



PUBLIC INVOLVEMENT PROGRAM
FOR
CANADIAN FOREST PRODUCTS LTD.
FOREST MANAGEMENT AGREEMENT (FMA) 9900037



Revised April 13, 2013 and approved May 1, 2013 by Forest Management Advisory Committee

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1. Introduction

Public participation is a major component in the development of the Forest Management Plan (FMP) and Sustainable Forest Management Plan (SFMP). Canadian Forest Products Ltd. (Canfor) as a steward of public lands, believes in the value of public involvement in discussing the company's planning, operations and performance. Canfor's corporate policies and certification strategy clearly demonstrates the importance of public involvement to its business.

1.1 Canfor Certification

Forestry companies need to demonstrate to the public that the publicly owned forestlands are being sustainably managed. To do this, Canfor implemented a comprehensive certification strategy to reflect its long-standing commitment to excellence in forest stewardship. Canfor sought and achieved certification under a variety of respected provincial and international standards including: International Organization for Standardization (ISO) 14001, Canadian Standards Association (CSA) Z809 Sustainable Forestry Initiative and Forest Stewardship Council. Canfor's Forest Management Agreement area is certified through CSA Z809 standards. Canfor completes annual internal and third party audits. A certification chronological history:

- 1997** - Certified to the *ForestCare* standard;
- 1999** - Environmental Management System (EMS) is certified to ISO 14001:1996 standard;
- 2000** - Sustainable Forest Management Plan (SFMP) certified to CSA-Z809-96 standard;
- 2002** - EMS is re-certified to ISO 14001:1996 standard;
- SFMP is re-certified to CSA-Z809-96 standard
- 2003** - Re-certified to the *ForestCare* standard (This certification is no longer maintained, Canfor replaced it with CSA)
- 2005** - Forest Management System (FMS) (previously EMS) is re-certified to ISO 14001:2004 standard
- SFMP is re-certified to CSA-Z809-02 standard.
- 2008** - FMS is re-certified to ISO 14001:2004 standard
- SFMP is re-certified to CSA-Z809-02 standard.
- 2011** - FMS is re-certified to ISO 14001:2004 standard
- 2012** - SFMP is written and re-certified to CSA-Z809-08 standard.

1.2 Public Involvement Objectives

Objective 1. To meet Canfor's *Environment Policy* and *Sustainable Forest Management Commitments*

Canfor is committed to sustainable management (*Canfor Environment Policy, May 2011*) and (*Sustainable Forest Management Commitments, May 2012*) (Appendix 1) of the forest, while at the same time acknowledges and values the company's contribution to the economic and social viability of the communities in which it operates.

Objective 2. To meet the CSA Public Participation Requirements.

The CSA standard requires a public participation process to allow the public an opportunity to be involved in the management the Forest Management Agreement (FMA) area. The Forest Management Advisory Committee (FMAC) was key in developing values, objectives, indicators and targets for the Sustainable Forest Management Plan (SFMP).

Objective 3. To meet the *Alberta Forest Management Planning Standard*.

The planning standard requires implementation of a public participation process as specified in the CSA standard.

2. Communication Mechanisms

An effective Public Involvement Program is all about communication and has elements such as: public reporting, a public advisory committee, a forum for the public to be involved, public inquiries, notifications of Canfor's plans to trappers, consultation with Aboriginals, and the ability to physically demonstrate what Canfor is about.

To effectively obtain public input, the public must be supplied with information on Canfor activities as well as be provided with various opportunities to provide their input.

2.1 Public Reporting

As part of Canfor's CSA certification commitment Canfor is committed to provide an Annual Performance Monitoring Report regarding its forest management activities in achieving SFMP commitments. This annual report also satisfies the requirement in the *Alberta Forest Management Planning Standard*. The SFMP and FMP are available online (SFMP at canfor.com and FMP at <http://srd.alberta.ca/LandsForests/ForestManagement/ForestManagementPlans/documents>) and at the Canfor office.

2.2 Forest Management Advisory Committee (FMAC)

Canfor recognizes the rights of stakeholders to be involved in the planning process to ensure that the public's concerns are addressed. Canfor accomplishes this by:

Seeking representation from a variety of stakeholders to participate in a public advisory group to Canfor. This group named the Forest Management Advisory Committee (FMAC) was established in September 1995. They have in the past and continue to play a role for Canfor in:

- The development of its Public Involvement Program,
- The development of its Forest Management Plan (FMP),
- The development of its Sustainable Forest Management Plan (SFMP) for CSA certification,
- Periodically reviewing with FMAC the stakeholder representation on the advisory committee, and
- Pursuing CSA certification.

The standard requires the public to play a role in defining values, objectives, indicators and targets for forest management planning, periodic reviews and ongoing participation of the Advisory Committee.

Details of the FMAC are found in its Terms of Reference in Appendix 3 of this document.

