

# **10.0 IMPLEMENTATION STRATEGY**

## **Introduction**

This section describes how this plan is to be taken from the higher level planning stage to the operations that take place on the ground. First a description of the operational planning process is given, followed by a section describing the recommended Annual Allowable Cut and finally a summary is given describing commitments that have been made towards the implementation of the Detailed Forest Management Plan.

## **Operational Planning Process**

The following is a description of the planning process that will be used to implement this Detailed Forest Management Plan (DFMP).

1. **Compartment Assessment (CA):** In the event that the Spatial Harvest Sequence is deemed by Alberta to be inappropriate due to a significant change in circumstances since the approval of the DFMP, a compartment describing current issues shall be required. The contents of the CA are described in the Draft 2004 Planning Manual. It is expected that Alberta will let Vanderwell know if a CA is required for an area with the approval of the annual submission of the General Development Plan.
  
2. **General Development Plan (GDP):** The GDP gives a comprehensive description of a forest operators proposed harvest strategy, road building plans, and reclamation operations for a five-year period. The GDP must integrate with the approved SHS and strategies as defined in the DFMP. In order to integrate with the DFMP for the Vanderwell FMA the annual submission of the GDP will address the following:
  - Integration with Road Corridor Development Plan and Access Management Plan.
  - Section detailing upgrades required to stream crossings and schedule for upgrades.
  - Section detailing upgrades to roads and schedule of upgrades.
  - Integration with Spatial Harvest Sequence.
  - Actual production records for the current cut-control period, expected production records for the next five years, proposed underproduction for the current cut control period.
  - Integration with monitoring plan.
  - Integration with Public Involvement Plan.
  
3. **Final Harvest Plan (FHP):** The FHP is a map and associated report showing the laid out harvest plan. If the laid out plan shows that less than 20% of the sequenced stands have been replaced, adheres to all ground rules, and is validated by a RFP, the FHP shall be approved as accepted. Contents of the FHP are described in the Draft 2004 Planning Manual. In order to integrate with the DFMP for the Vanderwell FMA the FHP submission will address the following:
  - Breakdown of broad cover groups by block.
  - Justification for deviations from approved SHS.

- Commitment to implement DFMP strategies.
  - Integration with Road Corridor Development Plan and the Access Management Plan.
  - Integration with ATCO Electric with regards to hazard reduction.
  - Percent of net productive area retained as stand structure.
  - Proposed access route and season of operations
  - Implementation of management strategies developed for species classified as threatened, endangered, rare or vulnerable.
  - Map showing that harvest and road construction activities are not located within the Natural Areas.
  - Section describing compliance with watercourse buffers as defined in the Alberta Timber Harvest Planning and Operating Ground Rules.
  - Description of protection measures implemented on areas of special biological significance.
  - Pre-harvest density on stands planned for understory protection.
  - Summary of information collected as per Insect and Disease Policy and Procedure.
  - Management strategies implemented from the Dwarf Mistletoe Management Plan.
  - Deviations from SHS for forest health reasons.
  - Deviations from SHS to salvage areas impacted by wind and fire.
  - Identify blocks with access and harvest limitations due to soil conditions.
  - Blocks with greater than 5% of the block area contained in roads.
  - Location of roads being retained as long-term access and/or to meet other values.
  - Summary of areas impacted by blowdown or fire.
  - Proposed construction standards and timelines for water source area creation.
  - How mitigation of the impacts of operations on recreation sites and trails is to be accomplished.
  - Strategies implemented in visually sensitive areas.
  - Location of finds and measures taken to protect sites of historical/unique value.
  - Commitment to implement protection strategies defined under strategy 13.7.3.
  - Trapper consultations and compliance with Registered Trappers Notification Policy and Procedure.
  - Integration with monitoring plan.
  - Integration with Public Involvement Plan.
4. Annual Operating Plan (AOP): The AOP describes in detail through a series of components that shall be submitted together at the same time, or as individual submissions on a schedule approved by Alberta:
- Operating Schedule and Timber Production.
  - Applicable Final Harvest Plans.
  - General Development Plan.
  - Compartment Assessments as required.
  - Reforestation Program.
  - Fire Control Plan (as required).

In order to integrate with the DFMP for the Vanderwell FMA the components of the AOP submission will address the following:

- As cut summary of broad cover group by block.
- Regeneration declarations.

