

# Terms of Reference

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2021 Lesser Slave Lake Regional Forest Management Plan

February 8, 2017



Prepared by:



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## 1 Background

A Forest Management Plan (FMP) is a strategic planning tool that directs timber harvesting and forest renewal activities over a ten year period. It prescribes the maximum sustainable amount and location of timber that can be harvested within a specific forest area. In determining the timber that can be harvested over the next 10 years, FMP developers consider impacts on biodiversity, wildlife, water resources and other users of the forest. Involvement in the development of an FMP is an effective approach to influencing timber management in Alberta.

FMPs are part of a comprehensive forest planning process required to harvest timber from crown lands in Alberta. They are the strategic planning tool that directs operational planning and ultimately approval to harvest. FMPs must be prepared every 10 years following Government of Alberta (GoA) regulations and when acceptable are approved by the GoA.

FMPs are applicable to a defined forest area and direct all timber harvesting and regeneration activities within that area. Removal of forest for non-timber purposes such as oil & gas or mining development is not covered under an FMP.

Most FMPs are prepared by Forest Management Agreement (FMA) holders. FMAs are long term contracts between the GoA and a forest products company that grants the right to establish, grow, harvest and remove timber on a perpetual sustained yield bases for a prescribed area subject to approved FMPs and other government regulations. In exchange, the companies assume a larger role and pay for much of the costs of forest planning and inventory development. FMPs prepared for a FMA area are applicable to that specific FMA area and generally there is only one FMP approved for an FMA area.

Tolko Industries Ltd., Vanderwell Contractors (1971) Ltd. and West Fraser Mills Ltd. (the Companies) hold five FMAs in the Slave Lake Region. Following a request from the Companies, in August 2011 the GoA granted approval for the Companies to jointly and cooperatively develop and submit a regional forest management plan. Accordingly, on December 19, 2012, the Companies submitted a Terms of Reference (ToR) outlining the process to be followed in the development of the Lesser Slave Lake Regional Forest Management Plan (LSLRFMP) and calling for a February 1, 2018 submission to the GoA. Approval of the ToR was received on June 17, 2013.

The objective of the regional approach was to produce a single regional FMP for the combined FMA areas with common forest management strategies, values-objectives-indicators-targets (VOITs), forest health strategies, growth and yield program, public involvement plan and Consultation processes into a single regional plan. All of the Companies and timber quota holders within the area would follow this plan. In accordance with the ToR, a Plan Development Team (PDT) was established and convened its inaugural meeting on October 1, 2014. In December 2014, a Plan Coordinator was hired to coordinate and manage the PDT and to guide the overall development of the regional plan. In early 2015, two further PDT meetings were held and the Alberta Vegetation Inventories (AVI) for FMUs S17 and S24 were completed and approved by the GoA.

At the time of submitting the ToR, the Companies were of the opinion that new AVI for three FMUs, *i.e.* S19 (FMA portion), S20 and S21 would not be possible. The decision was made at the time to use the existing AVIs with some minor updates for the LSLRFMP. Subsequently, the Companies, recognizing the benefits that new AVIs would bring to the planning process particularly given the advanced age of some of the inventories, reviewed this decision. New digital leaf-off imagery for S16, S19, S20 and S21 was acquired during spring 2015 and 2016. Capturing imagery for the few remaining townships in S19 is planned for 2017

Recognizing that the decision to obtain new AVIs would delay LSLRFMP submission, on July 24, 2015 the Companies applied for an extension of the submission date. On September 22, 2015 the GoA approved an extension to October 1, 2020 for the submission of the LSLRFMP, subject to a number of conditions:

- Develop and submit for approval a new ToR by November 30, 2015;
- Within the ToR achievable completion targets must be defined for:
  - The Growth and Yield Program,
  - Alberta Regeneration Information System (ARIS) Reconciliation,
  - VOIT Development,
  - Consultation Public, and
  - Consultation First Nations and Métis Communities in alignment with current policy.
- Undertake a review and analysis of the current spatial harvest sequence (SHS) and allocations within all forest management units indicating available harvest until approval of the plan; and
- Forest Management Unit S19 interim review of both coniferous and deciduous harvest levels.

This document, once approved replaces the original ToR that was approved on June 17, 2013 and outlines the process that will be followed in the development of the 2021 Lesser Slave Lake Regional Forest Management Plan.

## 2 Goals

The goal of the ToR is to clearly describe an efficient process to manage the development of the LSLRFMP which meets or exceeds its objectives and regulatory requirements and which can be promptly approved and implemented.

## 3 LSLRFMP Content

The information to be included in the LSLRFMP is summarized in this section. While the majority of the content of the LSLRFMP will be determined by the Alberta Forest Management Planning Standard Version 4.1 April, 2006 (Planning Standard)<sup>1</sup>, additional clarification is provided within this document.

### 3.1 Administrative Boundaries

For administrative purposes, forested land in the province has been divided into Forest Management Units (FMU). Generally, FMA areas are comprised of one or more FMUs. However, not all FMUs have an FMA and in these cases, the GoA retains responsibility for planning. Administrative boundaries for the LSLRFMP (FMU and FMA areas) are presented in Figure 1. Management responsibility for the FMUs within the LSLRFMP is summarized in Table 1. The GoA retains forest management responsibility for the quota and non-FMA areas including FMU S16 and the twelve townships comprising the non-FMA portion of FMU S19. The LSLRFMP will address how GoA managed FMUs are to be handled. The current FMP for S19 included both the FMA and non-FMA portions of S19; details on how to address this will be addressed as the LSLRFMP develops.