2.3 Open Houses/ Public Meetings

Open Houses/public meetings are organized for review of various plans as required. They can be held in Grande Prairie, Spirit River, Valleyview, Grande Cache, and DeBolt, as warranted. The objectives of these are to:

- Communicate with the general public and interested stakeholder groups about the Forest Management Plan, Sustainable Forest Management Plan, Annual Performance Monitoring Report, Annual Operating Plans, Herbicide Plans and/or other various forest activities; and
- To provide opportunities for input.

Participants are provided an opportunity to voice any comments regarding forest management in Canfor's Alberta operations. Canfor responds to all environment issues raised at the open houses or public meetings. These questions and responses are documented and provided to Environment and Sustainable Resource Development as required.

A typical meeting consists of Canfor's woodlands team presenting pertinent topics and providing maps and other information to the public. To inform the public about these open houses or public meetings, a variety of methods could be utilized:

- Press release;
- Advertising in local media outlets; and/ or
- Letters/ e-mails to stakeholders.

2.4 Public Inquiries

Public inquiries are recorded in Canfor's Resource Forest Management System database (Figure 1) and actions are planned to ensure follow up. Canfor has commitments within its SFMP to deal with public inquiries in a timely manner. Submissions from the public are encouraged (Appendix 2 - Contact Information).

2.5 Annual Trapper Notifications

The objective of Canfor's Consultation and Notification Program is to ensure trappers affected by Canfor Operations are made aware of all activities planned in their Registered Fur Management Areas within legal timelines as outlined in Regional Operating Ground rules set forth by the Province.

Both consultation and notification include a formal letter and maps indicating areas of proposed activity in relation to legal boundaries. For consultation purposes, every effort is made to contact the senior trapper personally, however, in the event personal contact cannot be made through continued efforts, the information is sent via registered mail or provided to the Regional Fish and Wildlife office to form part of the trappers license renewal process.

The goals during the Consultation process include the following:

- To identify and protect cabin locations and other assets;
- To identify access requirements;
- To explain when and how planning, harvesting, and silviculture activities will occur;
- To discuss concerns, solutions and opportunities for both parties; and
- To determine the location of unique values that may require protection.

The goals during the Notification process include the following:

- To inform of activity commencement within areas;
- To provide up-to-date maps and information of activities;
- To determine the location and timeline of currently active trapping operations.

Additional details regarding trapper notifications can be found in Canfor's document entitled "*Trapper Consultation and Notification Program*".

2.6 Aboriginal Consultation

Alberta's policy regarding consultation with First Nations people is based on a hierarchy of federal and provincial statutes and principles. The basic structure of Alberta's policies

to address aboriginal issues in the province is laid out in the document entitled *Strengthening Relationships: The Government of Alberta's Aboriginal Policy Framework* (Government of Alberta 2000). The policies include a commitment to "consult with Aboriginal people when *Land Management and Resource Development* decisions may infringe their existing treaty or other constitutional rights" where "land management and resource development decisions" is defined as "activities arising from dispositions or decisions involving forestry, energy, water or fish and wildlife".

Alberta's consultation policy acknowledges the fiduciary responsibility of the province regarding protection of aboriginal and treaty rights. However, the policy also sets out Alberta's expectations for industry project proponents and First Nations regarding the role they need to play in order to achieve a meaningful and consistent consultation process. The policy includes a requirement for the government to advise industry proponents which First Nations must be consulted for activities planned within the FMA area. Historically, Canfor has been instructed to consult with Horse Lake First Nation, Sturgeon Lake Cree Nation and the Aseniwuche Winewak Nation of Canada. Canfor has also chosen to consult with the Metis Nation of Alberta. Each of these groups has been invited to provide representation on FMAAC but is also made aware of planned activities prior to plans being sent to ESRD for approval.

Consultation with First Nations can take many forms, from simple notification to full engagement through meetings, open houses or plan reviews. Canfor is committed to acknowledge First Nations concerns that have been identified and mitigate potential adverse impacts on treaty rights and traditional uses.

2.7 Field Tours

Field tours are an effective way to show the public how the forest resources are managed. Tours of Canfor woodlands have been conducted for the Chamber of Commerce, City Council, numerous school groups, Forest Management Advisory Committee (on a yearly basis), Canfor employees, as well as interested public groups. Canfor will continue to utilize field tours as a means of showing stakeholders its business and increasing public awareness.

