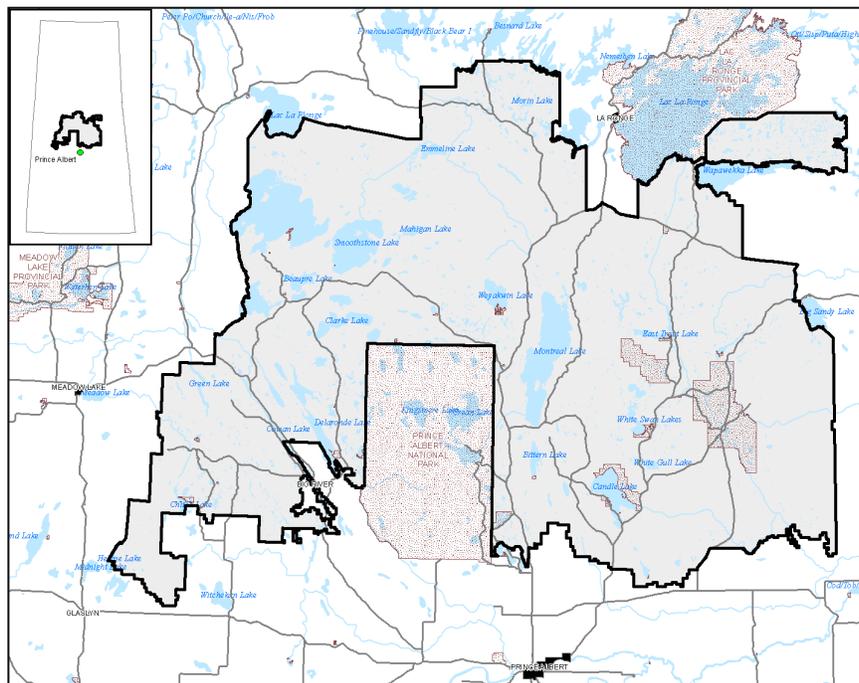


PUBLIC ADVISORY GROUP
for the
Prince Albert Forest Management Agreement Area

TERMS OF REFERENCE

October 2020



Sakâw Askiy Management Inc.

Table of Contents

BACKGROUND.....	3
PAG PURPOSE AND OBJECTIVES	3
OPERATING PRINCIPLES.....	4
PAG MEMBERSHIP, ROLES and RESPONSIBILITIES	4
Member Selection Criteria	4
Roles and Responsibilities	4
CONSENSUS BUILDING.....	5
DISPUTE RESOLUTION.....	6
MEETINGS.....	6
EXTERNAL COMMUNICATIONS.....	7
REVISIONS TO TERMS OF REFERENCE.....	7
APPENDIX A – PAG MEMBERSHIP	8

List of Acronyms

- FMP** Forest Management Plan
PA FMA Prince Albert Forest Management Agreement (the license)
PA FMA Area Prince Albert Forest Management Agreement area (the forest area)
PAG Public Advisory Group
Sakâw Sakâw Askiy Management Inc.

BACKGROUND

Sakâw Askiy Management Inc. (Sakâw) is a corporation that holds the Prince Albert Forest Management Agreement (PA FMA) and facilitates forest management within the PA FMA Area on behalf of shareholders (forest products companies and First Nations) who harvest wood from within the area.

The Public Advisory Group (PAG) for the PA FMA area was established by Sakâw in 2013 as part of a broader plan to engage people in developing and implementing a long-term Forest Management Plan (FMP) for the PA FMA Area, as required under the provincial FMP development process.

For more information on Sakâw and minutes of past PAG meetings, please visit www.sakaw.ca.

PAG PURPOSE AND OBJECTIVES

The primary purpose of the PAG is to provide input on the development and implementation of the FMP and act as a forum for information exchange between Sakâw and regional groups and organizations.

During development of an FMP, the PAG contributes to the formulation of:

- desired forest conditions and benefits
- forest management objectives, strategies, and options
- Indicators and targets for evaluating the implementation of those strategies
- value-based resource inventories, and
- materials to be presented at public and indigenous information sharing sessions.

The PAG is also represented at all core FMP Planning Team meetings by one or more representatives designated by the group for a two-year term. The representative(s) who attend the FMP Planning Team meetings report back on Planning Team meetings to the PAG group via email or in person at PAG meetings.

During implementation of an FMP the PAG meets to review an annual report on progress in implementing the forest management strategies.

