



DAISHOWA-MARUBENI INTERNATIONAL LTD.
Peace River Pulp Division, Woodlands



Public Advisory Committee
Terms of Reference Feb, 2018

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BACKGROUND

Public Advisory Process and the Terms of Reference

The terms of reference document has been written to guide the Public Advisory Committee (PAC) and Daishowa-Marubeni International Ltd., Peace River Pulp Division (DMI) in their public advisory process. The PAC will be the primary venue for members of the general public to provide input into forest management planning and operations conducted by DMI within the Forest Management Agreement (FMA) areas.

History of the Public Advisory Process at DMI

DMI has been engaging its stakeholders regarding its sustainable forest management practices since 1989. Some of the key achievements over the years are as follows:

- The first PAC was created to assist in the development of DMI's Preliminary Forest Management Plan in 1991.
- The PAC assisted in development of the 1992 Detailed Forest Management Plan (DFMP).
- In 1997, the PAC assisted in the development of the 1999 DFMP.
- In 2005, the PAC assisted DMI in certification efforts.
- In 2006, the PAC assisted in implementation of the Government of Alberta's (GOA) new forest management planning standard and its implementation for the revision to DMI's 1999 DFMP.
- In 2008, the PAC worked with DMI to establish the public values around which Values, Objectives, Indicators, and Targets (VOITs) for the 2009-2018 DFMPs were developed by DMI.
- In 2012, following the submission of the 2009-2018 DFMPs, the PAC took on a monitoring role for the DFMPs.
- In 2017, the PAC reformed to help revisit current public values to ensure that they are addressed in the VOITs for use by the PDT in development of management goals for 2019-2028 Forest Management Plant (FMP).

Goal and Objectives

The goal of the PAC is to support the development of a forest management plan that meets the principles of sustainable forest management. In order to achieve this goal, DMI will be following the Canadian Council of Forest Ministers (CCFM) Principles of Sustainable Forest Management¹

¹ Natural Resources Canada. , Defining Sustainable Forest Management in Canada –Criteria and Indicators 2003

and the Alberta Forest Management Planning Standard² which includes the identification of stakeholder values.

The purpose of this Committee is to work with DMI in a collaborative partnership to identify stakeholder values and to develop and define VOITs that will allow those stakeholder values to be managed in the 2019-2028 FMPs. The specific objectives in regarding the VOITS are as follows:

- a. Develop a set of values for incorporation into VOITs that reflect interest of all stakeholders' values.
- b. Review and assess values identified by the PAC and Indigenous communities to determine whether existing VOITs are sufficient to address those values or if new VOITs are required.
- c. Development of a report on VOITs to the Planning Development Team (PDT) for consideration in the FMPs, as well as identification of where values and concerns outside of the scope of the FMP have been addressed.
- d. Communicate to the Government of Alberta, in writing, regarding the FMPs and how they have accommodated the values of the PAC and the Indigenous communities in the FMPs.

Scope

The PAC will be the primary venue for members of the general public to provide feedback regarding the development of the management plans for FMA0900044 (East) and FMA0900045 (West).

The scope for discussion within this PAC will be limited to DMI's geographic area of operations, and forest management activities in particular. While regulatory policy on forest, wildlife, water, and land use is closely connected to DMI's activities, this forum is not intended to engage or lobby policy change. However, it will provide opportunity to become familiar with such government policy as desired by PAC participants.

