



# **HIGH LEVEL FORESTS PUBLIC ADVISORY GROUP**

## **"DRAFT" MINUTES**

*Tuesday, January 11, 2011*

5:00 pm - Four Winds Hotel, Banquet Room  
High Level, Alberta

### ATTENDANCE:

Jeremy Beal (CSA Coordinator)  
Jon Goertzen (LaCrete Forestry)  
Marilee Toews (HBSWS)  
Teresa Griffith  
Paul Catt (WMWA)

Carrie Demkiw (Facilitator)  
Aaron Doepel (LaCrete Sawmills)  
Rod Chalifoux (THL)  
Walter Sarapuk (MD)  
Boyd Langford (TRL)

Recording Secretary: Brenda St. Arnault

### **1. CALL TO ORDER**

Meeting called to order at 5:00 pm.

### **2. ADOPTION OF THE AGENDA**

**Moved by Boyd Langford - Carried**

### **3. APPROVAL OF MINUTES (December 7, 2010)**

Carrie D. review of minutes; December 7, 2010 minutes accepted with changes.

Moved by Marilee Toews – Carried

#### **3.1 Action Items**

Question was asked at previous meeting by Joy Friesen; who does QMI answer to?  
What do they have to do to get in the position where they can Audit?

Jeremy B.

- Certification systems (CSA, SFI, FSC, etc) decide on the governance to be used to accredit auditors. Usually they use National Standardization Bodies (in Canada this is Standards Council of Canada (SCC) in the US it is RAB or ANSI). Note: FSC uses their own system
- The National Standardization bodies all use international standards (ISO standards) to ensure they are all consistent
- Registrars (such as QMI, PWC, KPMG, etc) then have to follow the requirements set by the National Standardization bodies (eg., # of audit days, documentation requirements, auditor experience, etc, etc). They are also then audited by the Standardization bodies regularly (ie. QMI will have an SCC auditor follow them on an ISO or CSA audit.)

#### **4. NEW BUSINESS**

##### **4.1 Review DRAFT Terms of Reference**

Jeremy B. provided overview of meeting from December 7, 2010, and then proposed process of review for the Terms of Reference.

##### **Introduction**

Marilee T. commented on Introduction Section; “5.3.1 of the CSA Z809; 2002 Standard”, public may not know what 5.3.1, maybe we should add to sentence.

Carrie D. suggested having attachment of 5.3.1 of the CSA to the Terms of Reference.

Jeremy B. suggested altering sentence to say that Terms of Reference aligns with section 5.3.1 of the CSA.

##### **Goals**

Marilee T. commented for #1 using the word “resource” is too broad of a statement, “Forest resource” would cover off better.

Change made to #1 of Goals

Teresa G. asked if the name will be changed/added from committee to be something else to reflect changes for the committee.

Jeremy suggested changing the Public Advisory Committee to Public Advisory Group as it more aligns with the purpose of the committee.

Marilee asked how does the name rate with others companies in the Province?;

Jeremy B. - We are one of the few with the name “Committee” .

Discussions with regards to how the name with “Group” was used in the past. At one time both names were used and one worked on VOIT table documentation.

Carrie D. - Replace “Committee” with “Group”

Teresa G. Inquired about #3, & #4 in regard to Strategies – What strategies is this referring to?

Jeremy B. – related to options for values, objectives, indicators and targets in #2.

### **Operating Guidelines**

Develop new list of Stakeholders

Marilee T. asked should we be more general, rather than individual business being listed.

Added:	Local Government	Recreation
	Trappers	Environmental Organizations
	Outfitters	Tourism
	Oil & Gas Industry	Fish & Game
	Local Mills	Local Forestry Contractors
	First Nations	Economic Development organization
	Metis	Traditional Users
	General Public	Education

Discussion in regards with SRD – have they been part of this group; in the past they have attended PAC meeting but from now on they will be invited as guests – for presentations etc.

Marilee T. asked about #4; why the name “issues” is not being used?

Jeremy B. – Negative connotation associated with “Issue” ...change word to something more accepting.

Jeremy B. will continue to document items discussed and provide annual summary.

Boyd L. suggested we add the word “Address topics” instead of “Issues”

#1 – Change name from PAC to PAG

#2 – Change name from PAC to PAG

### **Timelines**

Walter S. inquired about meeting date of the 2<sup>nd</sup> Tuesdays of every month – this conflicts with other meetings for members. Can we change?

Carrie D. - At the end of meeting we will discuss the day of meeting.

Paul C. - Question regarding AGM along with the quarterly meetings – is it something we need to address in the timelines?

Carrie – With the terminology of membership, is this something we need to maybe change?

Marilee T. – I think we need to have public represented (added)

### **Roles, Responsibilities, and Obligations of Participants**

Discussion on the word ‘invited Stakeholders’; is this something we can look at changing?