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<sup>1</sup> Available at  
<http://www.agric.gov.ab.ca/app21/forestrypage?cat1=Forest%20Management&cat2=Forest%20Management%20Manuals%20%26%20Guidelines>

Volume supply areas (VSA) are zones established within a FMU and are used to manage timber allocations. FMU S19 is divided into two volume supply areas: the non-FMA portion and the FMA portion. These volume supply areas must be managed in the LSLRFMP.

**Table 1. FMUs, FMAs and management responsibility in LSLRFMP area**

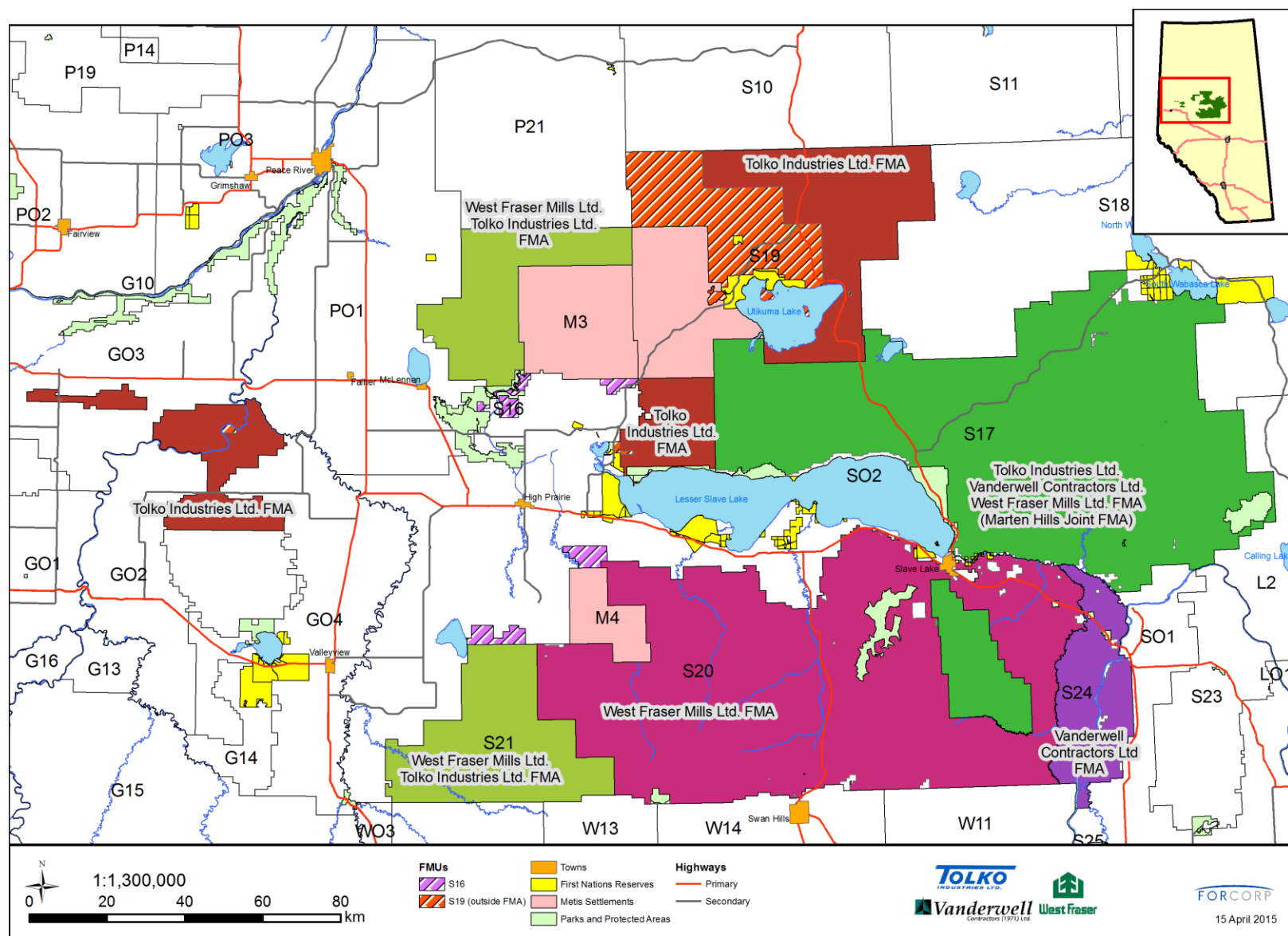
FMU	FMA	Primary Management Responsibility
S16		GoA
S17	FMA 0600043	West Fraser, Tolko and Vanderwell
S19	FMA 9700033	Tolko
	Non-FMA portion	GoA
S20	FMA 9000028	West Fraser
S21	FMA 0200039	West Fraser and Tolko
S24	FMA 9700036	Vanderwell

### 3.2 Defined Forest Area

The Defined Forest Area (DFA) is the area to which the LSLRFMP will apply. Generally, the DFA consists of FMUs S16, S17, S19, S20, S21 and S24; less parks, reserves, municipal areas and other administrative boundaries not eligible for timber management activities. The DFA may include some small areas excluded from the FMA areas proper, but which remain eligible for timber management as timber quota tenured areas.

The majority of the DFA is in the Upper Athabasca Land-use Framework (LUF) Region (70%). The remaining areas are in the Lower Peace Region (22%) and the Upper Peace Region (8%) (Figure 2).

Four ecological natural subregions are represented in the LSLRFMP area: Upper Foothills, Lower Foothills, Central Mixedwood and Dry Mixedwood. Ecological subregions provide important climate, physiographic and vegetation information for management planning and operations decisions.