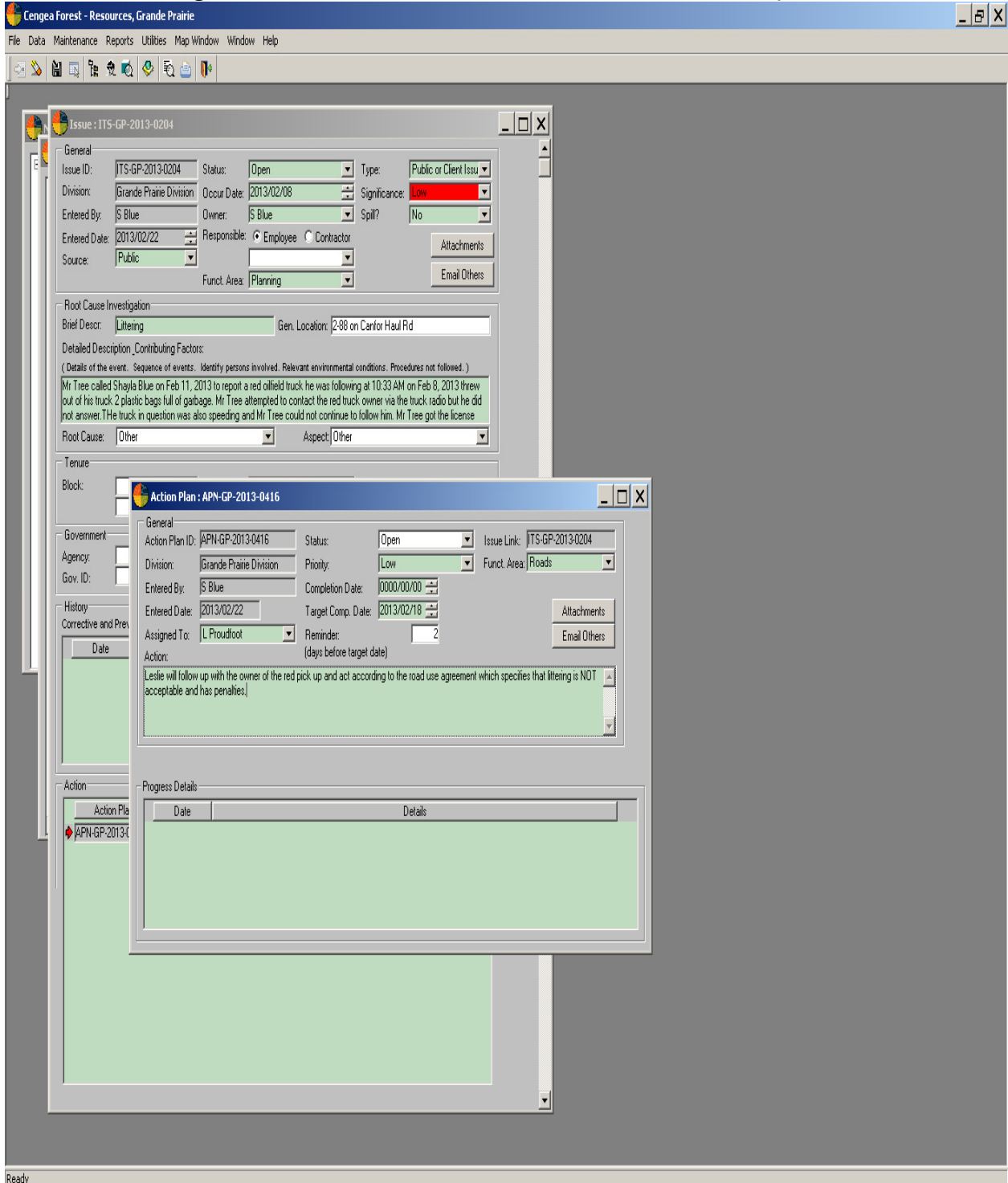
3. Performance Monitoring

The following factors assist in monitoring Canfor's Public Involvement Program:

- Direct feedback received from public on environmental issues; and
- Status of public inquiries in Resources database.

Through its Forest Management System, Canfor has established a procedure for tracking public/stakeholder comments in its Resources database (Figure 1). This allows comments to be recorded and action plans developed and tracked to ensure appropriate follow up. If trends are identified, then an action plan is implemented to address the concern. This process assists in determining Canfor's success in dealing with public concerns

Figure 1: Canfor's Resources FMS Database for Public Inquiries



4. Incidents and Corrective and Preventative Action

Woodlands activities may be determined, through inspection, monitoring, audit, or other means, to not conform to the requirements of Forest Management System (FMS) which is reported as an incident. Responding to these incidents may require corrective actions and preventive actions to avoid subsequent incidents. It is important to have a procedure for identifying and correcting incidents and the steps taken to prevent incidents from recurring.

The FMS is designed to help Canfor continually improve its environmental and sustainable forest management performance. Results are counted in terms of outcomes – minimize impacts to the environment, balance social, economic and environmental values – and progress is measured as the operations reach their FMS objectives and targets.

When a conflict arises with a member of the public or another land user, an attempt will be made to resolve the concern through the following sequential process:

If the concern is via a telephone call, attempt to respond verbally. If the other person is not satisfied or requires a written response, then;

1. Respond to the person's concern in writing; or
2. If not resolved, offer to meet in person, at a convenient location, to discuss the concern(s). Offer the possibility of a field trip, if appropriate; and
3. If further action is required, offer to bring in a third party, depending on type of concern, to help work towards a solution or to conclude the conflict. If appropriate, invite the person or party to an FMAC meeting to voice their concern(s).