A representative of the PAG also becomes part of an FMP Management Implementation Team (MIT) for a two year term. This may be the same representative(s) who served on the FMP Planning Team during the development of the FMP, or a new designate(s) from the PAG.

The MIT:

- participates at public meetings

- assesses progress made on FMP registry commitments and VOITs, as outlined in the annual report on progress.

On an ongoing basis the PAG provides a forum for two-way information exchange on broad forestry issues at the FMA Area level.

OPERATING PRINCIPLES

The PAG will encourage sustainable land and resources use which provides economic, social and cultural benefits and recognizes Treaty and Aboriginal rights and traditional uses.

Members will represent the interests of the group that they represent, and where there is uncertainty about whether that is the case, will make that known.

Members have the responsibility to keep their constituents informed of the group's deliberations, and to keep the group informed about the opinions and feelings of their constituents.

Members are committed to collaborative problem solving towards consensus recommendations or decisions. Discussion will focus on interests instead of positions, seek mutual understanding and avoid confrontation.

The personal integrity, individual rights, interests and values of the participants and others will be respected.

The process will provide a time for all to speak, and a time for all to listen.

The PAG will recognize and provide opportunities for effective public consultation.

The PAG is an advisory body rather than an approval agency, and it is recognized that forest management decisions must comply with contractual and regulatory requirements.

PAG MEMBERSHIP, ROLES and RESPONSIBILITIES

Member Selection Criteria

The PAG membership is intended to represent a broad range of interests, resource uses, community values and geographic areas within the PA FMA Area, and is focused on those with a direct attachment to those lands. It is comprised of the organizations, agencies, groups and individual positions found in Appendix A. Other groups may approach the PAG to be added as a member and they will be responded to on a case-by-case basis.

Roles and Responsibilities

Organizations Represented on the PAG

- Designate a representative to be a member of the PAG for a two-year term, and an Alternate (optional) who could attend meetings when the member is unable to attend.

- Learn about and provide input on the development and implementation of FMPs and broad forestry issues at the FMA Area level, through their PAG representative.

PAG Members

- Learn about and provide input on the development and implementation of FMPs and broad forestry issues at the FMA Area level.
- Facilitate a two-way exchange of information between Sâkaw and the organization they represent. This involves keeping their organization informed of developments in meetings and soliciting their opinions.
- Ensure Alternates are kept well informed and ready to respond to issues.
- Attend meetings regularly for a two-year term.

Secretariat (Sakâw)

- Make meeting arrangements, including providing a chairperson or facilitator for each meeting.
- Develop meeting agendas with input from the membership and distribute with associated information
- Record and distribute meeting minutes after each meeting.
- Prepare and distribute a short “plain language” synopsis of key items discussed at the meeting, to make it easier for members to share PAG information with their respective organizations
- Address input, advice, and recommendations put forward by the PAG

Facilitator

- An independent facilitator will be used to chair meetings until the PAG determines that there is a need to change the facilitation process
- The facilitator will assist in communication and consensus-building and be neutral and impartial.

Advisors and Resource People

- Participate in all discussions and serve as information resources to the PAG, but not participate in meeting activities such as seeking consensus.

Observers

- Observers are welcome on a meeting by meeting basis with the consensus/approval of the PAG members, but must advise the Secretariat (Sakâw) in advance of the meeting
- Observers may be invited to speak on certain issues by the chair or facilitator. This does not allow them to participate in meeting activities such as reaching consensus or decision making.
- Observers should be informed about their involvement before coming to a meeting.

CONSENSUS BUILDING

Consistent with the Purpose and Operating Principles of the PAG every effort shall be made to openly communicate and arrive at recommendations through a consensus building process. Reaching consensus means that there is general or widespread agreement that everyone can live with and support, even if it is not the “favourite” of each participant.

In the event of disagreement (non-consensus) members who do not agree will provide reasons why their interests are not accommodated by the consensus of the group (reasons to be included in minutes).

Sakâw and the Forest Service Branch will look at all concerns and recommendations, including issues where the PAG cannot reach consensus.

If Sakâw and the Forest Service Branch do not follow the consensus-based recommendations of the PAG, they will provide the group with rationale for decision(s).

DISPUTE RESOLUTION

In general, any issues for which no consensus has been reached will be recorded in the meeting minutes, along with the reasons. No formal dispute resolution is anticipated.