**Figure 1. FMUs and FMAs included in the LSLRFMP**

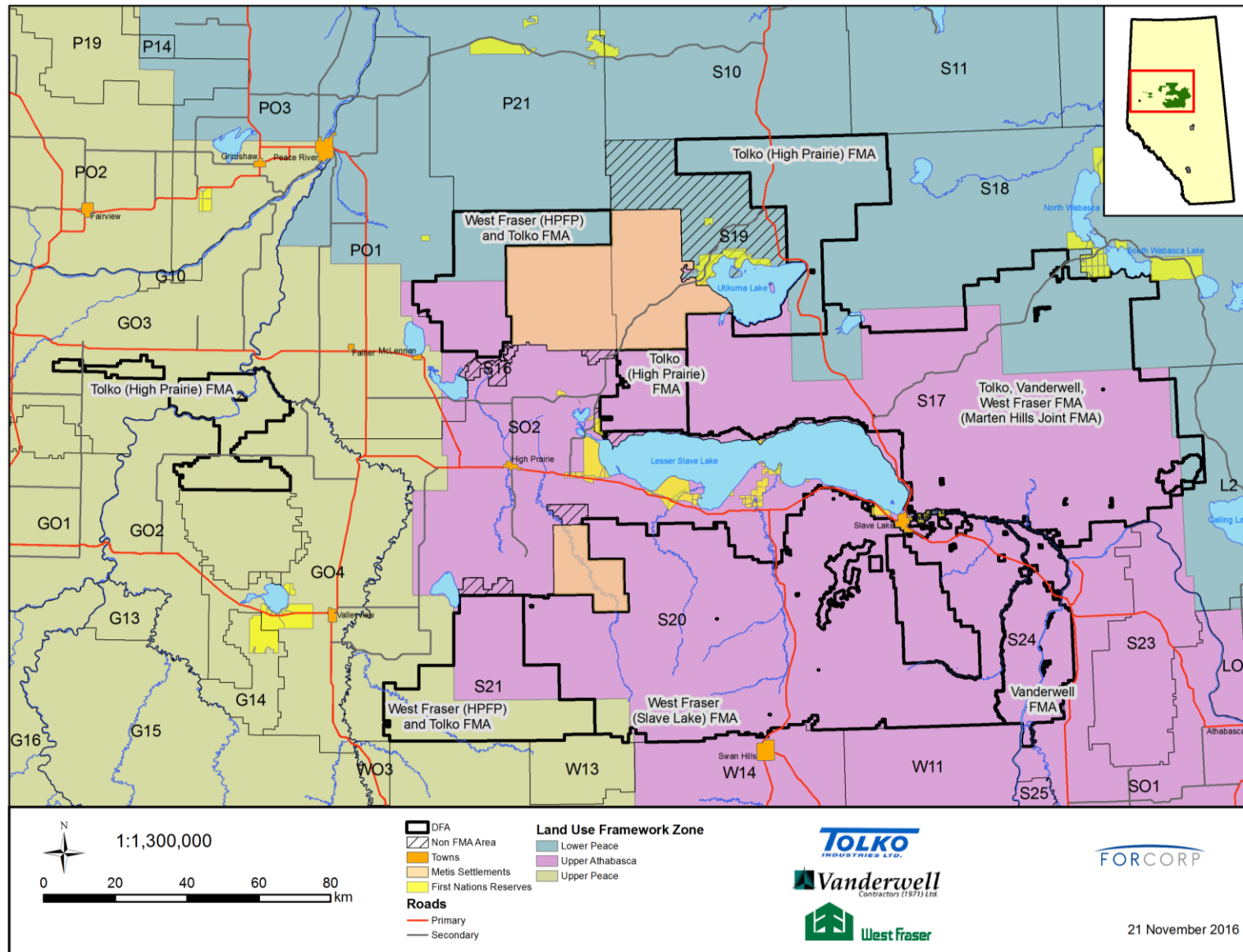


Figure 2. Land-use Regions within the LSLRMP

### 3.3 Timber Commitments

Table 2 identifies the FMA and timber Quota commitments by FMU within the DFA. Timber commitments on many of the FMUs are shared by the Companies through either joint FMAs or timber Quotas. Outside of the Companies, timber Quota Holders include Atikameg Timber Ltd., in the non-FMA portion of S19; Millar Western in FMU S20; and 1104384 AB Ltd., in FMU S21. Lakeshore Timber West Fraser.

All FMUs have a Community Timber Program.

**Table 2. FMUs, Tenures and Tenure Holders in the DFA**

FMU	Tenure	Tenure Holder
S24	FMA 9700036	Vanderwell
S16 <sup>1</sup>	Quota (Conifer)	West Fraser
S17	FMA 0600043	West Fraser, Tolko and Vanderwell
S19	FMA 9700033	Tolko
	Quota (Conifer)	West Fraser
	Quota <sup>1</sup> (Deciduous)	Atikameg Timber Ltd.
S20	FMA 9000028	West Fraser
	Quota (Conifer)	Millar Western, Vanderwell
S21	FMA 0200039	West Fraser and Tolko
	Quota (Conifer)	1104384 AB Ltd.

<sup>1</sup> S16 and S19 (non FMA) are GoA Management Units

### 3.4 Guiding Principles

Guiding principles provide broad direction to the development of the LSLRFMP. They are to:

- Manage at a regional level addressing VOITs, timber growth and yield, public involvement and forest health on a regional level;
- Conduct First Nation and Métis Settlement Consultation at a regional level in alignment with current GoA Policy;
- Incorporate sustainable forest management practices to regionally address other economic, ecological and social values;
- Engage the GoA and other interested parties cooperatively and proactively;
- Align with the objectives and direction from higher level plans;
- Minimize impediments to accessing fibre while maximizing deciduous and coniferous allowable cuts; and
- Manage the FMAs as individual sustained yield units (SYU) and conduct individual timber supply analysis.

### 3.5 Forest Resource Management Issues

The Companies have compiled a list of the key resource management issues to be addressed by the LSLRFMP. Preliminary strategies to resolve or address the issues are identified where appropriate while other issues will be resolved during plan development. The Companies and GOA will communicate emerging issues to the PDT as they are identified. GOA will communicate potential regulatory changes to the PDT as they emerge.



