

**VANDERHOOF SUSTAINABLE FOREST
MANAGEMENT PLAN**

Public Advisory Group

**TERMS OF REFERENCE
as of December 10, 2009**

1. Background

1.1 Purpose of Sustainable Forest Management

The objective of sustainable forest management (SFM) is to concurrently balance the sustainability of forestry-related ecological, social and economic values for a defined area over a defined timeframe. SFM is about being economically sustainable on public land, respecting the social needs of the public, and sustaining viable ecosystems.

The SFM Plan was developed for the Vanderhoof Forest District and incorporated these principles of sustainable forest management. One of the goals of the Vanderhoof SFM Plan is to provide members of the Licensee Team the opportunity to obtain Canadian Standards Association (CSA) certification where appropriate.

1.2 Licensee Team

The Licensee Team for the Vanderhoof SFM Plan consists of representatives from Canadian Forest Products Ltd. (Canfor) and BC Timber Sales (Stuart-Nechako Business Area)

1.3 Defined Forest Area

The Defined Forest Area (DFA) for the Sustainable Forest Management Plan is the Vanderhoof Forest District, excluding private land and woodlots. The DFA boundaries are shown in the map provided in Figure 1 in the SFMP text.

1.4 Public Advisory Group

The Public Advisory Group (PAG) for the Vanderhoof Sustainable Forest Management Plan is comprised of a range of individuals representing the interests listed in section 3.1.1. As outlined in these terms of reference, the PAG will specifically work under the Defined Goals (section 2) as an open, transparent and accountable process.

2. Defined Goals

The goal of the Vanderhoof Sustainable Forest Management Plan is to demonstrate commitment to sustainable forest management principles for the Vanderhoof Forest District. The development and implementation of the SFM Plan will be the responsibility of the Licensee Team, which will work with a Public Advisory Group.

The Public Advisory Group will have the opportunity to work with the Licensee Team to:

- a. Review the nine criteria identified in the SFM Framework and identify interests for each.
- b. Identify an indicator for each criterion.
- c. Identify measures and targets for each indicator.
- d. Develop alternative strategies to be assessed.
- e. Assess alternative strategies and select the preferred one.
- f. Review the SFM plan.
- g. Design monitoring programs, evaluate results, and recommend improvements.
- h. Discuss and resolve any issues relevant to SFM on the DFA.

The Licensee Team and the PAG shall ensure that the indicators, measures and targets are consistent with relevant government legislation, regulations and policies.

The Licensee Team and the PAG recognize and agree that Aboriginal participation in the public participation process will not prejudice Aboriginal and Treaty rights.

The Licensee Team will attempt to resolve all strategic level issues (including those recognized and agreed to by the PAG) relative to the SFM; and identify appropriate processes and contacts for specific operational issues.

3. Roles and Responsibilities

3.1 Public Advisory Group

3.1.1 Membership Structure

The Public Advisory Group reflects a range of interests in the DFA, including DFA-related workers. In addition to Aboriginals, the PAG consists of members representing the following interests:

- a. Agriculture (includes farming and ranching)
- b. Berry and mushroom picking
- c. Commercial recreation and tourism (includes guide outfitters)
- d. Environment and conservation
- e. Forest contractors
- f. History and archaeology
- g. Mill workers
- h. Mining, oil and gas
- i. Non-commercial recreation and tourism (includes resident hunting and fishing)
- j. Residents of the Defined Forest Area (Vanderhoof Forest District)
- k. Retirees
- l. Rural communities
- m. Small community business
- n. Trapping
- o. Woodlots

3.1.2 Selection of PAG Members

The Licensee Team initially recruited potential members from the above interests through mailed invitations to individuals on the comprehensive stakeholder database compiled for the Community Natural Resources Committee. As well, they held a public open house and advertised in local newspapers to generate interest in the PAG.

Based on the above:

- a. The potential membership was reviewed at the initial PAG meetings by members of the public and the Licensee Team. Once the PAG was established, members of the PAG and the Licensee Team could recommend changes in PAG structure and potential members.
- b. The Licensee Team, in consultation with the PAG, confirms appointments, replacement, and removal of PAG members.
- c. The PAG will aim to be comprised of individuals representing an equitable distribution of the interests identified in 3.1.1.
- d. The long term objective will be to target the size of the PAG, excluding Aboriginals, to 15 members
- e. Existing PAG members will be grandparented into the ongoing PAG and new members will only be recruited where interests identified in 3.1.1 are not represented in the PAG.
- f. The list of interests and/or members may be revised based on input from the PAG and with the agreement of the Licensee Team.
- g. To provide continuity, it is hoped that PAG members will serve for a minimum of two years. They may be replaced if their term is complete or if they are not meeting the Terms of Reference.