² Alberta Forest Management Planning Standard, Vsn 4.1, 2006

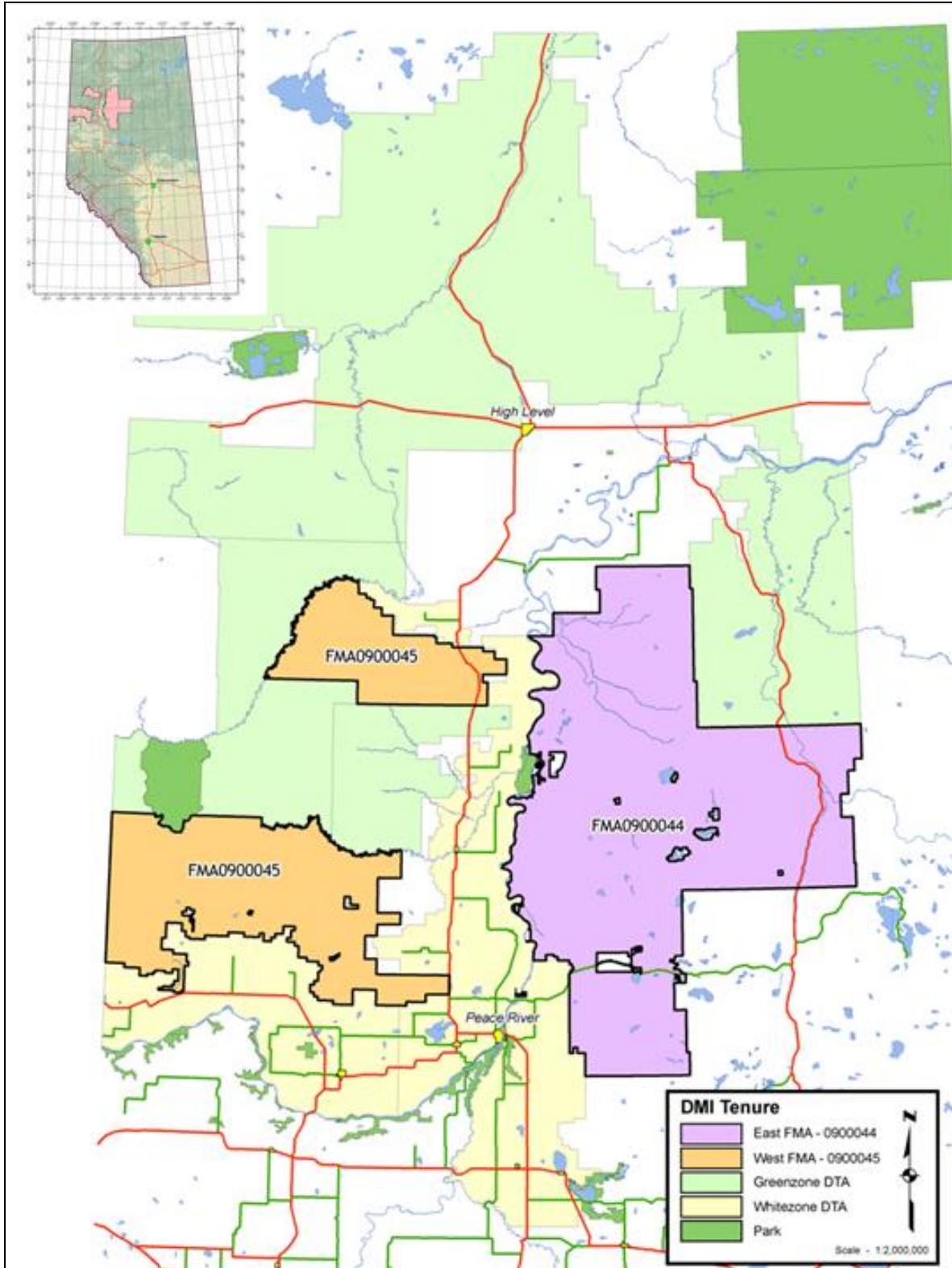


Figure 1: Daishowa-Marubeni International Ltd. FMA0900045 occupying the west side of the Peace River, and FMA0900044 on the east.

Timelines

DMI will target a minimum of 6 meetings per year (bi-monthly) until May 2020 when FMPs are submitted to government. The meeting schedule will correspond to scheduled PDT meetings, and will fall to the third Wednesday of every other month, beginning December 13th, 2017.

Communication and Information

DMI will provide all logistical and financial support as required for the PAC meetings. Specifically, this will include facilitation, administrative support, and facilities that will be required by the Committee. As well, DMI will provide external speakers and/or resources to the Committee when it is deemed by the Committee and DMI to be necessary.

Internal Communications

- a. DMI will provide information to the PAC as topics for discussion arise. Some information may be designated as confidential by DMI and a request for confidentiality will be made to the Committee.
- b. DMI will manage a website (<https://www.dmi.ca/dmi-information/dmi-in-alberta/prpd-woodlands/>) for delivery and storage of documents, maps, and educational materials required by the PAC members.
- c. Minutes will be posted on the website and will include a password (PACMEMBER) to protect the members' right to privacy.

External Communications

- a. The PAC will elect a spokesperson who will speak on behalf of the Committee when speaking to outside agencies.
- b. Only the PAC's spokesperson will speak on behalf of the group as agreed to by the Committee.
- c. Individuals that comment on FMPs or the public consultation process externally must declare that their opinions are their own and do not represent the opinion of the PAC.

Membership

The membership of the PAC is meant to represent a diverse group of stakeholders with interest in DMI's FMAs as well as the region as a whole where DMI operates. Participation in the PAC is open to any individual or organization, with consideration for balanced representation.

