



High Level Sustainable Forest Management Plan  
Public Advisory Group  
Terms of Reference  
May 30<sup>th</sup>, 2003

## **Introduction**

This Terms of Reference (ToR) is developed for the Public Advisory Group (PAG) which will work towards the development of a Sustainable Forest Management (SFM) Plan for the Defined Forest Area identified by Tolko Industries Ltd. (High Level Lumber Division) and Footner Forest Products Ltd. (hereby referred to as "the Companies").

The SFM Plan will be developed in accordance to the Canadian Standards Association (CSA) standard CAN/CSA-Z809-02.

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
  - Internal
  - External
- Resources (Human, physical, financial, information, and technological)
- Mechanisms to Adjust

### **1. Goals**

The primary goals of the Public Advisory Group (PAG) are to:

- To identify local-level values, objectives, indicators, and targets in the development of an SFM Plan for the Defined Forest Area (DFA) according to the CSA guidelines.
- To develop procedures for monitoring the effectiveness of the SFM Plan and provide ongoing public input into the implementation, monitoring, and continual improvement of the plan.

### **2. Operating Guidelines**

The Companies will develop an SFM Plan based on recommendations of the Public Advisory Group (PAG) which will represent a variety of industrial and non-industrial interest groups.

In developing the plan, participants must:

- Attend meetings on a regular basis
- Contribute to the development of the SFM Plan by identifying local-level values, objectives, indicators, and targets
- Consider and respect the opinions and views of other members of the PAG
- Act in "good faith" in all aspects of the process
- Strive to reach decisions on the basis of consensus<sup>1</sup>
- Review the SFM Plan and help develop mechanisms for monitoring its effectiveness.
- Support an open and transparent process in both the development and implementation of the SFM Plan

Public Advisory Group meetings will be open to the general public.

Members of the general public may choose to become members of the SFM Public Advisory Group (PAG) by making a request to the facilitator. Additional members will be accepted provided that the group is not becoming too large and that the individual(s):

- Adhere to the guidelines and procedures as outlined in this Terms of Reference (ToR)
- Become familiar and accept previous work completed by the PAG

The SFM Plan developed by the PAG will comply with all provincial and federal legislation and be consistent with the objectives and strategies outlined in the Detailed Forest Management Plan submitted by the Companies in 2002.

### **3. Timelines**

The target date for the completion of the Sustainable Forest Management (SFM) Plan will be January 1<sup>st</sup> 2004. Following its completion, the Public Advisory Group (PAG) will be engaged to review annual progress on performance measures with the goal being continual improvement.

### **4. Roles & Responsibilities**

Participation in the Public Advisory Group in developing the SFM Plan is open to all members of the general public and includes First Nations and government.

The roles and responsibilities of participants are to contribute to the development of the SFM Plan for the Defined Forest Area (DFA). Specific Roles include the following:

- Participants must identify local-level values that are consistent with the Canadian Council of Forest Ministers (CCFM) criteria and identify goals, objectives, indicators, and targets with respect to each value.
- Participants must also develop procedures for monitoring the effectiveness of the SFM Plan including annual meetings of the SFM Advisory Group to review results of performance measures and the outcomes of any CSA audits.
- The Companies will engage an independent facilitator who is knowledgeable of the CSA certification process to initiate the PAG process. The role of the facilitator will be to:
  - Facilitate the Public Advisory Group (PAG) meetings

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<sup>1</sup> 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.

- Assist participants in developing recommendations for the SFM Plan
- Prepare a workplan and time table for the process

Once the process has been initiated and a work plan developed, a representative from the Companies may assume the role of facilitator if it is agreed by to the Public Advisory Group members.

Agendas, meeting minutes, and the development of the SFM Plan will be the responsibility of the Companies.

- The Public Advisory Group (PAG) will identify members to a *Communication Committee*. The role of the committee will be to aid in updating members of the general public with regards to the status of the SFM Plan and will consist of no fewer than three members of which one person will act as Coordinator. The committee must also include a representative from Tolko Industries Ltd. to provide administrative and technical support.
- The Public Advisory Group (PAG) will identify members to an *Induction Committee*. The role of the committee will be to update late participants and will consist of no fewer than three members of which one person will act as Coordinator. The committee must also include a representative from Tolko Industries Ltd. to provide administrative and technical support.

## **5. Decision-Making Process**

All participants in the development of the SFM Plan will strive to make decisions based on consensus.

In negotiating to reach consensus, participants agree to:

- Negotiate in good faith
- State concerns openly and directly and as interests rather than positions<sup>2</sup>
- Listen carefully, ask questions, and educate themselves regarding the interests of others
- Share relevant information

When consensus is achieved, a written record of the agreement will be included in the meeting minutes, which will be distributed to each of the participants.

If consensus cannot be achieved, the facilitator will assist the participants in resolving their differences through interest-based negotiation procedures. If consensus is still not achieved, the participants will agree to disagree and the options will be noted in the meeting minutes. The Companies will consider the options in developing the final SFM Plan and provide justification for decisions taken.

In instances where the Companies does not accept a consensus recommendation of the Public Advisory Group, a written explanation of the decision will be included in the SFM Plan process documents.

## **6. Conflicts of Interest**

Public Advisory Group members will declare any possible or perceived conflict of interest pertaining to a specific discussion or topic, should the situation arise. In such cases, the PAG will decide the member's level of involvement relative to the specific topic matter.

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<sup>2</sup> Positions are defined as a pre-determined solution to a problem without consideration for the interests of others.

## **7. Information**

Any documentation required to enhance the process will be provided to each of the participants of the Public Advisory Group (PAG) by the Companies. This will include (but is not limited to) the following:

- Canadian Standards Association (CSA) certification guidelines and other background information
- SFM Plans from other Tolko Divisions and/or companies for their respective Timber Supply Areas (TSA's)

Experts may be invited to participate in various stages of the process to provide background information if it is so desired by the Public Advisory Group.

## **8. Communication**

### **8.1.1 Internal**

Any documentation generated through the process will be provided to each of the participants of the Public Advisory Group (PAG) by the Companies. This will include (but is not limited to) the following:

- Meeting Schedules
- Agendas
- Meeting Minutes
- The SFM Plan and Annual Monitoring Reports

### **8.1.2 External**

The Communication Committee will be responsible for communicating with the general public. This may include the distribution of reference and meeting related materials (i.e. meeting minutes, meeting schedules, etc.) as well as periodic updates on the development of the SFM Plan.

The SFM Plan and Annual Monitoring Reports will also be made available to members of the public, which will also include First Nation communities in the region.

An email account and website will serve as a conduit for public input and information distribution once the process has been initiated.

## **9. Resources**

Compensation<sup>3</sup> will be provided to those participants who travel to High Level to attend Public Advisory Group meetings. Group members will have the option to receive compensation directly or through a donation to a recognized charitable organization on behalf of the Public Advisory Group following the completion of the SFM Plan.

Expenses associated with meetings will be the responsibility of the Companies.

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<sup>3</sup> Compensation will be based on a \$/km rate that is consistent with the Tolko Industries Ltd. (High Level Lumber Division) corporate rates

## **10. Mechanisms to Adjust**

This Terms of Reference (ToR) for the SFM process may be modified at any time during the process in accordance with the procedure(s) outlined in Section 5.