### **3.5.1 Regional Land-use Plans**

Approval of the Upper Athabasca as well as the Upper and Lower Peace Region Land-use Framework plans is anticipated during development of the LSLRFMP. The role of the LSLRFMP in the Land-use planning process will be considered during plan development.

### **3.5.2 Access to Fibre**

A long term supply of sustainable economic fibre is critical to the success of the Companies, our employees and the health of our communities. Mounting pressures on the landbase are increasing the risks to fibre supply. The Companies believe that an approved regional forest management plan with an economical timber supply and harvest sequence is an important step to accessing sustainable fibre for our mills.

### **3.5.3 Timber Supply Analysis**

The timber supply analysis (TSA) which results in the determination of sustainable harvest levels is a major component of the LSLRFMP and critical to the health of the Companies. Timber supply objectives are:

- Use individual forest management units or forest management agreement areas (including any non-FMA portions of FMUs within each FMA; *e.g.* S19) as the Sustained Yield Units (SYU) to determine allowable harvest levels;
- Maintain or increase coniferous and deciduous allowable harvest levels;
- Manage coniferous and deciduous harvest based on a single integrated landbase;
- Provide options to address coniferous and deciduous timber supply issues associated with the ongoing non-operation of
- Recognize and assess varying utilization standards; and
- If appropriate, incorporate accelerated harvest to address forest age class, fire and health.

### **3.5.4 Mixedwood Management**

Deciduous and coniferous mixedwood forests comprise a large portion of the LSLRFMP area. As a result, much of the future timber volumes will be sourced from mixedwood stands; this includes deciduous stands with coniferous understoreys. Strategies will be investigated for implementation in the LSLRFMP to address the issue of sustaining the long term maintenance of coniferous and deciduous harvest volumes.

### **3.5.5 Rehabilitation**

The loss of forest landbase is a concern to the Companies. Strategies, such as the following may be integrated into the LSLRFMP:

- Grow and develop more fibre through implementation of the GoA tree improvement program;
- Implement programs to renew areas destroyed by natural causes improving access to fibre *e.g.* fires, wind, and insect and disease;
- Apply for funding for Mountain Pine Beetle (MPB) killed areas to maintain an ecological land base and future access to fibre; and
- Implement a program to reforest unoccupied potentially productive forest land resulting from industrial and other anthropogenic activities.

### 3.5.6 Forest Vegetation Inventories

The status of the AVI inventories to be utilized in the LSLRFMP for each FMU/FMA area is shown in Table 3. Approval for S17 (leaf off) and S24 (leaf on) AVIs was obtained in 2014 and 2015 respectively. Leaf off imagery was obtained for S16, S20 and S21 during the spring of 2015. Photo acquisition for S19 was obtained in the spring of 2016 with a few remaining townships scheduled for the spring of 2017. Should it be impossible to acquire leaf off photography in time for AVI completion as scheduled, new leaf on photography may be substituted in order to meet timelines. Leaf off photography for all FMUs (except S24) will allow the consistent inclusion of understorey inventories which will facilitate an improved coniferous understorey management program for the region.

**Table 3. Status of FMU/FMA Alberta Vegetation Inventories**

FMU	FMA	Company	Photo Date	Approval Date
S24	FMA 9700036	Vanderwell	2014	2015
S16		GoA	2015	2015
S17	FMA 0600043	West Fraser, Tolko & Vanderwell	2011 2013	2014
S19	FMA 9700033	Tolko	2016	
	Non-FMA	GoA	2015	2016
S20	FMA 9000028	West Fraser	2015	
S21	FMA 0200039	West Fraser & Tolko	2015 - 2017	

### 3.5.7 Volume Sampling

Regional wide timber volume sampling will be undertaken to support the development of yield curves to support the determination of timber harvest levels. A Regional Volume Sampling Plan was submitted on May 12, 2016 and approved by the GoA on July 13, 2016. Major components of the sampling plan are:

- Progressive volume sampling of the new AVIs as they become available;
- Sampling units for the installation of new Temporary Sample Plots (TSP) to be based on amalgamations of natural sub-regions across FMUs;
- A deciduous with coniferous understory strata was created to better manage mixedwoods;
- Existing eligible TSP and permanent sample plots (PSP) data to be used as appropriate to supplement new TSP data;
- The LSLRFMP volume sampling plan will be updated as new AVI becomes available.

### 3.5.8 Yield Curves

Yield curves are a method to project the growth in timber volume of a forest stand over time and are used as an input into timber supply analysis to determine harvest levels. Yield curves for the LSLRFMP will be developed using a regional approach. Local data from within each FMU will be used to validate and localize yield estimates to ensure an unbiased representation of local yields for each SYU. Anticipated major components are:

- Yield curves will be derived using the Go GYPSY model projections;
- Standing timber yield curves to be constructed from new and existing TSP and PSP data;
- Managed stand yield curves will be constructed considering information from Regenerated Standards of Alberta (RSA) performance data;
- The role of tree improvement programs will be considered; and
- Agreement in principle (P-I-P) will be requested for the development of yield curves before work commences.

### 3.5.9 Wildlife Management

Forest management plans are primarily developed to manage forest vegetation and the extraction of timber and are not developed to manage wildlife populations. However, the manipulation of forest vegetation impacts wildlife habitat and thus wildlife habitat is considered in FMPs. The GoA retains responsibility for wildlife management and has developed a suite of wildlife habitat models to aid in the development of FMPs. For the LSRFMP, these models may be used to guide the development of the preferred forest management scenario. In addition, wildlife habitat management will be addressed through best management practices that may impact harvest sequencing and/or operating ground rule (OGR) application.