To ensure this balance is maintained, following changes in membership, or for the added requirements surrounding FMP development, the PAC will need to recruit new members from time to time.

Membership is restricted to individuals or agencies identified and approved by the PAC and as maintained in the membership list. Members are broadly categorized as those who have a vote (Members at large, municipal government representatives, NGOs, etc.) and those who do not have a vote, which includes those agencies with a seat on the PDT. The membership list will be maintained as a stand-alone document. Any individual invited to attend a PAC meeting will be considered as a guest observer. Guest observers must be pre-approved for attendance by co-chairs.

Membership Considerations

- a. If an existing member who is representing an organization leaves that organization the member will be allowed to stay in the PAC and sit as an independent member at large.
- b. It is acceptable for an organization to appoint an interim member for the temporary replacement of a member. Co-chairs should be made aware of these changes to an organizational representative.
- c. It is expected that organizations or members at large may leave the process and that new organizations or members at large will join into the process. When new organizations are brought into the PAC, it will be the responsibility of the representative of this organization to familiarize themselves with previous discussions and decisions prior to attendance.

Public Advisory Members Roles and Responsibilities

- a. Identify values that are important to the member or organization that the member represents, and to ensure that these values are addressed in the development of VOITs.
- b. Assist DMI to review measure criteria identified by the PDT for each VOIT.
- c. Evaluate FMP analysis outputs.
- d. Act as a liaison between the organization that they represent and the PAC.
- e. Work with other members to reach a consensus on issues that comes before the PAC.
- f. Attend meetings on a regular basis, and to keep up to date on materials presented in a sequential process.
- g. Maintain respect for all participants in the PAC and to be fair and honest. Everyone deserves the right to speak and, as well, everyone on the PAC has the responsibility to be a good listener.
- h. Review materials before meetings to keep meetings short and effective.

Facilitators Role in the Public Advisory Process

The facilitator will conduct their role as an objective, independent third party. The facilitator will be responsible for making sure that all documents for meetings are distributed to the members according to the terms of reference. Roles include:

- a. Leading the PAC and assisting them with any requests that they may have during the process. The facilitator guides meeting discussions in order to address agenda items and keep meetings on course.
- b. Ensuring agenda, sign-in sheet, and minutes are reviewed by members during each meeting.
- c. Ensuring Terms of Reference are followed at all meetings as well as in internal and external communications.
- d. Working with DMI to ensure that arrangements for meeting logistics are taken care of.
- e. Assisting to arbitrate disagreements between members or members and DMI.
- f. Providing support to membership issues as they arise from time to time, and assisting new members to become acquainted with past results of the PAC, as required.
- g. The facilitator will not take part in reaching consensus or decision-making of the PAC.
- h. The facilitator will provide support in summarizing and clarifying issues and recommendations.

DMI, Peace River Pulp Division's Role

- a. Demonstrate how VOITs are captured and addressed in development of the FMP, implemented, monitored, and reported on throughout the subsequent harvest cycle.
- b. Present ideas and concepts to the PAC for consideration and to review recommendations presented by the PAC.
- c. Respond to PAC recommendations in writing, one week prior to the next meeting. If relevant, decisions as to why recommendations are not adopted by DMI will be presented in writing, and will be tabled for discussion at the next meeting.
- d. Report annually on the public advisory process in DMI publications or publications specific to the PAC.
- e. Provide resources as necessary and feasible in order to support the process to its fullest.
- f. Inform and obtain support from senior management on the Terms of Reference and the public advisory process. Senior management at DMI must approve the Terms of Reference before they are used.
- g. Be open and honest in all discussions with PAC members. Transparency will be critical for this process to succeed.
- h. Ensure that structure and content of the PAC forum meets forest certification requirements, and will share with the PAC any auditor advice suggesting changes to Terms of Reference.
- i. Have terms of reference sent to Alberta Government for review and approval in principle.

Alberta Agriculture and Forestry Role (AAF)

AAF involvement in the PAC will be in an advisory capacity with the following responsibilities:

- Observe the overall public involvement process.
- Advise with regards to regulatory requirements, approvals, and AAF agreements relevant to the development of the FMPs.
- Ensure meetings are conducted fairly, that the public has had opportunity to express concerns and opinions, and that DMI responds to issues presented by the PAC.

Unless expressly stated, the presence of AAF representatives during public meetings does not imply endorsement or consent to any of the ideas or concepts presented through the public involvement process.

