

# **Basic Operating Rules**

## **For the DFMP Public Participation Process**



**As agreed too during the June 5, 2013  
Forest Resources Advisory Group Meeting**

### 5.3.1 Basic Operating Rules (of the Public Participation Process)

*The organization shall demonstrate that:*

*a) the public participation process works according to clearly defined operating rules that contain provisions on:*

- i) content;*
- ii) goals;*
- iii) timelines;*
- iv) internal and external communication;*
- v) resources ( including human, physical, financial, information, and technological, as necessary and reasonable);*
- vi) roles, responsibilities, and obligations of participants and their organizations;*
- vii) conflict of interest;*
- viii) decision-making methods;*
- ix) authority for decisions;*
- x) mechanisms to adjust the process as needed;*
- xi) access to information (including the CSA Z809 (02) Standard);*
- xii) a dispute resolution mechanism; and*

*b) the participants have agreed to the public participation process operating rules.*

### 5.3.2 Content

**Table 1 – Acronyms (in the order they appear)**

<b>Acronyms</b>	<b>Meaning</b>
FRAG	Forest Resources Advisory Group
VOITs	Values, Objectives, Indicators, and Targets
DFMP	Detailed Forest Management Plan
SFM	Sustainable Forest Management
CSA	Canadian Standards Association
FMA	Forest Management Area
AOP	Annual Operating Plan
FMF	Foothills Model Forest

Hinton Wood Products is a division of West Fraser Mills Limited. The Hinton Wood Products’ business encompasses a sawmill and a Woodlands department. For the purposes of this document, each time the term “Hinton Wood Products” or the “Company” is used, this will be referring to the Woodlands department of the business (i.e. not the sawmill).

Hinton Wood Products utilizes a number of different strategies to implement its public participation process; however, our Forest Resources Advisory Group (FRAG) is the primary source of public consultation and participation for the Company. The Forest Resources Advisory Group is a multi-stakeholder public advisory group that has been established to select or respond to issues, to consider and recommend actions and policies to the Company, and to provide organized and regular public input into the Hinton Wood Products planning and operations.

The FRAG will be the main basis of Hinton Wood Products’ public participation process related to development, implementation, and continual improvement of the Values, Objectives, Indicators and Targets (VOITs) contained within the Detailed Forest Management Plan (DFMP). Furthermore, the FRAG will also select, respond and/or assign priority to any other issue, which could deal with any or all aspects of Hinton Wood Products’ activities. A general time frame may

be set for each issue. The Forest Resource Advisory Group will operate under an agreed upon Terms of Reference (see Appendix 1 - **FRAG's Terms of Reference**), which outlines the role and function of the group.

FRAG is not a decision making body and the Company is not required to accept FRAG recommendations. Hinton Wood Products will formally respond to every FRAG recommendation with documented reasons for acceptance, modification or rejection.

In addition to the Forest Resources Advisory Group, Hinton Wood Products will also employ other strategies to solicit public feedback, and to provide information to the public, on our forest management practices, policies, and plans. These addition public involvement strategies include:

1. **Public Notification** – When the Company is developing a new Detailed Forest Management Plan or a revised SFM Plan (based on a revised standard), notifications will be placed into the local newspapers making the public aware that we are developing a new plan and that the Company is seeking feedback/advise on the identification of Values, Objectives, Indicators, and Targets for achieving sustainable forest management. The advertisements will also contain information on how the public can participate in that process. The Company will commit to using this public advertisement process for the development of future Detailed Forest Management Plans, and for future SFM Plans following a significant change to the CSA Z809 Standard.
2. **Letters to Stakeholders** – The Company will develop a list of stakeholders that we feel may have an interest in participating in the development of VOITs for Hinton Wood Products' Detailed Forest Management Plan. Letters will be sent to each person or organization on the list asking their feedback/advice on the identification of Values, Objectives, Indicators, and Targets for achieving SFM. The letter will also contain information on how they can participate in that process. The Company will commit to using this letter writing process for the development of future Detailed Forest Management Plans,
3. **Aboriginal Consultation Process** –Hinton Wood Products will undergo the Aboriginal consultation as required by Alberta to ensure First Nations have been adequately consulted and given an opportunity to provide input into the development of the Company's Detailed Forest Management Plan:
  1. All meetings and discussions with the aboriginal communities will be documented and meeting minutes retained for inclusion with the DFMP submission.
  2. All issues raised by communities will be documented along with our response to each of those issues and also retained for inclusion with the DFMP.
4. **Open Houses** – Hinton Wood Products provides ongoing opportunities for the public to comment on all aspects of our SFM System and DFMP through our Open House program. Open Houses will be held annually, at a minimum, in the communities of Hinton and Edson. Copies of Hinton Wood Products' DFMP and general information about the Company will be available for the public to view and comment on. These sessions are an opportunity for the public to provide input into the planning process, ask questions of staff, or look at detailed maps of current and/or planning development.
5. **Public Notification of the Initiation of the Compartment Planning Process** – When Hinton Wood Products initiates planning in a new compartment, or when 2<sup>nd</sup> or 3<sup>rd</sup> pass

planning is beginning in a compartment, advertisements seeking public input will be placed in local newspapers. Each advertisement will run for one week and be 5 x 7 inches in size or greater. The advertisement will contain a map of the area being planned and the scheduled date for plan completion. The public will be solicited to provide local knowledge of terrain and resources, resource use patterns and timing, inter-resource conflicts of which they are aware, preferences, and opinions.

6. **1-800 Number** – The Company provides a toll free telephone (1-800-293-6955) number – all contacts received are responded to and tracked. This toll-free telephone line is staffed during office hours and has voice recording during all other hours. Any complaints, comments, questions, or suggestions will be forwarded to the appropriate person and promptly dealt with – Hinton Wood Products has made a commitment to track all inquires on this telephone line in writing and, wherever feasible, respond within 24 hours (two business days).
7. **Recreation Program** - The Company strongly believes that providing the public with recreation opportunities on the Forest Management Area (FMA) in a safe, secure, and enjoyable environment, although not required by the provincial government, is part of our mandate as forest stewards of this land, and a key component of our sustainable forest management vision. In partnership with the Foothills Recreation Management Association (FRMA), the Company currently manages 24 recreation sites (16 campgrounds and 8 multi-purpose trails) under our recreation program. We continue to use opportunities within this recreation program, such as kiosks, interpretive trails, and trail maps, to inform and educate the public on our forest stewardship and sustainable management practices. FRMA produces, and annually gives away, over 2500 recreation maps for the FMA that also contain information about sustainable forest management.
8. **General Development Plan (GDP) Summary Document** - Each year Hinton Wood Products produces and distributes a GDP Summary Document, in order to provide an overview of the Company's annual planning in a less technical and detailed format. A map in the middle of the document shows the Forest Management Area – this map is subdivided into 135 compartments and is colour-coded to provide information about HWP's future harvesting and road building plans.

The document is produced in the spring and released roughly concurrent with the General Development Plan (GDP) submission to Alberta and HWP's open houses (March 21-22). This Summary Document provided the following information:

- The operating areas (compartments) where HWP is planning to operate for the next 5 years
- Major roads construction in the next five years
- All lodgepole pine stands highly susceptible to mountain pine beetle attack (but not yet scheduled for harvest)
- An overview of the DFMP and the planning process in general.
- A summary of the main components of DFMP and how to provide input into its development.
- Previously harvested blocks that are being planned for a mechanical or chemical stand tending treatment in the next operating year (May 1, 2011 to April 30, 2012)

This Summary Document also outlined other important information contained within the GDP, such as:

- An overview of the planning process in Alberta.
- Cut control numbers (i.e. actual harvested volumes versus what is allowable)
- Plans to address certain important non-timber values: water, caribou, trumpeter swans, and grizzly bear
- An explanation of the stand tending process, including the difference between chemical and mechanical stand tending.
- A description of the numerous ways that the public can have direct input into HWP's operations.