It must be recognized that not all conflicts can be resolved. Canfor must be sensitive to the needs of its stakeholders and incorporate concerns where feasible, however, Canfor is still required to meet the economic needs of its business while operating within the bounds of the FMA Alberta acts and legislation and Operating ground rules.

An effective Public Involvement Program allows various opportunities for the public to be heard, which goes a long way to minimize conflicts.

5. Communication

Canfor communicates environmental and SFM information through the below listed methods:

- Exchange information with employees and with parties outside Canfor who have an interest in our environmental management and SFM;
- Give a consistent message to groups and individuals outside Canfor;
- Provide opportunities for interested parties to have input into Canfor's forest management planning activities;
- Address all relevant comments, concerns, or complaints from the public concerning Canfor's environmental and SFM performance; and
- Ensure the views of interested parties are considered when planning forest activities, assessing environmental aspects, and setting environmental objectives and targets.

6. References:

ASRD. (2006). *The Alberta Forest Management Planning Standard*.

ASRD. (2011). *Canfor FMA Operating Ground Rules*.

ASRD (2000) *Strengthening Relationships: The Government of Alberta's Aboriginal Policy Framework*

Canfor. (2003). Detailed Forest Management Plan.

Canfor. (2011). *Environment Policy*

Canfor. (2012). *Sustainable Forest Management Commitments*

Canfor. (2012). Sustainable Forest Management Plan.

Canfor. (2012). *Trappers Consultation and Notification Program*.

Canfor. (2012b). *Canfor's Terms of Reference 2012 Forest Management Plan for Canfor FMA 9900037*

APPENDIX 1 CORPORATE POLICIES



ENVIRONMENT POLICY

We are committed to responsible stewardship of the environment throughout our operations.

We will:

- Comply with or exceed legal requirements.
- Comply with other environmental requirements to which the company is committed.
- Achieve and maintain sustainable forest management.
- Set and review objectives and targets to prevent pollution and to continually improve our sustainable forest management and environmental performance.
- Provide opportunities for interested parties to have input into our sustainable forest management planning activities.
- Promote environmental awareness throughout our operations.
- Conduct regular audits of our forest and environmental management systems.
- Communicate our sustainable forest management and environmental performance to
- our Board of Directors, shareholders, employees, customers and other interested parties.

Don Kayne
President and Chief Executive Officer

Ronald L. Cliff
Chairman

May 2011



Canadian Forest Products

Sustainable Forest Management Commitments - May 2012



Sustainable Forest Management

We will manage forests to maintain and enhance the long-term health of forest ecosystems, while providing ecological, economic, social and cultural opportunities for the benefit of current and future generations. In the management of forests we will honour relevant international agreements and conventions to which Canada is a signatory.

Accountability

We will be accountable to the public for managing forests to achieve current and future values. One way we will demonstrate this is by certifying our forestry operations to internationally recognized, third-party verified sustainable forest management certification standards.

Adaptive Management

We will use adaptive management to continually improve sustainable forest management by identifying values, setting objectives and targets for the objectives, and monitoring results. We will modify management practices as necessary to achieve the desired results.

Science

We will utilize science to improve our knowledge of forests and sustainable forest management and will monitor and incorporate advances in sustainable forest management science and technology where applicable.

Multiple Value Management

We will manage forests for a multitude of values, including biodiversity, timber, water, soil, wildlife, fish/riparian, visual quality, recreation, resource features and cultural heritage resources.

Health and Safety

We will conduct our operations in a manner which will provide a safe environment for employees, contractors, and others who use roads and forest areas we manage.

Aboriginal Peoples

We recognize and will respect Aboriginal rights, title and treaty rights when planning and undertaking forest management activities.



Opportunities for Participation

We will provide opportunities for the public, communities, other stakeholders and Aboriginal Peoples with rights and interests in sustainable forest management to participate in the development and monitoring of our Sustainable Forest Management Plans.

Scale

We will define objectives over a variety of time intervals (temporal scales) and at spatial scales of stand, landscape and forest. This produces ecological diversity and allows for the management of a range of conditions, from early successional to old growth.

Timber Resource

We will advocate for a continuous supply of affordable timber from legal sources in order to carry out our business of harvesting, manufacturing and marketing forest products for the sustained economic benefit of our employees, the public, communities and shareholders, today and for future generations.

Forest Land Base

We will advocate for the maintenance of the forest land base as an asset for current and future generations.

Don Kayne

A handwritten signature in black ink, appearing to read "DKayne", written over a horizontal line.