Decision-Making Process in the Public Advisory Process

The PAC is intended to provide a means of 2-way communication between DMI and stakeholders on the development and implementation of VOITs within the FMP process. The following will help guide decision-making and formation of recommendations:

- a. The group agrees to work by consensus. Every effort shall be made by committee members to achieve consensus on issues.
- b. Decisions on specific issues will be considered to be interim consensus until there is consensus on the full set of recommendations. This will allow the group to build consensus on a complicated issue one piece at a time until overall consensus is reached.
- c. Members will seek clarification on an issue in order to make an informed decision. The PAC may require advice of experts before a decision can be made on certain issues.
- d. Quorum for meetings and decisions is 5 voting members. Simple majority rules. A tie vote on a motion is a lost vote
- e. Predetermined decision such as agreement on VOITs for addressing PAC values, election of key PAC representatives, or community-based decisions will be elevated from consensus-based agreement to that of a vote, which will be undertaken by the voting members that comprise the quorum. Voting decision requirements will be identified on agendas in advance of PAC meetings. Voting, and possibly the meeting itself, will be deferred when RSVPs indicate quorum will not be met.

Dispute Resolution Mechanism

The facilitator will lead the resolution of any committee issues that arise. Where such issues arise, the PAC members agree to work to identify underlying issues or interests, and work to provide a

solution in a positive, respectful, non-positional manner. In the event that no consensus can be reached on an issue, the following steps will be followed:

- a. The facilitator will summarize all points for and against the issue, any alternative solutions, and an inventory of the relevant and various root interests represented.
- b. If required, experts may be recommended to help resolve or clarify the matter.
- c. If consensus is not possible, then a vote on the matter may occur from available voting members.

Conflict of Interest Guidelines

All participants involved in the PAC, including the facilitator, shall identify any present or past relationships (business, consultative, etc.) with DMI and any other interest group represented at the table when that relationship has potential to bias discussion or decision making.

The conflict of interest disclosure shall be expressed verbally and will be documented in the meeting minutes. Each conflict of interest disclosure statement shall be immediately assessed by the group and a determination made as to the implications (if any) of maintaining the individual as a participant. The intent of the disclosure statement is to make clear to all participants any possible bias associated with any one participant or group. Any individual may excuse him/herself from a particular decision. Likewise, the group may request an individual be excluded from any particular decision or discussion following a disclosure of potential conflict.

Review and Renewal of the Terms of Reference Document

The Terms of Reference document will be reviewed at least annually and amended as required, particularly at any point where the PAC role changes from development of a new FMP to an advisory role during implementation of the FMP. A motion would be required in order to open the Terms of Reference for review by the PAC.

The facilitator will lead the PAC through the review process and will bring amendments to DMI once they are approved by the PAC. DMI also reserves the right to table Terms of Reference change requests in order to maintain compatibility with forest certification standards.

Meeting Expenses and Logistics

DMI recognizes the value of one's personal time and sacrifice that will be required to be involved in the public advisory process. Therefore, DMI is prepared to provide the following reimbursement for travel and a stipend for the time spent on public advisory affairs:

- a. In the extraordinary event that overnight accommodations are required (special events, conferences, severe weather, etc.), DMI will approve expenditure and reimburse actual expense.
- b. Expense forms and receipts will need to be submitted to DMI for all expenses.
- c. DMI will pay a stipend of \$50 per meeting to those members at large that are not being paid or reimbursed by another organization to attend. DMI will make the payment in the form of a charitable contribution to a non-profit organization nominated by the member at large. Payments will be made quarterly. This recognizes that this process may be taking away volunteer time from some members. In this way, the member can continue to support their chosen organization and at the same time participate in the PAC process. A letter from DMI recognizing the members' contribution will accompany the payment to the non-profit organization.
- d. DMI will reimburse members traveling from outside the immediate town of Peace River area a mileage rate for each meeting attended. The rate will be equal to that paid by DMI to its team members when traveling on company business. The reimbursement will cover the actual round trip mileage for members to travel from home to the appointed meeting site. Payments will be made quarterly.

Appendix: Definitions of Acronyms

AAF	Alberta Agriculture and Forestry
CCFM	Canadian Council of Forest Ministers
DFMP	Detailed Forest Management Plan (1992 to 2016)
DMI	Daishowa-Marubeni International Ltd.
FMA	Forest Management Agreement
FMP	Forest Management Plan (Adopted for 2017)
PAC	Public Advisory Committee
PDT	Planning Development Team
PRPD	Peace River Pulp Division
Quorum	A minimum decision making body represented by 5 voting members
VOIT	Values Objectives, Indicators and Targets