HWP mails out the "2012/2013 GDP, 2014 DFMP, & Stand Tending Summary Document" to approximately 136 stakeholders consisting primarily of trappers, local and regional politicians, contractors, media, energy companies, and FRAG members - a limited number were also produced for our open houses. In addition, these documents were also distributed through email to all HWP and Hinton Pulp employees with an email address.

In the three years prior to a DFMP submission HWP also provides a similar document to the same stakeholders that provides a similar type of overview of the DFMP.

**9. Communication Activities** – Each year Hinton Wood Products prepares a Communications Plan that contains a number of strategies and tactics for increasing the public's and our employee's awareness and understanding of sustainable forest management practices. Strategies and tactics may include, but are not limited to, the following:

- A newsletter called "*The TreeBune*" distributed to employees and retirees, as well as external agencies, VIPs, and other.

### **5.3.3 Goals of the Public Involvement Program:**

- 1 To give the public an opportunity to become proactively involved in the management of the Forest Management Area and affect change on the landscape
- 2 Use the public participation process to help improve the Hinton Wood Products Sustainable Forest Management System for the Company Forest Management Area.
- 3 Provide awareness of the opportunity for interested parties to participate through a local public advisory group (FRAG) member or by direct communication with the Company.
- 4 Collect, consider and respond to all input provided by interested parties.
- 5 Establish a list of interested parties to participate in continual improvement of the Hinton Wood Products' SFM System.
- 6 To increase general awareness and understanding of sustainable forest management

### **5.3.4 Timelines**

With respect to the Hinton Wood Products Forest Resources Advisory Group, the following timelines will apply:

- The FRAG will meet at least five times each year; however, more meetings may be scheduled at the agreement of the group. The FRAG meetings "*start*" in September and "*end*" for the year in June. Normally, there are no FRAG meetings scheduled in July and August. Generally, meetings are held on the last Monday night of the month, but due to holidays, are occasionally moved to the beginning of the following month.

- For the development and vetting of new or revised Values, Objectives, Indicators, and Targets, the process will may take longer than six months – additional meetings may need to be scheduled.
- For additional issues that FRAG may wish to address, they may set a timeline for completion of the task.

For the other components of Hinton Wood Products’ public participation program, the following timelines will apply:

- Open Houses – will be held annually (generally in March)
- Public Notification of the Initiation of the Compartment Planning Process – Each advertisement will run for a week in a local newspaper.
- 1-800 Number – All phone calls will be documents, and Hinton Wood Products will, wherever feasible, respond to the call within 24 hours.
- GDP Document – This document will be produced annually.

### **5.3.5 Provisions for Internal and External Communications**

#### Internal Communication

The Detailed Forest Management Plan, is available to all personnel in Hinton Wood Products through an intranet-based Environmental Management System. Communication to a broader internal audience (including the pulpmill and sawmill employees) will primarily be through “*The TreeBune*” internal newsletter.

#### External Communication

Hinton Wood Products continues to focus on interested parties from the local area covered by the Company Forest Management Area, including the communities of Hinton, Edson, Grande Cache, Robb, Brule, and Cadomin. No efforts will be made to identify interested parties from outside the local area. If they wish, non-local interested parties may participate by receiving communication materials, participating in local open houses, and/or providing written submissions. The Company will not provide additional resources for non-local interested party participation such as meetings outside the local area.

Hinton Wood Products will communicate with all parties that express an interest in being involved with the public participation process or a desire to be kept informed about progress. Communications will occur on an as-needed basis to provide ongoing input as part of the continual improvement process.