Jeremy removed the word “invited”

Marilee T. – Second sentence of the Roles & Responsibilities – I think the essentials covered but that is not enough for public.

Discussion on adding to second sentence to reflect that the general public has the opportunity to provide responses and feedback.

Jeremy B - We need a tracking mechanism of comments that are brought up from public to Group members.

Rod C. – How does the general public know PAG meeting is happening? What are we doing to be known by the general public.

Jeremy B. – We have not advertised in the past year, but in the past we have placed ads in the paper, faxed notices to surrounding communities, radio announcements of upcoming meetings, held open houses etc.

Carrie D. – looking at section I, this would be a better section to address this situation. We will address question in the member responsibility.

Discussion on the lack of evidence that show the companies have received feedback from the public. There is a need for a tracking mechanism to capture inquiries from the general public, hence the suggested use of the “yourinput” function on the public website.

Decided that meeting minutes will capture when question is brought forward on behalf of concerned public rather than forcing general public to a website when many do not have access.

#2 – Advisory members – change it to company staff

#3 – Participating members – change it to Stakeholder members

## **Committee Member Responsibility**

#7 is a duplicate of #6 – delete

Teresa G. – Public Advisory Group members need to promote the PAG with the public.

Discussion on how Group members can promote the PAG and #5 covers this item.

*“Group Members will be available to the general public to obtain and receive feedback and provide it to the PAG.”*

Marilee T. - how will the companies address public inquiries in a timely manner when meetings will be once per quarter?

Jeremy B. – If a topic is brought up that needs to be dealt with in a timely manner, either Jeremy B. or Carrie D. will ensure an answer is provided to the concerned public.

(Break in session)

#9 – with regards to this clause, is it only the facilitator that can contact the Government? – if anyone is interested in contacting SRD, they are welcome to do it on their own, but the facilitator will be the main contact for the PAG to government staff.

Boyd - We do not have a CAO present, so as individuals we can approach different government representatives.

## **Consensus Building Process**

Discussion on Section i. what name should be used for this section; Member Responsibility?

## **Resolution of Topics**

Discussion on the name and what wording would be appropriate...changed to Items of Discussion.

Jeremy B. - Wording for steps to resolution of item was changed to suit the PAG original wording in CSAZ809 Section 5.4.

Discussion on #7 c.: Is Quorum a word that should be removed?

Boyd Suggested 2/3 of membership in order to have a consensus with minimum of 6 stakeholder members present.

## **Conflicts of Interest**

Paul C – Asked for clarification on conflict of interest?

Boyd L: you would have to benefit financially to have a Conflict of Interest

## **Information and Communication**

Marilee T. - What does it mean in #1 with the wording “through the support staff of member organization(s)”?

Jeremy B. - Changed word to companies

PAG: agreed that flexibility in ToR for additional meetings was sufficient.

Teresa G. - #4 – are we inviting the public or is this a closed meeting to the public? She understood from last meeting it was invitation only.

Jeremy B. – Intent was to be invitation only but we will keep it open for now.

Rod C. – we could add item to agenda if the general public had an item to add

Discussion on #7 – Annual General Meeting, we may not have the resources to be able to deal with items at the beginning of season. We could add as a review item to a quarterly meeting during the year.

Marilee T. – I have an issue with not having a separate meeting for the AGM.

## **Resources**

Jeremy also mentioned that if someone wished to attend meeting and they have limited resources to travel that their mileage could be covered. They need to indicate this is required for their participation.

Jon G. requested email to be sent with revised Terms of Reference.

### **4.2 Review shortfalls in 2008-2009 SFM targets**

Jeremy B. explained that the 4 items with shortfalls have been discussed at previous meetings. He needed to raise awareness that items are being addressed.

### **4.3 Harvest Operations for 2010-2011 harvest season**

Jeremy reviewed the areas we are harvesting this season.

### **4.4 CSA 12 month surveillance audit, February 1-3**

Jeremy explained the process to members. One day Auditor is in the office, followed by a field day and closing meeting with staff on 3<sup>rd</sup> day to review the audit.

February 2, 2011 – Field Day for any members who wish to tag along.

Auditor will usually ask to interview PAG members, so if anyone is interested in being contacted please let Jeremy know and he will make the necessary arrangements. The Auditor can also do phone interviews for the people that are not able to come to High Level.

**5. CLIPPING SERVICE (18 items)**

Jeremy B. distributed latest news clippings to the members.

**6. AROUND THE TABLE**

Aaron D. - Can you provide info with what is happening with Footner Forest Products?

Jeremy B. – Announced in the news that Ainsworth was looking to acquire the remaining 50% ownership of FFP from Grant Forest Products. Nothing else is known of future plans.

**7. NEXT MEETING – May 3, 2011, 5:00 pm**

**8. ADJOURNMENT – 8:40 pm**