- Integration with Road Corridor Development Plan and the Access Management Plan.
- Area planned to be treated as per the Integrated Reforestation Strategy.
- Slash disposal method by block.
- Annual Caribou Protection Plan.
- Commitment to implement DFMP strategies.
- Establishment and Performance surveys to be complete.
- Past Establishment and Performance survey results.
- Implementation of management strategies developed for species classified as threatened, endangered, rare or vulnerable.
- Summary of silviculture strategies implemented as per the Silviculture Strategy Summary.
- Level of compliance with 2-year reforestation treatment rule.
- Identification of blocks having plantation monitoring surveys complete on them.
- Amount of natural and artificial reforestation.
- Seed withdrawal and variance applications.
- Management strategies implemented from the Dwarf Mistletoe Management Plan.
- Utilization standard being used.
- Allowable quadrant production, quadrant production to date, remaining quadrant production allowed and expected production during for the current timber year.
- Submission of Fire Control Plan.
- Proposed construction standards and timelines for water source area creation.
- Integration with monitoring plan.
- Integration with Public Involvement Plan.

In order to facilitate the operational implementation of this Detailed Forest Management Plan the Alberta Timber Harvest Planning and Operating Ground Rules (Ground Rules) have to be integrated with the goals, objectives and strategies of this DFMP. This will be complete through discussion with the Public Lands and Forests Division within six months of the approval date of this DFMP. Operating Ground Rules will be developed where the DFMP and current ground rules are in conflict.

### Recommended Annual Allowable Cut

The Planning Team recommends that the Annual Allowable Cut (AAC) levels presented in the Preferred Forest Management Strategy be allocated to Vanderwell Contractors (1971) Ltd. in the following manner. The currently approved AAC is relevant for the years in the current quadrant up to the date of approval of the new AAC. Therefore the quadrant allowable cut is the total of the currently approved AAC for each year prior to approval of the new AAC, plus the new AAC for each year in the quadrant after the date of its approval.

1. Conifer AAC for the 2002-07 quadrant is calculated as follows:

2002 Coniferous AAC = 7,879	= 7,879
2003 Coniferous AAC = 7,879	= 7,879
2004 Coniferous AAC = 7,879	= 7,879
2005 Coniferous AAC = 7,879	= 7,879
2006 Coniferous AAC = 6,785 minus 3% for stand structure = 6,581	

Total 2002-07 Quadrant Coniferous AAC = 38,097

2. Deciduous AAC for the 2002-07 is calculated as follows:

2002 Deciduous AAC = 5,920	= 5,920
2003 Deciduous AAC = 5,920	= 5,920
2004 Deciduous AAC = 5,920	= 5,920
2005 Deciduous AAC = 5,920	= 5,920
2006 Deciduous AAC = 4,037 minus 3% for stand structure	= 3,915*

Total 2002-07 Quadrant Deciduous AAC = 27,595

The recommended Annual Allowable Cut for conifer is 6581 cubic meters, the recommended deciduous Annual Allowable Cut is 3915 cubic meters.

\* As per the FMA agreement for FMA 9700036, 1000 cubic meters of deciduous volume is available for local contractors provided the AAC does not exceed this volume. Sustainable Resource Development informed the planning team on June 4, 2004 that this volume is available for Vanderwell to harvest on an annual basis unless notified otherwise by SRD staff.

### Implementation Commitments

Also included in this Detailed Forest Management Plan are commitments to create and implement documents and strategies over time. The following table summarizes the commitments made in the Goals, Objectives and Strategies section of this document

**TABLE 10.1: SUMMARY OF COMMITMENT MADE IN GOALS, OBJECTIVES AND STRATEGIES SECTION.**

<b>Commitment</b>	<b>Temporal Constraint</b>
Development of 10 year Access Management Plan.	Submission prior to July 1, 2005
Create strata specific regeneration standards.	Submission prior to December 30, 2006
Develop Long-Term Growth and Yield Monitoring Program.	Submission prior to March 1, 2006.
Identification of water source requirements for forest protection.	Prior to April 1, 2006.
Map location of recreation sites and trails.	Submission prior to September 30, 2005.
Identification of sites of potential historical value.	Submission prior to September 30, 2005.
Development of operational strategies surrounding historical/unique resources.	Submission prior to September 30, 2005.
Submission of improved Public Involvement Plan.	Submission prior to November 30 annually.

It is through the development, submission and implementation of the above plans that the strategies identified in the DFMP will be implemented.

Through the implementation of the spatial harvest sequence, while being constrained to the AAC, it is recognized that care must be taken at the operational level to ensure that the quadrant cut is not exceeded.

