

McLeod Lake Mackenzie Community Forest Public Advisory Group

Terms of Reference

Role of Community Forest Public Advisory Group

The Community Forest Public Advisory Group (PAG) is constituted by the McLeod Lake Mackenzie Community Forest Corporation (MLMCFC). The PAG is to provide input in respect of the planning and operations of the Community Forest (CF).

The role of the PAG is:

- To provide advice on management priorities
- To provide information to the Board from people who know things about the operating area that the Board doesn't know
- To provide assistance in achieving community goals that can be accomplished in the Community Forest
- To keep the group open so the Board can solicit advice as broadly as possible

The PAG is an advisory body to the MLMCFC and does not have decision-making authority regarding the management of the CF. PAG decisions are to be forwarded in writing as recommendations to the MLMCFC.

MLMCFC Use of PAG Recommendations and Information

MLMCFC will use PAG recommendations and information to guide forest resource management decision-making.

The Board of Directors/General Manager of the MLMCFC will provide, in written format, feedback or rationales for any recommendations or information provided from the PAG.

Terms of Reference

1.0 PARTICIPATION

1.1 Participants

Ideally the PAG will have a membership of community members from such sectors as:

- Academia
- Contractors (Forestry)
- Environment/Conservation

- First Nations
- General Public
- Local Government
- McLeod Lake Indian Band
- Salteau First Nation
- West Moberly First Nation
- Halfway River First Nation
- Mining/Oil and Gas
- Recreation – Commercial
- Recreation – Non-Commercial
- Recreation – Non-Commercial (Motorized)
- Trapping
- Woodlot
- Value-added Forest Products
- Major Forest Licences

Three General Public positions will be available. These postings will be advertised in the local newspaper and the MLMCFC will select from the applicants.

- Community members from the sectors will remain on the PAG for a maximum of two years. At the end of the sector terms it is up to each sector to determine the next representative.
- General Public members may remain on the PAG for a maximum of two years and then may reapply to MLMCFC for membership.
- Every member must uphold and comply with the Terms of Reference for the PAG.
- A person ceases to be a member of the PAG:
 - a) by delivering his or her resignation in writing to the Chair stating their intention, with reasons, to be recorded in the minutes.
 - b) on having missed two consecutive meetings without just cause.

1.2 Public Participation at Meetings

Members of the public can submit a request to be put on the agenda but must provide a written submission. The request must be submitted in a reasonable time frame prior to the scheduled PAG meeting. Presentations may be limited in time at the discretion of the PAG.

All participants in the process agree to:

- a) Arrive on time;
- b) Be prepared for each meeting;

- c) Follow the speakers list;
- d) Be respectful;
- e) Be concise; and
- f) Stay on topic

2.0 OPERATING PRINCIPLES

2.1 Timelines

PAG meetings will be conducted quarterly.

The PAG will work with the General Manager/Board of Directors of the MLMCFC to prioritize issues that will be addressed.

All issues positions and recommendations considered by MLMCFC will be presented, documented and tracked by the General Manager/Board of Directors.

2.2 Internal Communications

The General Manager or a minimum of one member of the Board of Directors of the MLMCFC will be present at each scheduled PAG meeting.

Agendas will be created by the General Manager/Board of Directors. The agenda and previous minutes are to be distributed to PAG members one week prior to meetings.

The minutes are intended to record decisions made, information related to the decision and action items assigned. They are not intended to record dialogue such as individual points or comments.

Minutes will include:

- persons present and adoption of previous minutes
- review of agenda
- discussion of items with conclusions and recommendations
- action items (including who will complete the task and the timeline)
- next meeting date

2.3 Resources Provided by MLMCFC

The MLMCF Board of Directors will provide:

- Meeting Venues
- Facilitation of PAG meetings
- Recording of Minutes

- Information and available in-house data
- Maps
- Guest speakers on specific issues

The MLMCF Board of Directors will assign a liaison representative to the PAG.

2.4 Decision-Making Methodology

- 2.4.1** Anyone attending PAG meetings may participate in discussions. However, only representatives will participate in determining recommendations to the MLMCFC.
- 2.4.2** The PAG agrees to work by consensus. Consensus is defined as no PAG representative substantially disagreeing on an issue and being willing to proceed to the next step. The PAG will work to identify the underlying issues, seek compromise, identify alternatives, and clarify information. The PAG shall make every effort to achieve consensus in a positive and respectful manner, and commits to arriving at the best solution possible. Recommendations to MLMCFC should strive for consensus but if it cannot be reached, then a record of opposing views will be recorded.
- 2.4.3** The PAG will not revisit past recommendations unless the PAG representatives agree to do so.
- 2.4.4** A quorum for any meeting of the PAG shall be greater than 50% of the average number of PAG representatives attending the past five (5) meetings.

2.5 Conflict of Interest

The PAG recognizes that a conflict of interest could occur if there is a potential for a representative to personally and directly benefit from specific recommendations from the PAG. Therefore, if a PAG representative has a perceived or real conflict of interest that could result in a potential personal economic benefit in relation to his or her input, the representative must state the potential conflict.

The course of action for the remaining members of the PAG is to request the representative stating the potential conflict to:

1. Serve as an observer for the relevant specific issues(s) and recommendation(s); or
2. Take a leave from the PAG for the time that the issue is discussed and/or recommendations are being formed; or

3. Carry on with normal participation once the representative has declared the potential conflict.

If it is later discovered that there is a conflict of interest that was not disclosed, the PAG will refer to the CF Board for the appropriate action, which may include disallowing further participation on the PAG if the non-disclosure was deemed to have been intentional.

2.6 The Success of the PAG

The success of the PAG depends on:

- The will of the PAG members and MLMCFC to make the PAG community input process work.
- The PAG regulating its own membership to maintain effective and balanced input.
- MLMCFC support of the PAG.
- MLMCFC's willingness to manage the CF in a manner that reflects the expressed views of the community.
- Maintaining a credible and valid process that is accountable to the community through both membership and community consultation.
- Members using the PAG process in a positive manner to assist the CF in being successful in all social, environmental and economic aspects.