Wildlife species at Risk will be identified during the planning process and addressed as appropriate.

### 3.5.10 Water

The Companies recognize the importance of Alberta , Wetland Policy and leadership in water management. Operating ground rules require Companies to manage the implications of timber operations on water quality, quantity, and flow regime.

The GoA is responsible for any hydrologic modeling required for the LSRFMP. It is anticipated that GoA Equivalent Clearcut Area (ECA) model supported by Wet Areas Mapping/LiDAR will be used to model effects of the spatial harvest sequence on potential water yields.

### 3.5.11 Forest Health

The Companies are concerned about the health of the forest and they recognize that vigorously growing forests are healthy forests. Predominately mature to over-mature age class distribution over most of LSRFMP area leads to loss of fibre and impacts harvest levels. While GoA retains responsibility for forest health, joint GoA and Company strategies may be the most effective. Potential strategies to be considered are:

- incorporate Mountain Pine Beetle (MPB) strategies into the LSRFMP;
- Monitor insect and disease outbreaks and adjust accordingly *e.g.* operations and spatial harvest sequence ; and
- Incorporate accelerated harvest if requested by the GoA (*e.g.* to address MPB risk).

### 3.5.12 Natural Range of Variation

Incorporating the Natural Range of Variation (NRV) observed at the landscape level is an ecological approach to managing for biodiversity. LandWeb is a cooperative forest industry and government project lead by the Forest Research Institute that is investigating the natural range of variation of western Canadian forests. Products developed from LandWeb are anticipated to be available by 2019. The Companies will review LandWeb results and submit a strategy to the GoA regarding NRV application to the LSRFMP. The Companies plan to use the NRV estimated by LandWeb as input into the process to set goals for future forest condition.

### 3.5.13 Other Non-Timber Forest Values

The inclusion of other non-timber value assessments will be considered in the development of the LSRFMP. GoA retains responsibility for completing non-timber assessments. This is anticipated to include:

- Water resources;
- Wildlife habitat; and
- Wildfire.

-timber assessment models or their proxy into the timber supply process to reduce the time delays between TSA and non-timber assessment results and to enable the TSA models to find more efficient solutions.

It is anticipated that additional non-timber values will be identified through the Consultation and communication processes. The PDT will determine how these should be addressed in the LSLRFMP.

### **3.6 Growth & Yield Plan**

A Growth and Yield Plan applicable to the LSLRFMP area will be developed and submitted as part of the LSLRFMP submission as per GoA requirements. Implementation will begin upon approval of the LSLRFMP. This plan will provide direction for the monitoring of forest growth, the verification of growth and yield assumptions used in the LSLRFMP and data collation supporting future planning across the region. The plan will support both individual FMU and region-wide growth and yield assumptions as required.

An interim version of the Growth and Yield Plan will be developed in 2017 and submitted to guide growth and yield monitoring before approval of the LSLRFMP. The Companies intend that this interim regional Growth and Yield Plan will replace the separate plans for each FMA area. The Companies will continue to implement their existing Growth and Yield Plans as part of their current respective FMP commitments until an interim regional Growth and Yield Plan is approved, effectively replacing them.

### **3.7 ARIS Reconciliation**

Alberta Regeneration Information System (ARIS) reconciliation with net landbase (NLB) attributes is required for NLB Agreement-In-Principle. The ARIS reconciliation process will begin early in the planning process in association with the development of the new AVIs. Creation of a spatial cutblock layer consisting of Company and GoA cutblocks that have been cross-referenced with ARIS information will be provided to the AVI contractor for incorporation into the new AVI. ARIS and cutblock priorities will follow the AVI development schedule. ARIS reconciliation with the NLB is anticipated to begin with NLB development.

### **3.8 VOIT Development**

Development of Values, Objectives, Indicators and Targets (VOIT) for submission to the GoA for Agreement-In-Principle is planned to begin early in 2017 with VOIT Agreement-In-Principle planned before the end of the year. The GoA requires that a review of reporting indicators currently in place be carried out by the Plan Development Team. The intent of this review is to determine if there are reasonable changes to the current reporting that should be undertaken in advance of approval of the LSLRFMP.

### **3.9 Operational Ground Rules**

The Companies are currently conducting forest planning and operations for all FMUs and FMAs in the LSLRFMP area as authorized under the Slave Lake Regional Timber Harvest Planning and Operating Ground Rules (SLROGR). The SLROGRs were reviewed and updated in September 2014, slightly updated in September 2016 (effective May 2016) and will continue to be updated on a regular basis. The SLROGR will be amended as required to ensure consistency with the approved LSLRFMP. While updated Operating Ground Rules in alignment with the LSLRFMP are due six months after approval of the LSLRFMP, negotiations between the Companies and GoA will begin before plan submission.

The basic administrative units for each FMU/FMA (e.g., compartments) will be identified in the applicable TSAs.

### 3.10 Reporting

A description of the required monitoring and reporting will be included in the LSLRFMP. The monitoring program will include the content and frequency of reporting for applicable VOITs as well as any monitoring arising from approval or review conditions. The main mechanisms for reporting will be the ongoing annual reporting and the completion of a Stewardship Report, to be developed five years after the implementation date of the LSLRFMP. One stewardship report will be submitted for the LSLRFMP area that will include applicable reporting by SYU.

## 4 Milestones and Timelines

The preparation and implementation of the LSLRFMP will adhere to the Planning Standard unless otherwise agreed to by the Companies and the GoA.

Figure 3 presents a schedule that shows the anticipated timelines for AVI development and volume sampling. Figure 4 shows the major components and anticipated timelines for development, submission and approval of the complete LSLRFMP. Table 4 lists the anticipated project milestones. Submission of the LSLRFMP is scheduled for October 1, 2020. As plan components are developed and approved, they will be submitted to the GoA for Agreement-In-Principle.