# 11.0 PERFORMANCE MONITORING, ANALYSIS AND REPORTING PLAN

## Introduction

Adaptive management is an integral component of this Detailed Forest Management Plan (DFMP). In order to achieve this, performance monitoring and the analysis of the monitor data will provide feedback so that improvements in management can be made. Management activities will be reported on and modified based on the experience and knowledge gained from monitoring the results of previous activities.

This plan describes how Vanderwell is going to implement continual improvement into the forest management planning process.

## Performance Monitoring

The frequency of monitoring varies depending on the strategy. Some strategies are implemented at one point in time, and monitoring must only ensure that the strategy has been implemented, while other strategies are more complex and must be continuously monitored. Table 1 displays the level in the planning process where monitoring is to take place for each strategy.

**TABLE 11.1: SUMMARY OF MONITORING PROCEDURE FOR EACH STRATEGY.**

<b>Strategy</b>	<b>Monitoring Level</b>
1.1.1	Annual Submission of Regeneration Declarations, Stewardship Report.
1.1.2	Annual Submission of Regeneration Declarations, Stewardship Report.
2.1.1	Final Harvest Plan, Stewardship Report.
2.1.2	Final Harvest Plan, Stewardship Report.
2.1.3	Weekly Operations Inspection Reports.
2.2.1	General Development Plan, Final Harvest Plan, Stewardship Report.
2.2.2	General Development Plan, Final Harvest Plan, Annual Operating Plan, Stewardship Report.
2.2.3	Final Harvest Plan, Stewardship Report.
2.2.4	Stewardship Report.
2.3.1	Stewardship Report.
2.3.2	Silviculture Schedule, Stewardship Report.
3.1.1	Preferred Forest Management Strategy.
3.1.2	N/A.
3.1.3	Final Harvest Plan, Stewardship Report.

3.1.4	Stewardship Report.
4.1.1	Field Operations Reporting Protocol, Stewardship Report.
4.1.2	N/A
4.1.3	Annual Submission of Establishment and Performance survey results, Stewardship Report.
4.1.4	Final Harvest Plan, Annual Operating Plan, Stewardship Report.
4.1.5	Silviculture Schedule, Stewardship Report.
4.1.6	N/A.
4.1.7	N/A.
4.1.8	Final Harvest Plan, Stewardship Report
4.1.9	N/A.
4.1.10	Annual Submission of Regeneration Declarations, Stewardship Report.
4.1.11	General Development Plan, Final Harvest Plan, Annual Operating Plan, Stewardship Report.
4.2.1	Stewardship Report.
4.2.2	Stewardship Report.
5.1.1	Stewardship Report.
5.1.2	Stewardship Report.
6.1.1	N/A.
6.1.2	Final Harvest Plan, Stewardship Report.
6.1.3	Final Harvest Plan, Stewardship Report.
6.2.1	Stewardship Report.
7.1.1	Final Harvest Plan, Stewardship Report.
8.1.1	Stewardship Report.
9.1.1	Stewardship Report.
9.1.2	Alberta Regeneration Information System, Stewardship Report.
9.1.3	Stewardship Report.
9.1.4	Stewardship Report.
9.1.5	Silviculture Schedule, Stewardship Report.
9.1.6	Silviculture Schedule, Stewardship Report.
9.1.7	Alberta Regeneration Information System, Stewardship Report.
9.2.1	Silviculture Schedule, Stewardship Report.
9.2.2	Stewardship Report.
9.2.3	Annual Submission of Regeneration Declarations, Stewardship Report.

9.3.1	Annual Submission of Regeneration Declarations, Stewardship Report.
9.3.2	Annual Submission of Regeneration Declarations, Stewardship Report.
10.1.1	Stewardship Report.
10.1.2	Final Harvest Plan, Stewardship Report.
10.1.3	Stewardship Report.
10.2.1	Final Harvest Plan, Annual Operating Plan, Silviculture Schedule, Stewardship Report.
10.2.2	Final Harvest Plan, Stewardship Report.
11.1.1	Final Harvest Plan, Stewardship Report.
11.1.2	Weekly Operations Inspection Reports, Stewardship Report.
11.1.3	Final Harvest Plan, Weekly Operations Inspection Reports, Stewardship Report.
11.1.4	Stewardship Report.
11.1.5	Final Harvest Plan, Stewardship Report.
11.1.6	Final Harvest Plan, Stewardship Report.
11.2.1	General Development Plan, Stewardship Report.
11.2.2	Weekly Operations Inspection Reports, Stewardship Report.
11.2.3	General Development Plan, Stewardship Report.
11.3.1	Stewardship Report.
11.3.2	Stewardship Report.
11.3.3	Stewardship Report.
12.1.1	General Development Plan, Final Harvest Plan, Annual Operating Plan, Stewardship Report.
12.1.2	Stewardship Report.
12.2.1	Stewardship Report.
12.2.2	Silviculture Schedule, Stewardship Report.
13.1.1	N/A.
13.1.2	Weekly Operations Inspection Reports.
13.1.3	Stewardship Report.
13.2.1	N/A.
13.2.2	Stewardship Report.
13.2.3	Stewardship Report.
13.2.4	Stewardship Report.
13.3.1	Stewardship Report.
13.3.2	Final Harvest Plan, Stewardship Report.