The Forest Resources Advisory Group, the Company’s main avenue of public involvement, will communicate with each other, and with the public they represent, in the following manner:

- Minutes from the meetings will be documented and distributed to each representative. Additionally, the master set of minutes (with all corrections) will be kept on a password protected webpage. It will be the individual FRAG member’s responsibility to decide how to share these minutes and their activities with the stakeholders they represent.
- All issues, positions and recommendations arising from FRAG will be documented and tracked, along with the Hinton Wood Products’ responses – the Company will provide an annual report back to the Group that summarizes the activities of FRAG.

- The Forest Resources Advisory Group will compile an annual summary report of their activities – this summary report will be printed annually in a Hinton newspaper. Included in this summary report, will be information on who FRAG is, what their role is, and what activities they have undertaken for the year.

West Fraser’s website will be maintained as a means of collecting and responding to outside feedback and questions. Documents, including the Detailed Forest Management Plan, the Stewardship Report, and the GDP Summary Document will be made available through the website.

Other avenues of external communications, which have previously been explained, include open houses, the AOP Document, advertisements, tours, recreation maps, trail maps, posters, and kiosks.

### **5.3.6 Resources**

Hinton Wood Products will provide resources needed to support the public participation process in the local area, including communication materials, meeting locations, advertising, and personnel. Additional resources to meet identified needs, if any, may be provided after discussion with the FRAG.

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

Participant roles for the Forest Resources Advisory Group are described in the FRAG Terms of Reference (see Appendix 1 - **FRAG’s Terms of Reference**). Interested parties who are not FRAG members may choose to participate according to their interests. This could include receiving information about the SFM System or Detailed Forest Management Plan, providing verbal or written one-way input directly to the Company through a FRAG member, and/or entering into two-way dialogue with Hinton Wood Products.

The Company’s role is to solicit, receive, consider, and respond to all public input about the SFM System and the DFMP, and to provide an ongoing public participation opportunity. The interested party’s role is to inform themselves about the SFM System and forest management on the Company’s Forest Management Area and to provide input to Hinton Wood Products according to their interests. All participants are responsible for supporting an open and transparent communication process. The Company is responsible for documenting the process and all related communication.

### **5.3.8 Provisions for Conflict of Interest**

Members of the Forest Resources Advisory Group, whether they are a standing member, advisory member, ad-hoc member, or special guest, when providing feedback, opinions, or comments to the Group must declare any potential conflicts of interest. For example, a person representing a trapper’s association, should make it known to FRAG when he/she is providing comment on a plan that effects their own trapline. The specific issue of conflict of interest is addressed in the Forest Resources Advisory Group’s Terms of Reference located in Appendix 1.

### **5.3.9 Decision Making Methods**

In general, the agenda items addressed at FRAG meetings will either be informational in nature (e.g. presentations on topics that FRAG has identified as an area of interest) or will require a decision by FRAG regarding some type of recommendation to the Company (e.g. to develop a certain VOIT).

Decisions on any recommendations or on any other decision that the Forest Resources Advisory Group may have to make (e.g. new membership), will be developed by consensus building techniques – voting will be used only as a last resort. If voting has to be used, the majority to carry a vote will be 50% plus one vote. The voting can be by a show of hands, or by secret ballot. Any voting FRAG member can call a secret ballot.

When FRAG members are deciding upon any decision or recommendation, there must be a quorum present. For the purposes of voting on recommendations/decisions, quorum is 50% plus one of current Active members. Meetings may still proceed without a quorum; however decisions/recommendations cannot be made without a quorum.

Hinton Wood Products will consider all recommendations made by FRAG, make a decision, and provide a response to the FRAG and, if applicable, the interested parties that proposed the recommendation, using the procedures described in the FRAG Terms of Reference (see Appendix 1 - **FRAG's Terms of Reference**). All recommendations made by interested parties to the Company are advisory. Hinton Wood Products is accountable for decisions to accept and implement recommendations that are within their mandate. Hinton Wood Products will transfer interested party recommendations that relate to areas outside the Company's mandate (e.g. proposed protected areas) to the responsible and accountable authority (usually the Alberta Government). Hinton Wood Products will support these recommendations if a commitment to support them is part of the Company's response to the FRAG or interested party.