3.1.3 Role of PAG Members

The role of PAG members is to:

- a. Provide input related to the Defined Goals (defined in Section 2).
- b. Attend meetings regularly having reviewed meeting materials prior to meeting.
- c. Assume responsibility towards reaching consensus on recommendations to the Licensee Team.
- d. Inform her/his alternate and the facilitator if unable to attend a PAG meeting and ensure that the alternate is informed, up-to-date and prepared prior to the alternate participating in a PAG meeting. This includes providing the alternate with a past meeting summary in a timely, effective fashion.
- e. Provide input related to the Defined Goals (defined in Section 2)

Based on consultation with the PAG, members may be replaced and/or removed if more than two consecutive meetings are missed without a valid reason (i.e. Absent with regrets) *and without notifying his/her alternate* and a Licensee Team representative if they cannot attend a meeting. It is recognized that PAG members may miss some meetings due to the nature of their work or other activities. If a member is unable to attend a particular PAG meeting,

he/she is encouraged to provide input for discussion about an agenda item to the PAG, or *his/her alternate*, before the meeting.

3.1.4 Role of Alternate PAG Members

An alternate may be appointed for each PAG member.

The role of the PAG alternate is to:

- a) Attend PAG meetings on behalf of the member. When doing so, the alternate agrees to work according to the Terms of Reference; and
- b) When attending on behalf of the member, come informed, up-to-date, and prepared for discussions based on briefings by the member.

The alternate and member may both attend the same PAG meeting but only the member will participate. When both the member and alternate are in attendance, the alternate may participate in discussions, with agreement by the group or the Licensee Team, but may not take part in reaching consensus or decision-making by the PAG.

3.1.5 Conflict of Interest

The PAG recognizes that a conflict of interest could occur if there is a potential for a member to personally and directly benefit from specific recommendations from the PAG. Therefore, if a member has a perceived or real conflict of interest that could result in a potential exclusive personal economic benefit in relation to his or her input to the Defined Goals, that member, other PAG members or a member of the Licensee Team must state the potential conflict. The PAG and the Licensee Team will then decide on what actions are needed.

Potential actions could include asking the member to:

- a. Serve as an observer for the relevant specific issue(s) and recommendation(s);
- b. Take a leave from the PAG (length of term to be defined); or
- c. Carry on with normal participation.

3.2 Role of Licensee Team

The role of the Licensee Team is to:

- a. Provide information to the PAG as related to the Defined Goals.
- b. Ensure the circulation of draft and final meeting summaries, dates and agendas.
- c. Maintain a current listing of continuous improvement items as agreed to in PAG meetings.
- d. Review and consider the recommendations of the PAG.
- e. Make decisions regarding sustainable forest management and certification.
- f. Demonstrate that all input is considered and responses are provided.
- g. Provide the necessary human, physical, financial, information and technological resources, as reasonable.
- h. Technological resources and expertise will be provided by the Licensee Team, and where required by guest speakers as determined by the Licensee Team with input from the PAG.
- i. Notify inactive PAG members regarding their pending replacement or removal.
- j. Not take part in reaching consensus or decision-making by the PAG.

3.3 Advisors

Advisors will be invited by the Licensee Team, as required, to provide technical information and advice to the PAG. These advisors could be from government agencies, professional organizations, academia, consulting firms or other sources.

3.3.1 Role of Advisors

The role of advisors is to:

- a. Provide and/or clarify technical or legal information and participate in discussions as requested.
- b. Not take part in reaching consensus or decision-making by the PAG.

3.4 Observers

The public is welcome to observe PAG meetings but:

- a. May not participate in discussions unless agreed to by the PAG, facilitator and Licensee Team.
- b. May not take part in reaching consensus or decision-making by the PAG.

3.5 Facilitator

The role of the PAG facilitator is to:

- a. Ensure that PAG meetings address the agreed-upon agenda topics.
- b. Manage and implement the Terms of Reference, including the appropriate participation of all members of the PAG and Licensee Team, in addition to advisors and observers.
- c. Regularly review and prioritize with the PAG and Licensee Team outstanding "parking lot" items.
- d. Start and end all meetings at the times stated in the agenda.
- e. Enable equitable opportunity by all PAG members to participate in the meetings.
- f. Work to clarify interests and issues and help the PAG build recommendations. Ensure past consensus based decisions are respected and supported.
- g. Not take part in reaching consensus or decision-making by the PAG.