13.3.3	Stewardship Report.
13.3.4	N/A.
13.3.5	Stewardship Report.
13.4.1	Final Harvest Plan, Stewardship Report.
13.5.1	Stewardship Report.
13.5.2	Final Harvest Plan, Stewardship Report.
13.6.1	N/A.
13.6.2	Final Harvest Plan, Stewardship Report.
13.7.1	Final Harvest Plan, Stewardship Report.
13.7.2	Stewardship Report.
13.7.3	Stewardship Report.
13.8.1	N/A
13.8.2	Final Harvest Plan, Stewardship Report.
14.1.1	Final Harvest Plan, Stewardship Report.
14.1.2	General Development Plan, Final Harvest Plan, Annual Operating Plan, Stewardship Report.
14.2.1	Annual Operating Plan, General Development Plan, Stewardship Report.
14.3.1	N/A.
14.4.1	Stewardship Report.
14.4.2	Stewardship Report.
14.4.3	Stewardship Report.
14.5.1	Stewardship Report.
15.1.1	Stewardship Report.
15.1.2	Stewardship Report.
16.1.1	Stewardship Report.
16.1.2	Stewardship Report.

There are three main timelines for monitoring to occur, prior to, during and after the implementation of strategies. Some strategies are monitored at all stages, while others are monitored only at one level.

Monitoring that takes place prior to the implementation of strategies will be documented in the General Development Plan (GDP), the Final Harvest Plan (FHP) and the Annual Operating Plan (AOP). During operations, monitoring occurs through the implementation of the Vanderwell Field Operations Reporting Protocol. The monitoring of all strategies takes place after they have been implemented, this occurs through the development of the Stewardship Report.

### Analysis

The results of all data collection will be analyzed in the Stewardship Report. The analysis section of the Stewardship Report is meant to compare the actual monitored outcomes with the predicted outcomes.



In the analysis of the data it must be decided if the actual performance allows for the achievement of the objectives. To be acceptable, the realized performance must fall within the acceptable variance standards described in the Goals, Objectives and Strategies section of the DFMP. If the realized level is acceptable, changes to the management strategies need not be prescribed.

If the actual performance is deemed unacceptable, it has to be decided what, if any changes should be made to management strategies in order to achieve the objectives.

### Reporting

Each strategy is reported on at the same interval as it is monitored as all monitoring documents are submitted to the province.

Though reporting occurs at many time frames, the Stewardship Report is the only report that leads to modification of strategies. The Stewardship Report is submitted every five years, the last year of the quadrant. The first Stewardship Report must be submitted prior to the end of 2007.

The Stewardship Report contains the following sections for each strategy:

1. Target.
2. Acceptable Variation.
3. Level of Achievement.
4. Discussion of variances.
5. Actions required.

Where deemed necessary in order to achieve a goal, strategies can be modified in the Stewardship Report.

In instances where modified strategies need to be created and implemented, these modified strategies will be included in the Stewardship Report, along with details on the acceptable variance, implementation schedule, monitoring procedure and operating plan linkages.

Through the implementation of this Monitoring, Analysis and Reporting Plan continual improvement of forest management can be attained in the Vanderwell FMA.

## **12.0 PUBLIC INVOLVEMENT PLAN**

### **Introduction**

The purpose of this public involvement plan is to outline how public involvement will be integrated into the planning and operations of Vanderwell Contractors forest management activities.

Vanderwell Contractors feels that it is important for members of the public to understand our forest management activities, have an opportunity to participate in the planning process and to be made aware of our operations.

The first section of this document will describe Vanderwell's philosophy of stakeholder involvement in our planning and operations. Secondly, the goals, objectives and strategies for our Public Involvement Plan are discussed.

It is expected that during the development of Vanderwell's DFMP there may be some issues that members of the planning team do not agree on. For this reason a Dispute Resolution process has been developed that describes how situations such as this are to be handled.