### **5.3.10 Authority for Decisions**

The final authority for decisions relating to Company activities, plans, policies, and/or procedures on the Hinton FMA will rest with the Hinton Wood Products' Woodlands Manager. The Woodlands Manager will participate on a regular basis with the Forest Resources Advisory Group.

The authority for making decisions relating to legislation, regulations, policy, guidelines, and interpretation of such, as they relate to publicly owned Alberta forest land and Forest Management Agreements, rests with the provincial government. A representative from the provincial government from Alberta Sustainable Resource Development will participate on a regular basis with the Forest Resources Advisory Group. Representatives from the Alberta government are not voting members of FRAG, and participate in an advisory role only.

The Forest Resources Advisory Group is not a decision making body and the Company is not required to accept FRAG recommendations. Hinton Wood Products will formally respond to every FRAG recommendation with documented reasons for acceptance, modification or rejection.



### **5.3.11 A Mechanism to Adjust the Process**

The public participation process may be adjusted after discussion with the FRAG and recommendations from them. The Terms of Reference for the Forest Resources Advisory Group will be reviewed at least once every two years. By agreement amongst FRAG active members, the Terms of Reference may be amended, deleted, added to or changed at any time.

### **5.3.12 Access to Information**

The Company will provide interested parties with information to support the public participation process. In addition, Hinton Wood Products will provide reasonable access to other information relevant to the SFM System, but reserves the right to refuse access or restrict access to sensitive information through the use of legal agreements.

The Detailed Forest Management Plan and Stewardship Report will be made available to the public on the Company's website.

### **5.3.13 The Participation of Experts, Other Interests, and Government**

Technical experts will be invited to participate by the Company as required or as requested by Forest Resources Advisory Group members and agreed to by the Company.

A person that is not represented by FRAG membership may have a desire to provide input into the process. There are five methods that this can occur:

- They can make an application to become a FRAG member. The merits of any application are debated by the voting membership (which doesn't include the Company) and then a decision is rendered by the Group (guidelines for new member applications are outlined in the **FRAG's Terms of Reference** in see Appendix 1).
- They can send in their comments/feedback via a FRAG member who is most closely aligned with their point of view.
- Special Guest status may be granted to the person(s) for one or more meetings on a case-by-case basis as determined by the Chair (guidelines for special guests are outlined in the **FRAG's Terms of Reference** in Appendix 1).
- Ad Hoc members may be recruited and selected from time-to-time to focus on specific issues and to allow greater community involvement by citizens who are directly affected by those issues, but whose interests are not currently directly or indirectly represented on FRAG. Ad Hoc members are invited only for the duration of their issue and are invited based on equitable representation (guidelines for Ad Hoc members of outlined in the **FRAG's Terms of Reference** in Appendix 1).
- Talk to whoever they like outside of the FRAG process (e.g. the Company, politicians, customers, etc.)

Government currently is represented on the Forest Resources Advisory Group in two areas:

- A member from Alberta Sustainable Resource Development sits on the Group in an advisory role (non-voting).

In addition, the Foothills Research Institute (FRI) also sits as an advisory member (non-voting) on FRAG, and in that role, provides technical expertise from time to time. The FRI is a non-

profit corporation originally founded in 1992 under Canada's Model Forest Network. They conduct research into sustainable forest management and carry out knowledge transfer to forest practitioners, in order to put research into practise.

### **5.3.14 Dispute Resolution Mechanism**

It may not be possible to implement an SFM System that satisfies the aspirations of all interested parties. The Company's goal is to apply an SFM System to the FMA that is supported by the majority of interested parties from the local area. To gain this support, Hinton Wood Products will attempt to resolve any major disputes that may arise from Company decisions relating to the Company's mandate. The proposed process will be to submit a summary of the issue to the Forest Resources Advisory Group, who will follow their established decision making procedures (see **FRAG's Terms of Reference** in Appendix 1) and make a recommendation to Hinton Wood Products.