4. Timelines

Following the completion of the SFMP, it is estimated that the PAG meeting schedule would include 2–3 meetings per year such as

1. Review annual report and CSA audit results Fall
2. Provide input on SFMP and development chart January to April

5. Operating Rules

5.1 Ground Rules

All participants in this process agree to work under the following ground rules:

- a. To be on time for PAG meetings.
- b. To be respectful of other participants.
- c. To avoid interrupting a speaker or making personal attacks.
- d. To speak to the topic.
- e. To try to understand each others' point of view.

Participants will direct questions and comments to the facilitator, who will recognize the speaking order as participants raise their hand to speak. Everyone will be able to speak to a topic once before participants are offered a second opportunity.

5.2 Meeting Agenda and Dates

The meeting location and schedule may change if agreed to by the PAG and Licensee Team.

5.2.1 Meeting Agenda and Location

- a. Input on upcoming meeting agendas will be obtained during each PAG meeting.
- b. The Licensee Team will finalize and ensure the distribution of meeting agendas, meeting summaries and pre-meeting material to PAG members. The agenda will include proposed objectives for the meeting.
- c. The suggested meeting location is the Village Inn in Vanderhoof.

5.2.2 Meeting Schedule

- a. Meeting dates will be confirmed jointly between the Licensee Team and the PAG.
- b. Timing of meetings will be evenings, with dinner provided
- c. The preferred day is Thursday

6. Communication

6.1 Internal to the PAG

- a. The Licensee Team will ensure the meeting summary is distributed to PAG members within two weeks of that meeting..
- b. The Licensee Team will ensure draft meeting agendas are circulated to PAG members at least one week prior to the meeting.
- c. The Licensee Team will strive to provide background and technical information to the PAG as related to the PAG's defined role, including information related to the DFA and SFM requirements.
- d. The Licensee Team will respond to all recommendations from the PAG, and will identify how they have been addressed or their rationale for why they were not addressed.

6.2 External to the PAG

- a. The Licensee Team will provide an annual report to the PAG each fall and make it available to interested parties.
- b. When speaking to the media and external parties about the SFM Plan and PAG process, members of the PAG and the Licensee Team will avoid being disrespectful to others.
- c. The PAG may draft and approve a media release on its activities and/or may invite the media to attend meetings as observers.

6.3 Internal to the Licensee Team

- a. Input from the PAG will be reported at meetings of the Licensee Team.
- b. The Licensee Team will provide feedback on how the PAG recommendations were considered, or the rationale for why they were not.
- c. The Licensee Team will appoint a lead representative for each PAG meeting.

7. Meeting Expenses

- a. Mileage to and from PAG meetings for those members traveling more than 50 kilometers each way to the meeting site will be reimbursed at \$0.41 per kilometer. PAG members traveling from outside the Vanderhoof Forest District must obtain approval for travel expenses from the Licensee Team before the meeting.
- b. Overnight accommodation for those traveling to PAG meetings will be reimbursed if pre-approved by the Licensee Team. As a general principle, accommodation should be economical.
- c. Expense forms with copies of receipts for the above must be submitted to the facilitator within two weeks of the PAG meeting.

8. Decision Making and Methodology

The PAG agrees to work by consensus, defined as "no member having substantial disagreement on an issue and is willing to proceed to the next step."

- a. Every effort shall be made to achieve consensus, but if this is impossible then the person(s) with the outstanding issue shall offer solutions or options for resolution.
- b. Consensus may consist of agreement on a summary of the different perspectives and those perspectives will be forwarded to the Licensee Team for a decision.
- c. Decisions on specific issues will be considered interim consensus, unless agreed otherwise, until there is consensus on the full set of recommendations.

9. Dispute Resolution Mechanism

9.1 Process Issues

Process issues will be resolved by the facilitator.

9.2 Technical Issues

- a. The PAG members will work to identify the underlying issues and work towards a solution in a positive, friendly environment.
- b. The members will seek compromise, alternatives and clarification of information needed.

Vanderhoof Sustainable Forest Management Plan

- c. The members will commit to arriving at the best solution possible.
- d. If no consensus solution can be reached, then the outstanding issues will be summarized by the PAG and forwarded to the Licensee Team for a decision and rational.

10. Review and Revisions

The Terms of Reference will be reviewed every second year or earlier based on consensus of the PAG and the Licensee Team to review.

Approved:

Public Advisory Group

Date: December 10, 2009

Licensee Team

Date: December 10, 2009