

High Level Forests Public Advisory Committee (PAC) Terms of Reference

March 19, 2019

Background

The direction and focus of the High Level Forests Public Advisory Committee (PAC) process has evolved throughout the years in support of the Detailed Forest Management Plan (DFMP) and the previous Tolko CSAZ809 Sustainable Forest Management Plan (SFMP).

The original Terms of Reference document for the PAC was drafted in 2003 and has since been revised periodically as appropriate. Effective January 1, 2018 the Tolko CSA certification has expired and replaced with Forest Management and Fiber Sourcing certifications to the Sustainable Forestry Initiative (SFI) standards.

Changes to this version of the Terms of Reference reflect that change.

Goals

The primary goal of the Public Advisory Committee is to provide a forum for information exchange between (LaCrete Sawmills, Norbord, and Tolko Industries (the Companies), First Nations, Metis peoples, other stakeholders and the general public related to the Companies areas of forestry operations and pertinent SFI certifications, along with other items as jointly agreed to by the Committee. Specifically:

1. For the Companies to provide information on Sustainable Forest Management (including science and research), forest management planning and operational activities to the PAC, and
2. For the PAC to provide constructive community input, advice and recommendations to ensure local interests are effectively involved in forest management planning and operations; and
3. For all to ensure operational safety issues are reviewed to protect the safety of forest workers and the public.

¹The companies recognize the Aboriginal and Treaty Rights of local Aboriginal peoples. These rights will not be prejudiced by taking part in the Public Advisory Committee.

Operating Guidelines

The Companies will consider and respond to input and strive to incorporate recommendations of the Public Advisory Committee into forest management plans and forestry operations. These recommendations will represent the needs of a variety of industrial and non-industrial groups with interests in the companies' areas of forestry operations including (but not limited to):

- Local Government
- Recreation
- Trappers
- Outfitters
- Environmental Organizations
- Tourism
- Traditional Users
- General Public
- Oil & Gas Industry
- Fish & Game
- Local mills
- Local logging & forestry contractors
- Economic development organizations
- First Nations
- Métis
- Education

Participation in the Public Advisory Committee is open to all interested members of the public. New members will be accepted providing there is balance in the interests represented.

The public have the opportunity to provide responses and feedback through the public feedback function on www.highlevelwoodlands.com, or by contacting a member of the PAC to bring forward an item at the next meeting.

Committee members agree to work by the following principles:

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 participate in "good faith" in all aspects of the process;
4. Address items that are within the Companies ability to control or influence, and respect existing laws and regulations;
5. Support an open and transparent process in both the development and implementation of the public advisory process or FMPs;
6. Comply with this Terms of Reference document.

Timelines

The PAC will plan to meet once per quarter, or as needed, in order to maintain the public involvement process associated with forest management planning and operations on the Companies' areas of forestry operations.

Roles, Responsibilities, and Obligations of Participants

The PAC will consist of the following:

1. PAC Chair – The Companies will maintain chairmanship of the meetings. A facilitator may be brought in as deemed necessary by the group.
2. Company Staff – will participate in all discussions and serve as information sources to the PAC
3. First Nations and Metis peoples can participate without prejudice towards the Alberta Consultation Policy or erosion of their Constitutional Rights.
4. Other Stakeholder Members – will participate in all discussions, and will be included when seeking consensus.
5. Guests – will consist of Alberta Government, special speakers, or other stakeholder representatives that may be invited to meetings to provide information and clarity regarding DFMP, SFI related items or topics of interest. Guests will not participate when the PAC is seeking consensus.

i. Chair Responsibility

The Chair will:

1. Create meeting agendas;

2. Notify Committee members of upcoming meetings;
3. Manage the flow of meetings;
4. Ensure Minutes have captured what was discussed;
5. Hold members to Action Items;
6. Ensure the Terms of Reference is current;
7. Ensure Committee members understand their roles and responsibilities;
8. Ensure members are informed of Sustainable Forest Management (SFM) items;
9. Recommend participation of external parties (Guests) to provide clarity on SFM related items as required;
10. Contact government representatives to access government technical information as required to keep PAC informed;
11. Develop procedures for monitoring the effectiveness of the public advisory process;

ii. Company (Staff) Responsibility

Company Staff will:

1. Ensure clear and understandable information is provided to the Committee regarding Sustainable Forest Management, forest management planning and forestry operations.
2. Provide safety and operational bulletins as necessary.
3. Provide reasonable access to company data, resources, and access to information from outside the PAC (ie. experts in particular subject area(s)).
4. Maintain a database of public concerns, including the company responses and actions towards them.

iii. First Nation and Metis peoples, and Other Stakeholder Member Responsibility

Committee members will:

1. Read and understand this Terms of Reference;
2. Contribute to the development of the Forest Management Plan (FMP) & provide input on Sustainable Forest Management issues;
3. 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);
4. Keep their organization informed of developments in meetings and gather opinions for subsequent meetings. In the event a member is not able to attend an alternate representative can attend subject to notifying the Chair.
5. Follow process for assessing items raised;
6. Identify areas where further information and education may be needed by participants to better understand and contribute to the PAC;
7. Be open to receiving and bringing forward public inquiries

Resolving Items of Discussion

1. All members of the Committee will strive to make decisions based on consensus¹. 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.
2. Written records regarding agreement, or lack thereof, will be retained in the meeting minutes. Ratification of the meeting minutes will indicate agreement to the item or decision(s) made about how the outstanding item will be addressed.
3. All items, including those of which there is no resolution, will be identified and recorded as such and outlined in the FMP.
4. All decisions made by PAC members at PAC meetings will be recorded in the minutes as being ratified by the PAC.

Conflicts of Interest

Should the situation arise, members, including the Chair, will declare any possible or perceived conflict of interest pertaining to a specific discussion or item. In such a case(s), the PAC member should withdraw from discussion on that particular item unless otherwise agreed to by the remaining PAC 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 through company support staff. This information may include (but is not limited to) meeting schedules, agendas, and meeting minutes;
2. The Companies will make available to PAC members, information about the SFM requirements, copies of FMPs, Annual Performance Reports, and the results of internal and/or external audits or public advisory initiatives;
3. Allowance will be made for different linguistic, cultural, geographic or informational needs of PAC members and other interested parties;
4. Meeting agendas and advertisements will be made available to PAC members in the preferred format, posted on the www.highlevelwoodlands.com website, and sent to visible locations in each of the communities in the region at least one week prior to the scheduled meeting. Meeting advertisements may also be posted in The Echo-Pioneer at least one week prior to the scheduled meeting.
5. Meeting minutes will also be distributed to PAC members in the preferred format, posted on the www.highlevelwoodlands.com website and will be made available to the general public upon request. In addition, summaries for previous meeting may also be posted in The Echo-Pioneer within two weeks of the meeting.
6. Digital (or otherwise) copies of Forest Management Plans (FMPs), Annual Performance Reports, and the results of internal or external third-party results will be made available to the public upon request.

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.

7. All items discussed will be treated as public information, unless otherwise requested by the company, or by any other PAC member providing information.

Resources

The companies will establish an annual budget and will cover expenses to allow the public process to function.

Mechanisms To Adjust

The Terms of Reference (ToR) document may be modified as deemed necessary by the Companies through discussion with the PAC.

Measuring Participant Satisfaction

An annual questionnaire will be used to gauge the satisfaction of participants with the public advisory committee process.

Approval of Changes to Terms of Reference:

Effective date: March 19, 2019

Persons present for review of Terms of Reference:

Boyd Langford
Jessica Juneau
Mike Alsterlund
John Thurston
Bill Schnarr
Aaron Doepel
Faron Dyck
Robin Cumine
Fred Radersma
Curtis Cole
Ashley Hazlett
Melanie Plantinga