Disputes arising from decisions that are outside the Company mandate (e.g. protected areas, hunting regulations, etc.) will be resolved by referring a summary of the issue to the Alberta government, which is the authority for the FMA landbase.

# **Appendix 1**

FRAG's Terms of Reference

# FRAG's Terms of Reference - 2013

## **1. Purpose and Role**

- a. The Forest Resources Advisory Group is established to provide organized and regular public input into Hinton Wood Products' Woodlands Department planning and operations.
- b. FRAG is established to select or respond to issues, consider and recommend actions and policies to Hinton Wood Products.
- c. FRAG is not a decision making body and Hinton Wood Products is not required to accept FRAG recommendations.
- d. Hinton Wood Products will formally respond to every FRAG recommendation with documented reasons for acceptance, modification or rejection.
- e. FRAG is the main avenue for public participation as required and outlined in the Alberta Forest Management Planning Standard (which references the CAN/CSA Z809-02 standard), and agreed to in the document titled "Basic Operating Rules for the DFMP Public Participation Process". This includes, but is not limited to:
  - providing feedback and input into the VOITs (Values, Objectives, Indicators, and Targets) developed as part of the DFMP.
  - providing feedback on the Company's annual SFM Stewardship Report.

## **2. Membership**

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

- a. Members are selected by the organization which they represent within the local area's communities to represent the views of that organization on FRAG.
- b. Determination of FRAG member status will be decided on a case-by-case basis by the present Active Members.
- c. FRAG members may designate in writing one Alternate to represent their organization. The Alternate would attend meetings and represent the views of that organization primarily when the Active Member is unable to attend. Alternate members can attend FRAG meetings when the Active Member is attending, but cannot participate in the discussion (except through the Active Member). Alternates are given voting power when the Active Member is not in attendance.
- d. A member may represent more than one organization, if so designated, however they can only be the Active Member of one Organization and an Alternate Member for another organization, and if a vote arises, may only cast one vote.
- e. Any Organization that does not have a designated Active Member will be considered to be no longer active on FRAG
- f. Active FRAG membership (voting) will be capped at 20 members. Additional membership will only be considered as organizations resign.

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

- a. Standing members are representatives of Hinton Wood Products, the Foothills Research Institute, and Alberta Sustainable Resource Development.

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

- a. Ad Hoc members may be recruited and selected from time-to-time to focus on specific issues and to allow greater community involvement by citizens who are directly affected by those issues.
- b. Ad Hoc members are invited only for the duration of their issue and are invited based on equitable representation.

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- c. Ad Hoc members will only attend specific FRAG meetings related to their issue and will not attend all FRAG meetings.
- d. Ad Hoc members are allowed to vote on specific related issues as defined by FRAG's Active members.
- e. It is expected that Ad Hoc members will assume full participation in any specific related issue being discussed.
- f. There will be a limit of six Ad Hoc members added on an issue-specific basis.
- g. Ad hoc members may also designate one Alternate in writing. The Alternate Ad Hoc member would attend meetings and represent the views of that organization only when the Ad Hoc member is unable to attend. Alternates are given voting power when the Ad Hoc member is not in attendance.

### **Special Guests (Non-voting)**

- a. Special Guest status may be granted for one or more meetings on a case-by-case basis by the Chair. Special Guests are FRAG member guests who want to attend a specific meeting. Special Guests are NOT persons invited to speak to FRAG or West Fraser staff (there is no requirement to ask the Chair for permission for guest speakers or Company staff).
- b. Special Guest guidelines are as follows:
  - 1. Any person wanting special guest status must ask the Chair before the meeting.
  - 2. Ongoing Special Guest status may be permitted by the acceptance of such by FRAG's active members.
  - 3. Generally, Special Guests are to only watch the FRAG meeting with no involvement in the process.
  - 4. However, the Chair may, with prior approval from FRAG's Active Members, ask for comments from Special Guests, allow Special Guests to ask questions about the current issue or topic, or allow Special Guests to ask FRAG's Active Members about their involvement in FRAG or the FRAG process