A vital component to all plans is a section describing how the plan will be assessed and improved in areas where weaknesses are found. This is described in the "Continual Improvement" section of this plan.

### **Vanderwell's Philosophy for Stakeholder Involvement**

Vanderwell will promote an open, consultative process where all stakeholders have a chance to express their opinions on our planning and operations, and have a chance to affect the way in which our FMA is managed.

The public will be involved in the development and implementation of the detailed forest management plan through the planning team approach. Through the public participation process, issues and concerns that arise will be dealt with through information sharing, education and/or consensus. This allows the groups to provide opinions, ideas and information necessary for the development of the plan.

The Slave Lake Forest Public Advisory Committee (SLFPAC) will be used as the main source of public involvement in the development of the DFMP. Vanderwell will develop the DFMP goals, objectives and strategies, present these to the SLFPAC with the intention of receiving input and suggestions on how they can be improved and also to identify any omissions and areas of concern. Please refer to Appendix 1 to see a copy of the SLFPAC Terms of Reference document. For a list of groups affiliated with the SLFPAC please see Appendix 2.

All comments/concerns received from the planning team will be documented and included as an Appendix in the DFMP document. Along with the comments, a description of how the comments were incorporated into the plan will be documented by Vanderwell staff and included.

## Goals

Vanderwell has set three goals for the company with regards to public involvement. They are as follows:

1. Educate the public about the forest industry and forest management.
2. Involve the public in the development of the Detailed Forest Management Plan and all operational plans.
3. Keep the public informed of the timing, status and location of our forest management activities.

## Objectives and Strategies

For each goal that Vanderwell has with regards to public involvement, a set of objectives has been outlined to focus our efforts on the development of strategies to achieve the goals.

For each objective, one or more strategies are detailed that describes the steps that will be taken by Vanderwell to ensure the objectives are met.

### **Goal 1                    Educate the public about the forest industry and forest management.**

*Objective 1.1        Promote public awareness of issues facing the forest industry.*

- Strategy 1.1.1 Alberta Forest Products Association (AFPA) Forest Industry Issue Papers are available to the public at Vanderwell's main office in the Mitsue Industrial Park.
- Strategy 1.1.2 AFPA Forest Industry Issue Papers are available to the public at the annual Mall Display at the Sawridge Plaza Mall in Slave Lake during Forestry Week.
- Strategy 1.1.3 AFPA Forest Industry Issue Papers are available to the public at the bi-annual Slave Lake Tradeshow.
- Strategy 1.1.4 Provide information regarding the forest industry to members of the public upon request.
- Strategy 1.1.5 Support the Slave Lake Forest Public Advisory Committee

*Objective 1.2        Promote the education of the public with regards to the forest industry and forest management.*

- Strategy 1.2.1 Support the Lesser Slave Forest Education Society.
- Strategy 1.2.2 Provide information regarding the forest industry and forest management to the public upon request.
- Strategy 1.2.3 Support the Slave Lake Forest Public Advisory Committee.

**Goal 2            Involve the public in the development of the Detailed Forest Management Plan and all operational plans.**

*Objective 2.1        Involve members of the public in the development of the Detailed Forest Management Plan.*

Strategy 2.1.1 Ensure that members of the Slave Lake Forest Public Advisory Committee are allowed time to read and comment on chapters of the DFMP prior their submission.

Strategy 2.1.2 Document all comments regarding the DFMP and summarize how these comments were used in the development of the plan.

*Objective 2.2        Make the General Development Plan available to members of the public.*

Strategy 2.2.1 Submit the GDP to the public libraries in the Towns of Athabasca, Lac La Biche, Slave Lake and Smith.

Strategy 2.2.2 Advertise in the newspaper in the Towns of Athabasca, Lac La Biche, Slave Lake and Smith that a copy of the GDP is in the Public Library for viewing and comments.

*Objective 2.3        Allow members of the public access to, and a chance to comment on Preliminary/Final Annual Operating Plans.*

Strategy 2.3.1 Make copies of all Preliminary/Final Annual Operating Plans available for the public to view and comment on at Vanderwell's Woodlands Office in the Mitsue Industrial Park.

Strategy 2.3.2 Advertise in the newspaper in the Towns of Athabasca, Lac La Biche, Slave Lake and Smith that copies of all Annual Operating Plans are available for review by contacting the Planning Forester.

