisory Committee (PAC) to align with the public advisory requirements as outlined in 5.3.1 of the CSA Z809:2002 standard and changes in provincial requirements for FMP development. This document will outline the procedures for each of the following components:

- Goals
- Operating Guidelines
- Timelines
- Roles & Responsibilities
- Decision-Making Process
- Conflicts of Interest
- Information & Communication
- Resources
- Mechanisms to Adjust

Goals

The three primary goals of the Public Advisory Committee (PAC) are to:

1. Identify issues and concerns pertaining to Companies operating activities;
2. Identify local-level Values, Objectives, Indicators, and Targets (VOIT) for incorporation into the Companies' FMP.
3. Help develop procedures for monitoring the effectiveness of both the public advisory process and FMP to ensure continual improvement.

Operating Guidelines

The Companies will strive to incorporate recommendations of the Public Advisory Committee (PAC) into FMP development. These recommendations will represent the needs of a variety of industrial and non-industrial interest groups including (but not limited to):

➤ Northern Lights Forest Education Society	➤ Hungry Bend Sandhills Wilderness Society
➤ Oil & Gas Industry	➤ Alberta Trappers Association
➤ Friesen Logging	➤ La Crete Sawmills Ltd.
➤ Mackenzie Economic Development	➤ Fish and Game Association
➤ M.D. of Mackenzie County #23	➤ Guide and Outfitters Society
➤ Alberta	➤ Town of High Level
➤ General Public	

In developing and monitoring the effectiveness of the FMP, committee members shall:

1. Consider and respect the opinions and views of other members of the PAC;
2. Participate as a member of the PAC and adhere to their specific roles, responsibilities, and obligations;
3. Act and negotiate in "good faith" in all aspects of the process;
4. Select issues that are within the Companies ability to control or influence and will respect existing laws and regulations;
5. Support an open and transparent process in both the development and implementation of the public advisory process or FMP;
6. Comply with this Terms of Reference document.

Timelines

The target date for the completion of the Forest Management Plan (FMP) will be October 31, 2010. Following the completion of the plan, the Public Advisory Committee (PAC) will be engaged to review annual progress on performance measures with the goal of continual improvement.

Roles, Responsibilities, and Obligations of Participants

Participation in the Public Advisory Committee (PAC) is open to all members of the general public including First Nations and government. The companies recognize Aboriginal and Treaty Rights of local First Nations, and these rights will not be prejudiced by taking part in the companies public involvement program or being involved in the Public Advisory Committee.

There will be two types of committee members:

1. Advisory Members – will participate in all discussions, and will serve as information sources to the committee, but will not be included when seeking consensus or taking votes. There will be no more than two representatives from each of the Companies or Alberta, which will also serve as advisory members.

2. Participating Members – will participate in all discussions, and will be included when seeking consensus or taking votes.

i. Committee Member Responsibility

1. Committee members will read and understand this Terms of Reference;
2. Committee members will contribute to the development of the Forest Management Plan (FMP) by identifying local-level Values, Objectives, Indicators, and Targets (VOIT);
3. Committee members must also develop procedures for monitoring the effectiveness of the public advisory process and FMP's;
4. Committee members shall adhere to the discussion items outlined in the meeting agenda. Additional discussion items not included in the agenda shall be tabled to a future meeting(s);
5. Committee members will keep their organization informed of developments in meetings, gather opinions for subsequent meetings, and designate an alternative representative in the event that they are unable to make it to a meeting;
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