### **New Membership**

- a. The addition of new members to FRAG will occur upon acceptance by Active Members of the Forest Resources Advisory Group, provided that this will not result in exceeding the number of Active Members of FRAG as defined under section (2f) "Active Members (Voting)".
- b. New member requests will take the form of a written letter and will include the following information; the name of the organization and its purpose, when it was founded, the number of active members, the reason the organization is interested in joining FRAG. (See attached FRAG Application for Active or Ad Hoc Members).
- c. Also, FRAG may ask new organizations to join and to select a representative to become an Active member, a Standing member or an Ad Hoc member.
- d. At least once every two years (when the Terms of Reference are being reviewed) at a FRAG meeting, Active Members will specifically discuss the appropriateness of the stakeholder representation at the FRAG table. Active members may make recommendations to Hinton Wood Products regarding the solicitation of other representative stakeholders.

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

- a. FRAG will select, respond and/or assign priority to issues, which could deal with any or all aspects of Hinton Wood Products' Woodlands Department activities. A general time frame may be set for each issue.
- b. FRAG will develop and implement action plans to address selected issues. Standing members will participate in the discussions to represent their own viewpoints on the issues.

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- c. After each topic that is discussed on the agenda, FRAG members will have an opportunity to make any recommendations to Hinton Wood Products with respect to the topic discussed.
- d. Documented positions or recommendations from FRAG's discussions will be recorded in the minutes
- e. Hinton Wood Products will consider the recommendations of FRAG, discuss them with the group and the response will be recorded in the minutes.
- f. All issues, positions and recommendations arising from FRAG will be documented and tracked, along with the Hinton Wood Products responses.
- g. Hinton Wood Products will provide an annual report back to FRAG members summarizing the issues discussed during the previous year.
- h. At the beginning of each FRAG year (September), new issues will be selected and given priority.
- i. Standing members have permission to summarize FRAG's activities, discussions and recommendations in communications.
- j. A brief summary of FRAG meetings will be included at the end of the minutes.
- k. FRAG will provide an annual summary report to the media in the summer.
- l. FRAG's Active members will define the meanings and any interpretations in these Terms of Reference.

### **4. Chair Responsibilities**

- a. The Chair is the official spokesperson for FRAG.
- b. The Chair of FRAG will review and sign FRAG correspondence, grant Special Guest status, be the official media spokesperson, and be the general liaison with other groups or individuals.
- c. The Chair will be selected annually in the fall from within the FRAG Active membership. The Chair does not have to change annually.

### **5. Member Responsibility**

- a. FRAG members will strive to educate themselves on all aspects of the issues being discussed.
- b. Members will:
  - listen to others' opinions
  - understand others' views
  - speak directly
  - 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 FRAG, distinguishing between each.
- d. Members will go back to their organizations to acquaint them with the background and issues being discussed and to gather their opinions from this informed perspective.
- e. Members will keep their organizations up to date on the progress and documentation of the issues being discussed, along with the responses from standing members.
- f. Members will deliver on assignments they accept.
- g. If a member misses four meetings in a row, the group they represent will be asked either to reconsider its membership, or to replace the member with someone more able to participate. A member may be replaced by open invitation, with the approval of the other FRAG members.

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- h. On occasion Active and Ad Hoc members may be requested to attend field trips to become acquainted with relevant issues or topics, or field trips may be arranged at the request of FRAG.
- i. Hinton Wood Products will provide access to information to support the public participation process. From time to time, Hinton Wood Products will provide sensitive information that is not available to the public, to FRAG Active and Ad Hoc members. Members are not to provide information specifically identified by Hinton Wood Products as sensitive to others. Hinton Wood Products will notify members when sensitive information can be distributed, and reserves the right to refuse access or to require information access agreements.
- j. Special guests and members of the FRAG, whether they are a standing member, advisory member, or ad-hoc member, must declare any potential conflicts of interest when providing feedback, opinions, or comments to the Group.