Strategy 2.3.3 Make copies of all complete Preliminary/Final Annual Operating Plans for the public to view and comment on at the annual Mall Display at the Sawridge Plaza Mall in Slave Lake during Forestry Week.

Strategy 2.3.4 Make copies of all complete Preliminary/Final Annual Operating Plans for the public to view and comment on at the bi-annual Slave Lake Tradeshow.

*Objective 2.4        Seek input from stakeholders that may be affected by our operations and our DFMP.*

Strategy 2.4.1 Allow all members of the DFMP planning team time to review and comment on all chapters of the DFMP.

Strategy 2.4.2 Document how these comments were used in the development of the DFMP.

Strategy 2.4.3 Notify all possible stakeholders (identified through LSAS report) of the timing and location of our proposed operations. This will be done at the GDP stage, the preliminary Annual Operating Plan stage, and again about two weeks prior to forest harvest operations commencing. This includes stakeholders such as Registered Trappers, Guides and Outfitters and Grazing Lease/License holders.

Strategy 2.4.4 Allow all members of the DFMP planning team a chance to help define the goals and objectives for the long-term management of FMA 9700036.

*Objective 2.5 Track and respond to all concerns received regarding our Forest Management Planning and operations.*

Strategy 2.5.1 All correspondence from the public regarding Vanderwell's Forest Management Planning and operations will be directed to the Woodlands Department. The Woodlands Department will document the correspondence and reply where required. All documentation will be filed in Vanderwell's Woodlands Filing System.

Strategy 2.5.2 All documentation regarding correspondence from the public concerning Vanderwell's Forest Management Planning and Operations within Vanderwell's FMA will be summarized in the Stewardship Report.

**Goal 3 Keep the public informed of the timing, status and location of our forest management activities.**

*Objective 3.1 Keep the public informed on the timing, status and locations of our herbicide and log haul operations.*

Strategy 3.1.1 The location and timing of proposed herbicide applications will be advertised in local newspapers one month prior to the proposed application. Included in this advertisement will be a section describing the reason for the treatment.

Strategy 3.1.2 The timing of log haul operations will be advertised on the radio, along with safety information, on radio stations in areas where our log haul program will be active. This is coordinated with the Alberta Forest Products Association.

Dispute Resolution

This dispute resolution process was designed for Vanderwell's Detailed Forest Management Planning process.

Issues of contention will be discussed in an open and honest manner with the objective of coming to agreement. The planning team will try to reach a consensus on all matters. For issues where consensus cannot be reached, the issue along with the varying positions will be described in the DFMP document. In order to have management strategies in place to meet all goals, Vanderwell will put forth the companies desired position on each area of contention as the management strategy.

The provincial government has the final say on what strategies are approved for implementation on the FMA. The government can approve the strategy that it feels best meet the goals of forest management on the FMA.

### Continual Improvement

As Vanderwell is committed to the continual improvement of all aspects of our operations, this plan will be reviewed six months prior to the submission of our stewardship report.

The plan will be reviewed internally, and also circulated to members of the Slave Lake Forest Public Advisory Committee for their comments. Feedback received from this group, along with all changes made to the plan will be documented in the stewardship report.

### Summary

Vanderwell feels that through the implementation of this plan, the public will become more informed regarding the forest industry and forest management; Vanderwell will become more informed regarding the values that the public feel are important to them; and that the public will be kept informed of the timing, status and location of forest management operations.

## Appendix 1: Slave Lake Forest Public Advisory Committee Terms of Reference

### **SLAVE LAKE FOREST PUBLIC ADVISORY COMMITTEE (S.L.F.P.A.C.)**

#### **Terms of Reference**

**(amended October 17, 2001)**

#### **1. Purpose**

The Slave Lake Forest Public Advisory Committee (S.L.F.P.A.C.) is established to: (not in any particular order)

- a). Provide organized and regular input into Slave Lake Pulp, Vanderwell Contractors (1971) Ltd., Weyerhaeuser Canada Ltd. and Alberta Plywood Ltd. (The Forest Companies) forest planning and operations.
- b). Identify community concerns and issues for consideration in forest resource management plans.
- c). Obtain constructive, regional input, advice and recommendations to ensure all local interests are effectively involved in forest resource management planning.
- d). Ensure effective ongoing communication on Forest Companies operating strategies between key stakeholders and forest companies operating in the region.
- e). Ensure forest resources are being managed in the best possible interests of present and future generations.
- f). Provide a forum for more public education and understanding of the socio-economics of the forest and maintains a library (located in the Slave Lake Public Library).
- g). Provide an opportunity for regional input and direction regarding economic stability while at the same time taking into consideration environmental, cultural and social issues affecting various aspects of forest management in the region.
- h). Give direction regarding broad public objectives pertaining to Forest Management. ex: Special Places

S.L.F.P.A.C. is established to select issues, consider and recommend actions and policies. The Forest Company(s) will formally respond to every recommendation raised with documented reason for acceptance, modification, or rejection.