President and Chief Executive Officer

May 2012

APPENDIX 2 CANFOR CONTACT INFORMATION

Mailing address

Canadian Forest Products Limited
9401-108 Street
Postal Bag 100
Grande Prairie, Alberta
T8V 3A3

Phone Contacts

Woodlands Main Phone: 780-538-7749
Woodlands Main Office Fax: 780-538-7800

Sawmill Main Phone: 780-538-7756
Sawmill Main Office Fax: 780-538-7796

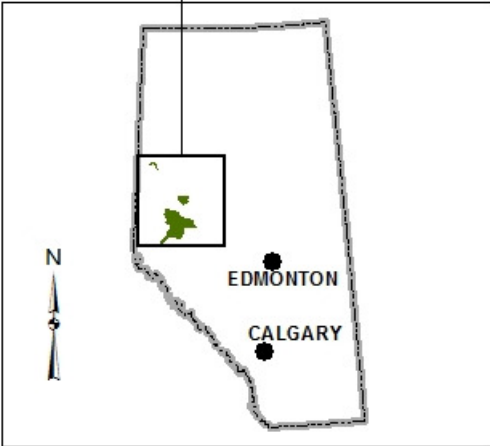
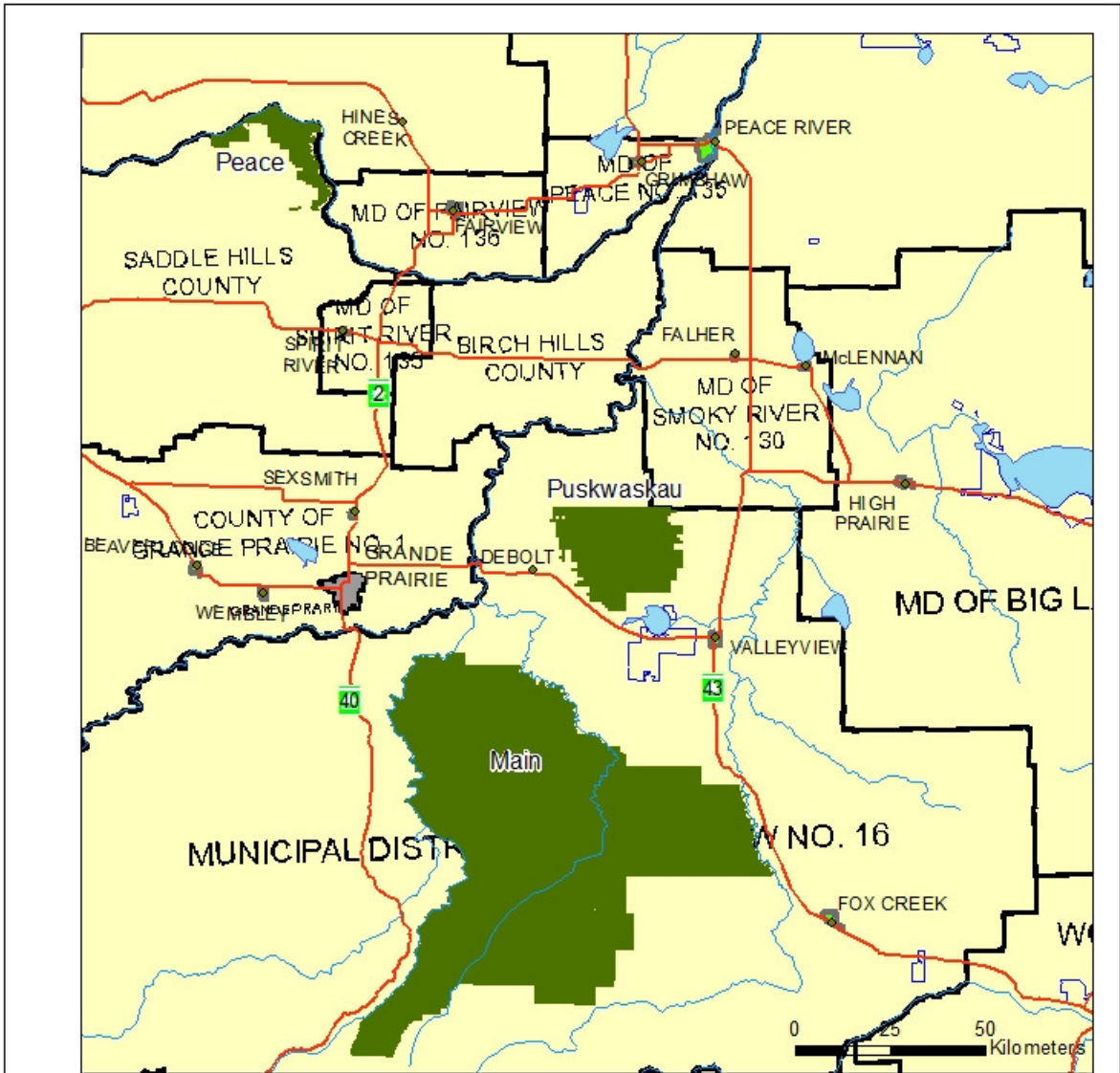
Email

Shayla Blue Shayla.Blue@canfor.com

Canfor Website

www.canfor.com

APPENDIX 3 MAP OF DEFINED FOREST AREA
(FMA 9900037)



Canfor FMA Area
9900037
 (644,695 Hectares)

Legend

- Town
- Provincial Boundary
- River
- Road
- City
- Lake
- Canfor FMA



APPENDIX 4 FMAC TERMS OF REFERENCE

**CANADIAN FOREST PRODUCTS LTD.
ALBERTA OPERATIONS**



Forest Management Agreement (FMA 9900037)



FOREST MANAGEMENT ADVISORY COMMITTEE

TERMS OF REFERENCE

Approved: November 21, 2012

INTRODUCTION

Canfor - Alberta has been working responsibly with the Forest Management Advisory Committee to develop creditable, Sustainable Forest Management Plans for the past 17 years. Other company planning processes, including those relative to Forest Management Plans, General Development Plans and Annual Operating Plans also provide opportunities for public review and comment.