### **6. Facilitator's Responsibilities**

From time to time, FRAG members may want to have the meetings facilitated by a third-party facilitator. When this occurs, the following bullets outline the facilitator's role:

- a. The Facilitator is non-voting.
- b. The Facilitator's role will be to conduct the business portion and the issue portion of FRAG meetings.
- c. The Facilitator is expected to anticipate public interest and intervene, as appropriate, in the event an Active member, Ad Hoc member or Standing member does not.

### **7. Ground Rules For Conducting Meetings**

- a. Meetings will start and finish on time.
- b. Members will strive to attend scheduled meetings and to arrive on time.
- c. FRAG meetings will be held in Hinton on the last Monday of the month on a schedule to be determined at the beginning of each FRAG year (September). FRAG does not normally meet in July or August.
- d. Dinner may be provided as part of the meeting and, if so, will be from 5:30 – 6:30 PM. The actual business portion of the FRAG meeting will always be from 6:30 – 9:00 PM.
- e. Decisions will be developed by consensus building techniques, voting only as a last resort. The majority in voting will be 50% plus one vote. The voting can be by a show of hands, or by secret ballot. Any voting FRAG member can call a secret ballot.
- f. When FRAG members are deciding upon any decision or recommendation, there must be a quorum present. For the purposes of voting on recommendations/decisions, quorum is 50% plus one of current Active members. Meetings may still proceed without a quorum, however decisions/recommendations cannot be made without a quorum. A quorum is defined as a quorum of members, not organizations (i.e. a person representing multiple organizations counts as one with respect to quorum)
- g. Minutes and a highlight summary sheet will be taken and distributed.
- h. Action commitments will be identified in the minutes and tracked.
- i. The FRAG agendas will be developed by HWP staff, in consultation with FRAG members, based on the following four priorities:
  - #1. Issues/topics where there is a government requirement for public input and feedback (e.g. detailed forest management plans, herbicide applications, etc.)
  - #2. Issues where Hinton Wood Products is looking for public input and feedback (e.g. certification, VOITs, compartment operating plans, etc.).

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- #3. Issues related to requirements from our Terms of Reference (e.g. bi-annual review, annual report to the community, etc.)
- #4. Issues or topics selected by FRAG (in the September meeting) that they are interested in providing feedback on or learning more about.
- j. With respect to issues raised and discussed at the FRAG table, silence by a FRAG member on any given issue, will be interpreted as consent.

### **8. Media**

- a. The Chair of FRAG is the official spokesperson for FRAG and all media requests will be forwarded to the Chair.

### **9. Resources**

- a. Dinner will not usually be part of the FRAG meeting, but at least one meeting per year will include a dinner.
- b. FRAG Active and Ad Hoc members will not receive money for meetings or local field trips.
- c. With prior approval by Hinton Wood Products, FRAG Active and Ad Hoc members may receive money for out-of-pocket expenses such as travel, lodging, meals, and special needs, and for FRAG/Hinton Wood Products' supported activities such as, conferences, workshops, and tours.

### **10. Changes To The Terms Of Reference**

- a. The Terms of Reference will be reviewed at least once every two years..
- b. By agreement amongst FRAG Active Members, the Terms of Reference may be amended, deleted, added to or changed at any time.

### **Attachments**

- FRAG Application for Active or Ad Hoc Members



# FRAG's Terms of Reference - 2013

## **FRAG Application for Active or Ad Hoc Members**

(You may fill in this form or type your answers and attach them to the form)

1. Name and mailing address or organization:

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2. Contact Person and telephone number (include Fax & e-mail if appropriate)

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3. Purpose of the Organization

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4. Number of active members in the Organization:

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5. Length of time of societal incorporation or length time in existence, if not a society.

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6. The reason your Organization is interested in joining FRAG

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7. Please indicate whether your Organization is seeking an active or ad hoc member role.

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