**Table 4. LSLRFMP milestones**

LSLRFMP Component	Begin	Submission
Terms of Reference update	October 2015	February 2017
Public Involvement Plan development	October 2015	January 2017
First Nations Consultation Plan development	October 2015	January 2017
Volume Sampling Plan	November 2015	May 2016
Current SHS review and analysis	December 2015	June 2016
S19 interim harvest level review	December 2015	June 2016
VOIT development & A-I-P	January 2017	November 2017
Landscape Assessment	January 2017	September 2017
ARIS reconciliation	November 2015	June 2019
Last AVI (FMU S19)	January 2017	March 2019
Landbase & yield curve development	November 2017	January 2020
Preferred Forest Management Scenario (PFMS)	May 2019	February 2020
SHS review and signoff	February 2020	June 2020
Operating Ground Rule (OGR) development	September 2020	August 2021
Submission of LSLRFMP		October 1, 2020
LSLRFMP approval		April 30, 2021
Stewardship Report	November 2026	March 2027

The timelines are an estimate at this time and will be reviewed at regular intervals by the Plan Development Team as the LSLRFMP is being prepared. The Plan Development Team will make recommendations for revisions to the timelines if it becomes evident that the timelines will not be met.

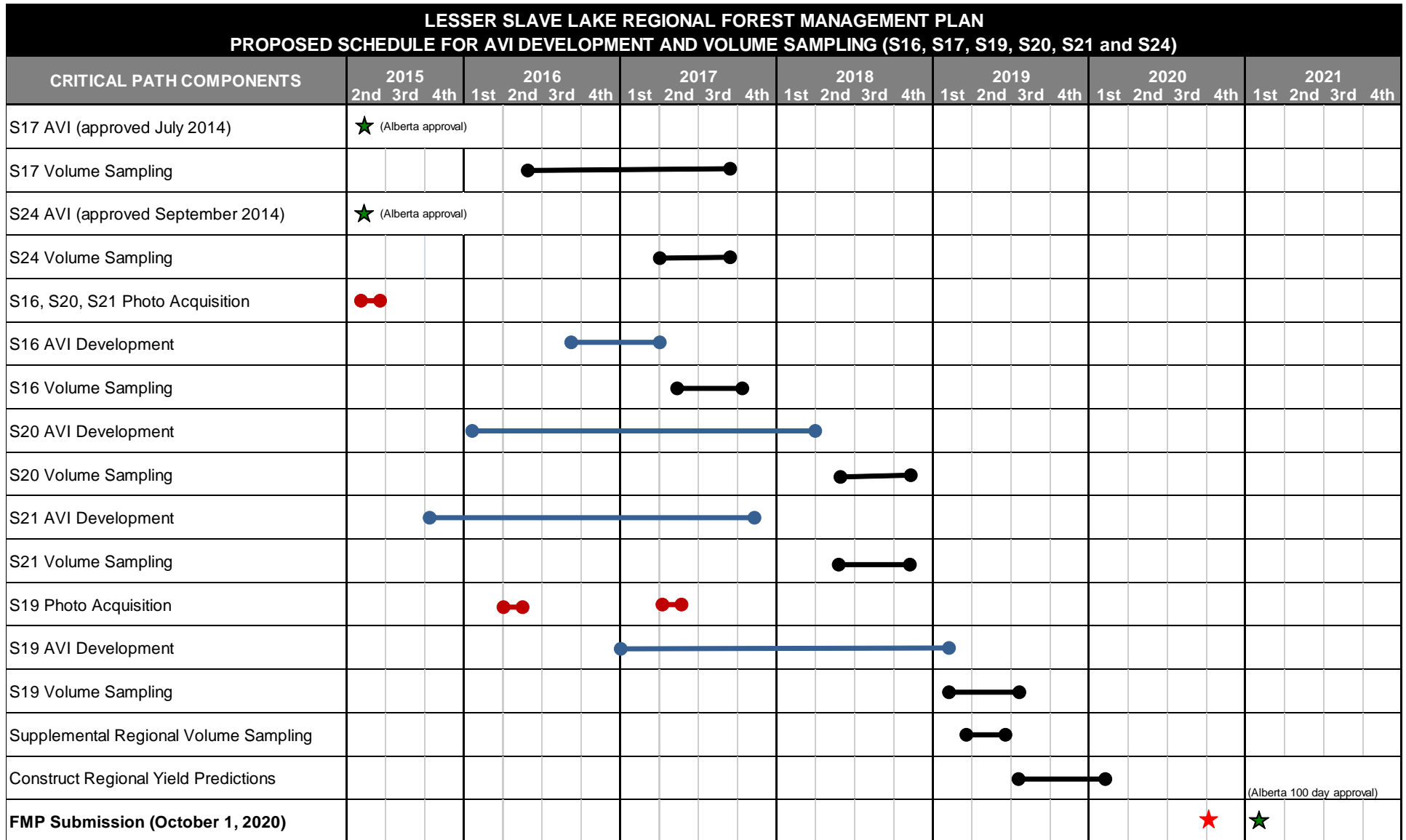
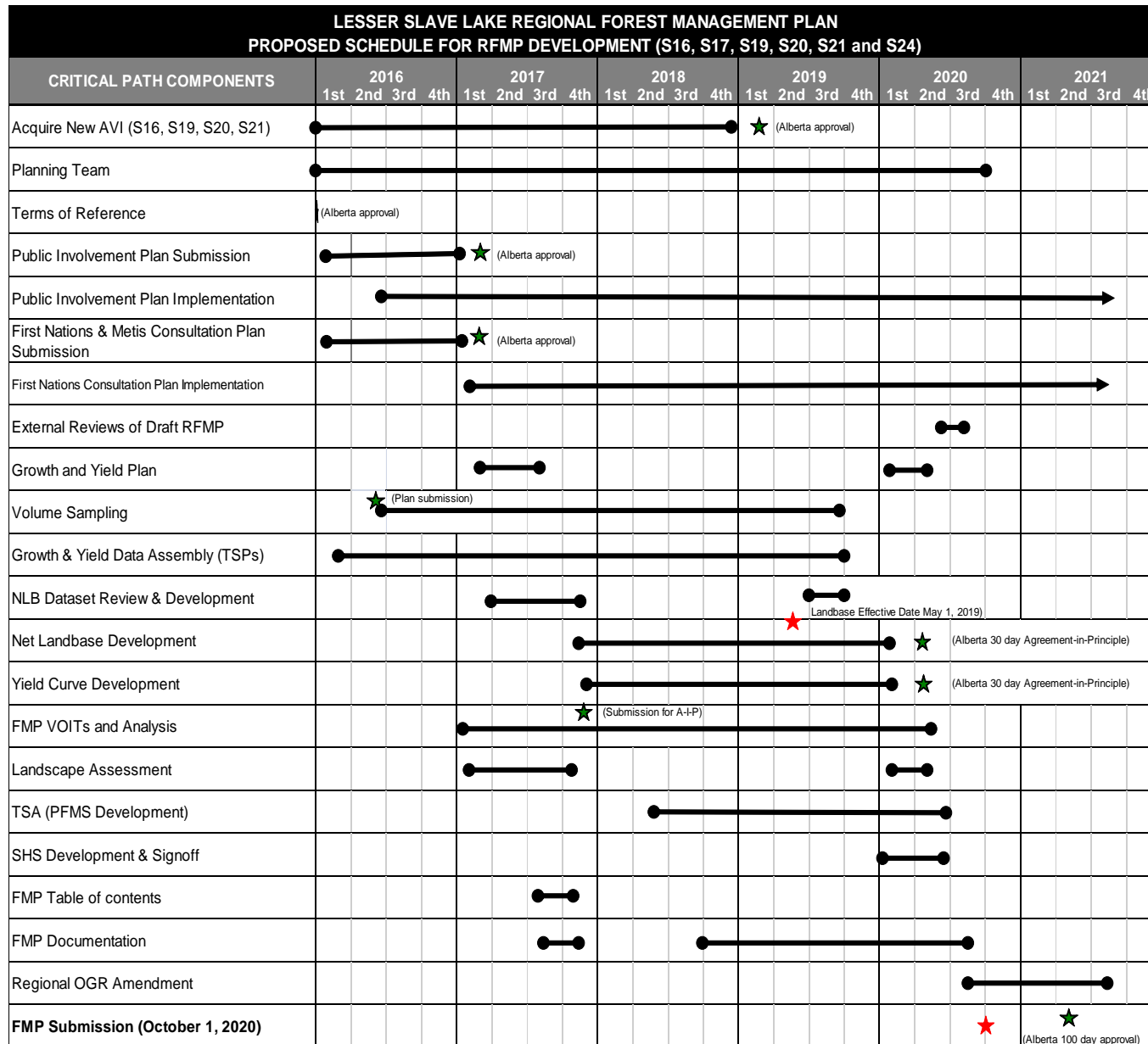