## **2. Membership**

### **Active Members (Voting)**

Active Members may also be selected by local organizations within the region to represent the views of those organizations or comment on S.L.F.P.A.C. Active members include representatives of organizations and/or individuals. S.L.F.P.A.C. will endeavor to ensure there is a balance of types of organizations represented.

ex: recreation groups

### **“Designated” Alternate Members (Voting)**

“Designated” Alternate Members may be selected by local organizations within the region to attend meetings and represent the views of those organizations when the Active Member is unable to. “Designated” Alternates are given voting power when the Active Member is not in attendance. Active Members will brief their “Designated” Alternate on the issues and the Alternate would get the minutes.

### **Standing Members (Non-Voting)**

Standing Members are representatives of The Forest Companies and the Land and Forest Service.

### **Ad Hoc Members (Non-Voting)**

Citizens who are directly affected by those issues may establish ad Hoc committees from time to time to focus on specific issues and to allow greater community involvement. Ad Hoc committees are in place only for the duration of the issue and may be selected based on equitable representation.

### **Observer Status Members (Non-Voting)**

Observer status may be granted from time to time on a case-by-case basis. Guidelines for observing will be established at the time of appointment. However, the chair has the authority to confer observer status to people who show up at the door for a meeting. Also the chair may ask for comment from observers at a meeting. Generally, however, observers are to only watch the S.L.F.P.A.C. or Ad Hoc meeting with no involvement in the process. The committee will have a written set of guidelines/protocol that the chairman will introduce to them before the meeting commences.

### **Other**

Opportunity remains for the addition of new member to S.L.F.P.A.C., upon expression of interest and acceptance by other members of the Slave Lake Forest Public Advisory Committee. Designation of member status will be determined on a case-by-case basis.



### **3. Procedures and Issue Management**

- A. S.L.F.P.A.C. will select and prioritize issues which could deal with any or all aspects of The Forest Companies forest planning and operations. A general time frame will be set for each issue before a new issue is selected and prioritized. The Forest Companies and Land and Forest Service may also present issues that they would like examined, provided that The Forest Companies first have consultation about the issue among themselves.
- B. S.L.F.P.A.C. will develop and implement its own action plan to address issues selected. The Forest Companies, Lands and Forest Service and/or other government departments will participate in the discussions to present their own viewpoints on issues. Other individuals or organizations can also be invited to present their viewpoints.
- C. Documented positions or recommendations, in writing, from S.L.F.P.A.C. will be presented to The Forest Company(s) and/or Land and Forest Service for response.
- D. Whenever companies involve a member of the public in their forest processes, the companies will consult with the PAC as to who represents the public. Whenever possible public participants will be endorsed by the PAC, and preferably be members of the PAC. Public participants will be asked to report to the PAC regarding their observations, actions, opinions, etc.
- E. The Forest Company(s) and/or Land and Forest Service will seriously consider the recommendations of the S.L.F.P.A.C., then discuss them with the group and respond in writing.
- F. All issues, positions and recommendations arising from S.L.F.P.A.C. will be documented and tracked, along with responses.

### **4. Facilitator Role (Issue Processes)**

- A. Provide facilitation services for meetings.
- B. Provide an atmosphere conducive to a free and productive exchange of ideas and comments from members.
- C. Manage the meeting so that an orderly exchange of information occurs.
- D. Introduce guest speakers, facilitate question and answer sessions.
- E. Co-ordinate/assist Chair and Secretary in agenda preparation.
- F. Be aware of and support the PAC's Terms of Reference and purposes.
- G. Lead the group as desired through challenging and effective group interaction processes.