BACKGROUND

In July of 1999, Canadian Forest Products Ltd. (Canfor) formally announced its commitment to seek sustainable forest management certification of the company's forestry operations under the Canadian Standards Association (CSA) Sustainable Forest Management (SFM) standard.

As a preparatory step to sustainable forest management certification, Canfor developed a Forest Management System (FMS) for the company's woodlands operations. In December 1999, this system was certified to the ISO 14001 standard developed by the International Organization for Standardization. The Company's FMS provides a platform on which to build the sustainable forest management elements required to meet the CSA SFM standard.

The management of Canfor has set out a number of commitments that define the mission, vision, policies and guiding principles for the company. These include Canfor's *Environment Policy, May 2011 and Sustainable Forest Management Commitments, May 2012* (Appendix 1 and 2). These commitments have been used to enable and guide the development of this Sustainable Forest Management Plan (SFMP), and also commit us to the continual improvement of our performance in implementing the plan under the principle of adaptive management.

Canfor's Environment Policy includes a commitment to "provide opportunities for interested parties to have input into our sustainable forest management planning activities". Canfor's Sustainable Forest Management Commitments include a commitment "we will provide opportunities for the public, communities, other stakeholders and Aboriginal Peoples with rights and interests in sustainable forest management to participate in the development and monitoring of our Sustainable Forest Management Plans".

CSA requires "extensive public participation in the development of its Standards. In this Standard, the public identifies forest values of specific importance to environmental, social, and economic concerns and needs. Public also takes part in the forest managing process and works with organizations to identify and select SFM objectives, indicators, and targets to ensure that these values are addressed."

Alberta Forest Management Planning Standard requires public participation. This Standard indicates that Canfor must provide meaningful opportunities for participation in the planning process.

Canfor Alberta's Forest Management Agreement (FMA) area encompasses a small area north and west of Spirit River bordering the Peace River, an area north and east of DeBolt and an area south of Grande Prairie and east of the Smoky River. The main neighboring communities include DeBolt, Valleyview, Spirit River, Grande Cache and Grande Prairie. For certification with CSA, this FMA will serve as the Defined Forest Area (DFA). The attached map (Appendix 3) shows the area covered.

In 1995, the Forest Management Advisory Committee (FMAC) was initiated to provide public input into preparing a long-term Detailed Forest Management Plan (DFMP). Initially this Committee met monthly to identify key issues and concerns to be addressed.

In December 1999, Canfor and the Forest Management Advisory Committee (FMAC) agreed to work on the development and revision on the Sustainable Forest Management Plan (SFMP) for the Alberta FMA area. The terms of reference were revised and adopted to reflect this additional role.

In 2000, Canfor and the FMAC developed the values, goals, indicators, and objectives for the SFMP, which was submitted for certification.

The Detailed Forest Management Plan (DFMP) (10-yr legal plan with the Alberta Government) that incorporated the 2000 SFMP was approved in November 2003.

From 2003 - 2005 the FMAC worked with Canfor in development of values, objectives, indicators, and targets for a new SFMP based on the new CSA-Z809-02 standard for re-certification in 2005.

In the fall of 2006, Canfor submitted to the Alberta Government the 2005 SFMP to be incorporated as part of the approved Forest Management Plan (FMP).

During 2007 and 2010 the FMAC provided input for the Healthy Pine Strategy DFMP Amendment.

The Healthy Pine Strategy DFMP Amendment was approved by Alberta Government in January 2010.

From 2010 - 2012 the FMAC worked with Canfor in development of values, objectives, indicators, and targets for a new SFMP based on the new CSA-Z809-08 standard for re-certification in 2012.

Annually the SFMP annual performance monitoring report is supplied to the FMAC. Indicators and targets that "Do not meet" are reviewed and addressed. Canfor will also bring forward, if any, recommended changes to indicators and/or targets for acceptance by the FMAC. Once accepted, Canfor then updates the current SFMP to reflect these changes.

Annually Canfor is audited by a third party to maintain CSA certification. Canfor takes part in an internal audit process as well.

A. Defined Goals

The Forest Management Advisory Committee (FMAC) aims to help ensure that sustainable forest management decisions are made as a result of informed, inclusive, and fair consultation with local people who are directly affected by or have an interest in sustainable forest management. The FMAC consists of members who represent a broad range of interested parties. The FMAC will work with Canfor Alberta to:

- 1) Identify and select values, objectives, indicators and targets, based on the CSA SFM elements and any other elements of relevance to the DFA;
- 2) Develop, access and select one or more possible strategies;
- 3) Review the SFM plan;
- 4) Design monitoring programs, evaluate results and recommend improvements; and
- 5) Discuss and resolve any issues relevant to SFM in the DFA.