Figure 3. AVI and Volume Sampling Timelines



**Figure 4. Major LSLRFMP components and timelines.**

## 5 Communication – Internal and External

Internal communication during plan development and approval will be the responsibility of the Plan Coordinator. All documents, meeting notes, internal and external communications and any other information relevant to the LSLRFMP will be made available in a timely, concise and consistent manner to all Plan Development Team members.

External communication is divided into two components: public and First Nations and Métis Settlement Consultation.

### 5.1 Public Consultation

Public communication and consultation will be described in the Public Involvement Plan (PIP) which will be developed under the guidance of the Plan Development Team for submission to the GoA in January 2017. Public involvement will include all FMA holders and take place on a regional basis. The PIP will identify all stakeholders (individuals and organizations) that have an interest in the LSLRFMP area, describe processes and mechanisms for engaging and responding to stakeholders, and outline the availability of information to stakeholders and the public. The Companies anticipate that the two local public involvement committees formed for previous plans will be effective for the LSLRFMP:

- Slave Lake Forest Public Advisory Committee; and
- Forest Resource Advisory Committee (High Prairie).

### 5.2 First Nations and Métis Settlement Consultation

First Nations and Métis Settlement Consultation will adhere to *The Government of Alberta's Guidelines on Consultation with First Nations on Land and Natural Resource Management (2014)* and *The Government of Alberta's Guidelines on Consultation with Metis Settlements on Land and Natural Resource Management (2016)*. A regional First Nations and Métis Settlement Consultation plan will be developed and submitted by January 2017. Consultation will begin early in the planning process. Goal that meaningful opportunities and time are made available to First Nations and Métis Settlements for input and involvement in the development of the LSLRFMP.

## 6 Submission Requirements

GoA submission requirements have altered from those identified in the Planning Standard. Current GoA requirements are that two paper and two digital copies be submitted.

## 7 Roles, Responsibilities and Obligations

The Interpretive Bulletin *Forest Management Planning Roles, Responsibilities and Approval Authorities*, appended to the Planning Standard, identifies GoA participants in the Plan Development Team (PDT) and their roles and responsibilities in the development of a FMP.



Having several Companies, each with an equal voice, participating on a regional PDT will be unique. The Companies will have the following representatives on the PDT:

- The Plan Coordinator; and
- Chief Foresters, FMA Woodlands Managers, Planners and supporting staff from each Company.

This potentially will result in a large number of participants on the PDT. The Companies are recommending that the PDT consider the appointment of suitable GoA and Company representatives to subcommittees responsible for specific areas of the LSLRFMP.