Process Issues

- The chair or facilitator will attempt to resolve any issues about the meeting process, and in the absence of consensus will make a decision.

Technical Issues

- PAG members are committed to arriving at the best solution possible. They will work to identify the underlying issues and find a solution in a positive friendly environment, seeking clarification, compromise and alternatives.
- If consensus on a topic cannot be reached, the chair or facilitator will summarize the outstanding issues and the level of support and dissention around it. Sakâw will provide the regulator (Ministry of Environment, Forest Service) with the summary.

MEETINGS

There will be a minimum of two PAG meetings a year that may include a field tour. One of the meetings will be used to review the annual report on implementing the FMP. Meetings can be dropped at the discretion of the PAG or if there are not enough people who have confirmed their attendance.

Meetings will be well-structured, chaired/facilitated, and held online or in-person. Round table discussions will be held at the end of the meeting to obtain feedback on meeting improvements and input for future meeting agendas.

Out of scope issues will be identified by the member bringing up the topic, or by the facilitator. The facilitator will determine whether the topic should be added as a new agenda item or treated as an out of scope issue. If out of scope, the member will be provided a brief period (10 minutes) to present their issue to the group.

Meeting notices will be sent at least two weeks in advance, and generally the next meeting date will be confirmed at the end of each PAG meeting.

Participants will normally be sponsored by their respective organizations, and no remuneration will be provided for attending PAG meetings. Meals and refreshments for in person meetings and transportation for field tours will be covered. Mileage and a hotel room if a member needs to stay overnight for a 2-day meeting will also be covered for anyone that would otherwise be paying out of pocket for participating.

The agenda and meeting materials will be emailed to PAG members and available online at www.sakaw.ca

EXTERNAL COMMUNICATIONS

Only authorized members of the PAG are to speak on behalf of the group, as agreed by the group and Sakâw.

When communicating with the media, interest groups or the public at large, comments will not be attributed to any PAG member without his/her prior consent.

If a PAG member wishes to respond to media, they are to speak only on behalf of the interest group they represent. Members will be respectful of other members and interest groups. Members will not characterize the suggestions or positions of other members or interest groups in their discussions with the public or media.

REVISIONS TO TERMS OF REFERENCE

The PAG Terms of Reference and the balance of interests represented will be reviewed every two years, or sooner if needed. Revisions to the Terms of Reference require the general concurrence of the participating members.

APPENDIX A – PAG MEMBERSHIP

Interest Represented	Organization	Date Joined
1 Environment & Wildlife		
	Canadian Parks & Wilderness Society (CPAWS)	2018
	Ducks Unlimited Canada	2013
	Prince Albert Model Forest	2013
	Prince Albert National Park (PANP)	2020
	Saskatchewan Environmental Society	2013
	Saskatchewan Wildlife Federation	2013
2 Indigenous Interests		
	Green Lake Co-Management Board	2013
	Kituskiynow Steering Group – Montreal Lake First Nation	
	Lac La Ronge Indian Band-Land & Resources Management Board	2013
3 Municipalities and Communities (Elected Leadership)		
	Big River (RM)	2013
	Big River (Town)	2013
	Candle Lake (Village)	2013
	Dore Lake (Hamlet)	2013
	Glaslyn (Village)	2013
	Green Lake (Village)	2013
	Lakeland (RM)	2013
	Meadow Lake (RM)	2013
	Prince Albert (City)	2013
	Shellbrook (Town)	2013
4 Community Associations		
	Provincial Association of Resort Communities of SK	2013
5 Cottage Owners Associations		
	Anglin Lake Cottage Owner's Association	2017
	Whelan Bay Cottage Owners Association	
6 Recreation & Tourism		
	Big River Recreation and Conservation Committee	2020
	Saskatchewan Snowmobilers Assoc.	2013
7 Trapping		
	Saskatchewan Trappers Association	2013
8 Outfitting		
	Saskatchewan Commission of Professional Outfitters (SCPO)	2013
9 Third Party Forestry & Contractors		
	Third Party Operator – Vermette Wood Preservers	2013
	Contractor	2013
10 Mining		

11 Oil & Gas		
12 Government, Advisors & Resource People		
	Ministry of Environment, Forest Service Branch	2015
	Legislative Secretary to Minister of Environment (Forest Management)	2013
	Sâkaw Askiy Shareholders and Planning Facilitators	2013