Canfor and the FMAC shall ensure that the values, objectives, indicators and targets are consistent with relevant government legislation, regulations and policies. Additionally, they recognize Aboriginal and treaty rights, and agree that aboriginal participation in the public process will not prejudice those rights.

In addition, the FMAC will continue to:

- 1) Provide input regarding Forest Management Plan; and
- 2) In partnership with Canfor, will review, refine and implement the Public Involvement Program.

B. Operating Rules

- 1) Rules and conduct

The FMAC and its members agree to work by the following ground rules:

- a) All members will be given the opportunity to voice their perspectives;
- b) All members will listen to the range of perspectives;
- c) Meetings will be well-structured and facilitated to enable efficient progress; and
- d) Refreshments and food will be provided for the meetings.

- 2) Meetings

- a) Semi-annual meetings, unless additional meetings are required.
 - i) At each meeting, there will be an educational opportunity provided.
- b) Meeting dates:
 - i) Will be confirmed jointly between Canfor and the FMAC.
- c) Meeting notices:
 - i) At least two weeks advance notice of meeting dates will be given; and

- ii) Generally, the next meeting date will be confirmed at each FMAC meeting.
- d) Meeting Location:
 - i) Meetings will be held at a time and place most suitable to the members of the group; and
- e) Meeting agendas:
 - i) Will address, where possible, both the needs of the Forest Management Plan and CSA Certification;
 - ii) Input on upcoming meeting agendas will be obtained during each FMAC meeting; and
 - iii) Canfor will finalize the meeting agenda.
- f) Material, if available, will be provided for review in advance of meetings.

C. Communication and Information

- 1) Internal to FMAC:
 - a) Canfor will ensure meeting minutes are distributed following each meeting;
 - b) Canfor will provide the FMAC with information as it applies to the function and business of the FMAC. Confidential business information such as financial or human resource information may be deemed to be sensitive and proprietary and may not be released; and
 - c) Canfor will provide access to information about the DFA and the SFM requirements.
 - d) Canfor will provide one field tour opportunity annually.
- 2) External:
 - a) The Annual Performance Monitoring Report summarizes the progress that Canfor - Alberta has achieved in SFM requirements. This is distributed to the FMAC;
 - b) Canfor will provide information to a broader public about the progress being made in the implementation of the CSA Standard through Canfor's website (<http://www.canfor.com/>);
 - c) Canfor will make allowances for different linguistic, cultural, geographical or informational needs of interested parties as necessary;
 - d) Only authorized members of the FMAC are to speak on behalf of the FMAC as agreed to by the group and Canfor;
 - e) When communicating with the media, interest groups or the public at large, specific comments will not be attributed to any individual FMAC member without his/her prior consent; and
 - f) If an FMAC member wishes to respond to the media, they are to speak on behalf of the interest group they represent only and:
 - i) Will be respectful of other members and other interest groups; and
 - ii) Will not characterize the suggestions or positions of other members or interest groups in their discussions with the public or media.
 - g) Canfor will provide the Registrar, upon request, with the contact information of the Advisory Committee. As part of the audit process they require input from SFM plan public advisory group members regarding implementation of SFM within Canfor's DFA. The Registrar is required to keep this information confidential. If

a member chooses not to have his/her information released they must notify Canfor in writing.

3) Internal to Canfor:

- a) Applicable recommendations from the FMAC will be reported at Woodlands meetings; and
- b) Applicable recommendations will be reported to the Forest Management Group Managers and then to the Corporate Environmental Management Committee.

D. Meeting Expenses and Logistics

1) Meeting Expenses

- a) On request, members are eligible for \$50 per ½ day meetings for expenses (full day meetings to be covered at \$100);
- b) Additional travel costs to meetings will be reimbursed at \$0.52/km;
- c) If required, accommodation for members who must travel in excess of 1 hour for meetings will be covered; and
- d) Expense forms for the above need to be submitted to Canfor for reimbursement.

E. Roles and Responsibilities

1) FMAC Structure:

- a) Structure will be inclusive with a range of representatives from any of the following;

- Alberta Conservation Association
- Alberta Fish and Game Association
- Alberta Professional Outfitters Society
- Alberta Trappers Association
- Aseniwuche Winewak Nation
- Canadian Association of Petroleum Producers (CAPP)
- City of Grande Prairie
- DFA Related Worker
- Ducks Unlimited
- Grande Prairie #1, County of
- Grande Prairie and District Chamber of Commerce
- Grande Prairie Forest Educator
- Grande Prairie Regional College
- Grande Prairie Regional Tourism Association
- Horse Lake First Nations
- M.D. of Greenview No. 16
- Métis Nation Zone 6
- Métis Nation of Alberta
- Public member(s) at large
- Peace Wapiti School Division No. 76
- Saddle Hills County
- South Peace Environmental Association
- Sturgeon Lake Cree Nation
- Town of Grande Cache
- Town of Spirit River
- Town of Valleyview
- And others as identified by the FMAC.