## **5. Chair Responsibilities (Business of the PAC)**

- A. The Chair of S.L.F.P.A.C. will be selected for an appropriate time period and will be elected from within the active membership.
- B. The Chair is the official spokesperson for S.L.F.P.A.C., especially when dealing with the media.
- C. The Chair will control S.L.F.P.A.C. meetings, providing people the opportunity to speak and to be heard.
- D. The Chair has the authority to confer observer status to people who show up at the door for meeting, following written protocol. Also, at a meeting, the Chair may ask for comments from the observers. An "Issue" Chair may be appointed.
- E. The Chair has the authority to end discussion and evoke closure.
- F. In the event the Chair does not show up for a meeting, the Active Membership may elect a designated Chair for that meeting.
- G. The Chair has authority to appoint an Alternate Chair on any given issue
- H. The S.L.F.P.A.C. shall appoint an Alternate Chair

## **6. Secretary Responsibility**

- A. Attend monthly meetings.
- B. Record and type minutes of monthly meetings.
- C. Make monthly agenda and distribute to PAC members
- D. Keep accurate records of all PAC administration files.
- E. Make phone calls, send e-mails, and mail letters to keep membership informed of all issues regarding PAC.
- F. Advertise monthly meetings with local newspapers and radio.
- G. Arrange for meeting rooms, refreshments and coordinate supper meetings.
- H. Coordinate logistics for field tours.
- I. Receive correspondence.

- J. Mail meeting minutes to High Level PAC and any other organizations that are interested in receiving information about PAC.
- K. Keep accurate records of the PAC budget.
- L. Update mailing lists.
- M. Assist facilitator with other miscellaneous jobs.

## **7. Member Responsibility**

- A. S.L.F.P.A.C. members will strive to educate themselves on all aspects of the issues being discussed.
- B. Members will:
  - listen to and respect others opinions
  - try to understand others views
  - speak directly and respectfully
  - try to attend scheduled meetings
- C. Members will try to represent their own views, the views of the public, as well as those of the organization they represent on S.L.F.P.A.C., distinguishing between each.
- D. If a member misses two meetings in a row, without due cause, the group they represent may be asked either to reconsider its membership, or to replace the member with someone more able to participate. A member at large may be replaced by open invitation, with the approval of the group.
- E. If a member is unable to attend a S.L.F.P.A.C. meeting, that person should attempt to inform the Chair of their absence and if unable to do that, then notify the Administrative Designate.
- F. Members will attempt to go back to their organizations to acquaint them with the background and issues being discussed and to gather their opinions from this informed perspective.
- G. Members will keep their organizations up to date on the progress and documentation of the issues being discussed, along with the responses from The Forest Company(s) and Land and Forest Service.
- H. Members will deliver on assignments they accept.

## **8. Norms/Ground Rules for Conducting Meetings**

- A. Members will show up on time.
- B. Meetings (3rd Wednesday of the month) will start at 7:00 p.m. and finish at 9:00 p.m., on time. Meetings will

start in September and end in June.

- C. Decisions will be developed by consensus building techniques, voting only as a last resort. Consensus does not mean that you have to be in 100% agreement with the decision, but that you can live with the decision. When voting is necessary a 60% majority is needed. Members may abstain.
- D. Minutes, submissions and correspondence will be taken and distributed to members. This distribution may be by e-mail, fax or regular post.
- E. Action commitments will be identified in the minutes and tracked.
- F. At the end of each meeting, the agenda for the next meeting will be set. The agenda may be modified at the beginning of the meeting.
- G. A quorum of 4 active members is needed.
- H. The flow of the minutes will not be verbatim, but rather follow a general discussion, recommendations, indicators, and action steps.
- I. The next meeting agenda will be sent with the previous meetings minutes.
- J. The Forest Companies and Lands and Forest Service will give a brief update on their operations.

## **9. Other Information**

- A. S.L.F.P.A.C. members will not receive money for regular or Ad Hoc meetings. However, The Forest Companies may reimburse members per kilometers traveled to and from meetings.
- B. With prior approval by The Forest Companies, members may receive money for out-of-pocket expenses, travel, lodging, meals, etc. for S.L.F.P.A.C. supported conferences, workshops, tours, etc.

## **10. Changes to the Terms of Reference**

- A. The Terms of Reference will be reviewed at least once a year in September.
- B. By agreement amongst S.L.F.P.A.C. members, the Terms of Reference may be amended, deleted, added to or changed at any time.

## **Appendix 2: List of groups affiliated with SLFPAC**

1. Slave Lake Trappers Association
2. Alberta Sustainable Resource Development – LFD, FWD and FPD
3. Weyerhaeuser
4. Alberta Plywood
5. Slave Lake Pulp
6. Vanderwell Contractors (1971) Ltd.
7. Slave Lake off highway vehicle club
8. Lesser Slave Forest Education Society
9. Woodlands Operator Learning Foundation (WOLF)
10. Lesser Slave Community Development Corporation
11. Public Members
12. Small Loggers and Sawmillers
13. MD of Lesser Slave River