The Companies will endeavor to present unified decisions at the PDT and committee(s). The Plan Coordinator will, whenever possible and practical, summarize the C

The PDT will be assembled consisting of the participants identified in Table 5 unless otherwise agreed to by the GoA and the Companies. Alternates and support staff may also attend PDT meetings as required. The PDT will be responsible for the complete and timely development and submission of the LSLRFMP.

**Table 5. Plan Development Team**

Name	Position	Affiliation
Tim Gauthier	Manager Planning & Sustainability	Tolko
Terry Kristoff	Management Supervisor	West Fraser
Todd Bailey	Management Forester	West Fraser
Bert Larocque	Woodlands Manager	West Fraser
Mike Haire	Woodlands Manager	Vanderwell
Kyle Chisholm	Forester	Vanderwell
Tim Burns	Woodlands Manager	West Fraser
Keith Branting	Management Forester	West Fraser
Jean Eagleson	Planning Forester	West Fraser
Bob Mason	Chief Forester	Millar Western Forest Products
Roger Marcoux	Quota holder	1104384 AB Ltd.
Fabian Gray	Quota Holder	Atikameg Timber Ltd.
Ted Gooding	Plan Coordinator	FORCORP
Amy Wotton	Senior Forester	GoA - Upper Athabasca Region
Caleen Warren	Senior Forester	GoA - Upper Athabasca Region
Myles Brown/Jim Castle	Area Biologist	GoA - Upper Athabasca Region
Jennifer Koch	Planning Forester	GoA - Forest Management Branch
Cosmin Tansanu	Forest Analyst	GoA - Forest Management Branch
Greg Greidanus	Sr. Resource Analyst	GoA - Forest Management Branch

## 8 Conflict of Interest

Typically participants in the LSLRFMP development process will represent the interests of their respective organization. In the event that a potential conflict of interest does arise (when a party has interest in a particular decision regarding the planning process for the purpose of self-gain) the individual is obligated to declare the conflict of interest so that it may be addressed.

All parties must make allegiances known at the outset of their involvement in the process. In the event that such an allegiance or conflict is announced, the PDT will decide, independent of that party, whether the conflict represents a conflict of interest. In the event that a party does not make conflicts known at the outset and these are discovered later, the PDT will confront that party, and provide them with the opportunity to address the conflict. If the party and the PDT cannot resolve the potential conflict, the dispute resolution mechanism may be invoked (Section 14).

## **9 Decision Making Methods**

All components of the LSLRFMP, including those listed previously in Figure 4, will be submitted to the GoA as they are accepted and finalized by the PDT. The intent is to facilitate a progressive review process with ongoing PDT acceptance and GoA Agreement-In-Principle of plan components facilitating the timely final approval of the LSLRFMP.

## **10 Authority for Decisions**

The authority for decisions is described in the Interpretive Bulletin *Forest Management Planning Roles, Responsibilities and Approval Authorities* appended to the Planning Standard. The Woodlands Managers have final authority for Company(s) decisions and may delegate this authority as warranted.

## **11 Mechanism to Adjust Process**

The Terms of Reference is the main mechanism to accommodate change in the planning process and will be amended if required.

## **12 Access to Information**

A large amount of information will be required to successfully complete the plan. Generally, access to information will be determined by the owner of data. The PDT will manage requests for information and its distribution.

### **12.1 Company Information**

This plan is unique in the number of companies that will be required to contribute data to the plan. Fortunately, the Companies have a history of sharing data and cooperating. The Companies approach will be to use their consultant for central storage, assembly and delivery of the datasets required for the plan. The Companies will review requests for information and will attempt to provide requested data subject data sharing agreements and or data sensitivity issues.

All information specific to the TSA will be provided to GoA for their review of the LSLRFMP.

## 12.2 GoA Information

Government data and information will be required for plan development. This information will either be provided by GoA or extracted from GoA web sites.

## 12.3 Public Access to Information

Information in this case includes documents, background information, meeting summaries, data and notifications. In keeping with protecting all information of a personal or proprietary nature, and by limiting access to such information only to Company staff, their consultants and the PDT. Additional detail will be provided in the Communications Plan as to what type of information will be shared.

## 13 Participation of Experts, Other Interests and Government

To meet the requirements of the Planning Standard the PDT will have access to internal and external experts that can be called upon on an as need basis to offer technical expertise and advice. For example this would include individuals from the GoA Area such as Forest Health, Lands and CTP Program Leads.

## 14 Dispute Resolution Mechanism

Disputes may arise in a number of areas during plan development. This includes within the PDT and between the Companies and stakeholders. The first step is that both parties identify the dispute and engage in meaningful, honest discussions to attempt to resolve the issue. If the issue cannot be resolved to both parties satisfaction, the issue will be referred to the PDT. The PDT will discuss, collect background information is required and suggest a resolution.

If the PDT is unable to come to a decision on an issue the following process shall be followed:

- If the PDT is unable to reach a decision on a resource management issue, stakeholder concern or any other matter related to the development of the LSLRFMP,
  - The issue is to be referred to the Director - Forest Resource Management Section, Slave Lake, Forest Area Manager
- If after ten business days the Director - Forest Resource Management Section, Slave Lake, Forest Area are unable to come to an agreement on an issue,
  - The issue is to be referred in writing to the Executive Director Forest Management Branch and for a decision and/or direction within twenty business days.
  - If a satisfactory decision cannot be made between the parties then the Executive Director Forest Management Branch shall make a binding decision on all parties.

Managers and PDT members are available to provide pertinent information at all levels of the conflict resolution process. Time is of the essence in reviewing issues and coming to a decision at any of the conflict resolution levels. The intent must be to provide an equitable solution meeting the requirements of the various organizations in fulfilling the obligation to submit the LSLRFMP as described in the Terms of Reference.

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