- b) New or additional members will be considered on an annual basis.
- c) In addition to the above members, advisors from the following will assist the group:
 - Canfor
 - Alberta Environment and Sustainable Resource Development
 - Tolko Industries
 - Ainsworth Engineered
 - And others as identified by the FMAC.

2) FMAC Member's Role:

- a) To provide input as related to the Defined Goals (Section A) as related to the Forest Management Plan (FMP) and CSA planning processes;
- b) The voting members are responsible for consensus reaching and decision making for the FMAC;
- c) To act as a liaison between FMAC and the organization they are representing;
- d) To attend meetings regularly;
- e) Members will be appointed by each of the member organizations;
- f) Members can be replaced if more than 2 consecutive meetings are missed without a valid reason;
- g) To replace a member, the member organization will be asked, by either the current member or by the Canfor representative, to reappoint a new member;
- h) Canfor will confirm appointment;
- i) Existing members, who no longer represent their original organization, may choose to remain on as members-at-large as this will provide ongoing continuity;
- j) Use of Alternates:
 - i. an organization may appoint an alternate to act as an interim replacement for the member; and
 - ii. alternates are also guided by the Terms of Reference.
- k) Conflict of Interest:

If a FMAC member (or alternate) has a perceived or real conflict of interest regarding their input related to the goals for the FMAC (Section A), this must be declared. The FMAC and Canfor will then decide at the meeting what actions are then needed. Potential actions could lead to restricted involvement in discussion and decision making for the conflicting topic.

3) Non-members:

- a) Non-members are by invitation and/or by request only;
- b) Non-members are welcome to observe the FMAC meetings, but will not receive print materials;
- c) Non-members may participate in discussions or make presentations only with agreement by the group, chairperson or facilitator;
- d) Forestry students are encouraged to attend as non-members; and
- e) Will not take part in reaching consensus or decision-making of the FMAC.

4) Canfor's Role:

- a) To review and consider the recommendations from the FMAC;
- b) To make decisions regarding sustainable forest management and certification;

- c) To report to the FMAC on how input was considered and that responses are provided;
 - d) To demonstrate that there is ongoing public communication about the DFA, including the public involvement process;
 - e) To provide the necessary human, physical, financial, and technological resources to the FMAC as necessary and reasonable;
 - f) Will not take part in reaching consensus or decision-making of the FMAC except in areas of conflict of interests as stated in 2(1);
 - g) Provide the Forest Management Advisory Committee Evaluation Form (Appendix 4) (to be voluntarily filled out by FMAC members) at each meeting and report (the calculated satisfaction on each of the four sections of the evaluation) results with the minutes from each meeting to the members; and
 - h) Distribute Sustainable Forest Management Plan, meeting minutes, annual performance monitoring report and other materials deemed necessary.
- 5) Advisor's Role:
- a) To actively provide background or technical information, participate in discussions and provide support to the FMAC group;
 - b) To clarify technical information for the FMAC group; and
 - c) Will not take part in reaching consensus or decision-making of the FMAC.
- 6) Chairperson/Facilitator's Role:
- a) To ensure that meetings address agenda topics;
 - b) To ensure that all members have an equitable opportunity to participate in the meeting;
 - c) To provide support in summarizing and clarifying issues, recommendations, etc.; and
 - d) Will not take part in reaching consensus or decision-making of the FMAC.

F. Decision Making and Methodology

- 1) The group agrees to work by consensus defined as:
- a) Every effort shall be made to achieve consensus;
 - b) Consensus is defined as no member having substantial disagreement on an issue;
 - c) Consensus may consist of agreement on a summary of the different perspectives on an issue;
 - d) Decisions on specific issues will be considered interim consensus, unless agreed otherwise, until there is consensus on the full set of recommendations;
 - e) All decisions and recommendations will require involvement of at least 4 members; and
 - f) A member who is absent from a meeting where a decision was made, may request to have the decision reviewed at a future meeting. The chairperson/facilitator would identify when this would occur.

G. Dispute Resolution Mechanism

1) Process Issues:

- a) The chairperson/facilitator will resolve process issues.

2) Technical Issues:

- a) The members will work to identify the underlying issues and work towards a solution in a positive friendly environment;
- b) The members will seek compromise, alternatives and clarification of information needed;
- c) The members will commit to arriving at the best solution possible; and
- d) If no consensus solution can be reached, then the outstanding issues will be summarized and forwarded to Canfor for their consideration. Canfor will be informed of the level of support and dissention with the issue.

H. Review of and Revisions to Terms of Reference

The Terms of Reference will be reviewed every 2 years at a minimum or earlier based on consensus of the group.

The revision of the Terms of Reference requires the approval of the FMAC and Canfor.