



# Queen Elizabeth II Wildlands

## Terms of Reference

## APPROVAL STATEMENT

I am pleased to approve the following terms of reference to guide the preparation of the management plan for **Queen Elizabeth II Wildlands Provincial Park**.

Approval of the terms of reference is the first step in a multi-stage process for preparing a park management plan. In identifying the tasks to be completed, roles and responsibilities, and a tentative work schedule, it provides staff and stakeholders with an outline of the planning and public consultation process that is required to complete and approve the management plan.

I encourage all interested parties to participate in the preparation of the Queen Elizabeth II Wildlands Provincial Park Management Plan.

*Original signed by Adair Ireland-Smith*

*July 27, 2004*

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Adair Ireland-Smith  
Managing Director  
Ontario Parks

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Date

**TABLE OF CONTENTS**

**APPROVAL STATEMENT..... i**

**1.0 INTRODUCTION ..... 1**

**2.0 PLANNING AREA & PLAN INTEGRATION..... 2**

**3.0 PLANNING TEAM & RESPONSIBILITIES ..... 2**

**4.0 MANAGEMENT PLANNING PROCESS & SCHEDULE ..... 5**

    4.1 STAGE 1 – TERMS OF REFERENCE ..... 5

    4.2 STAGE 2 – BACKGROUND INFORMATION REPORT ..... 6

    4.3 STAGE 3 – ISSUES AND PLAN ALTERNATIVES..... 6

    4.4 STAGE 4 – PRELIMINARY PARK MANAGEMENT PLAN ..... 7

    4.5 STAGE 5 – APPROVED PARK MANAGEMENT PLAN ..... 7

**5.0 CONSULTATION & COMMUNICATION STRATEGIES ..... 7**

    5.1 NOTICES..... 7

    5.2 DIRECT MAIL ..... 9

    5.3 EBR REGISTRY ..... 9

    5.4 INFORMATION CENTRES ..... 9

    5.5 ADVISORY COMMITTEE..... 9

    5.6 INTERNAL DISTRIBUTION ..... 9

**6.0 BUDGET ..... 9**

**APPENDIX 1 ..... 10**

## 1.0 INTRODUCTION

This terms of reference will provide Ontario Parks, Ontario Ministry of Natural Resources staff, stakeholders, local Aboriginal communities and the general public with an outline of the management planning process proposed for Queen Elizabeth II Wildlands Provincial Park. This document defines the rationale for initiating a planning process, and identifies the staff, resources and key steps required for the preparation of a management plan for the park.

Queen Elizabeth II Wildlands Provincial Park is a 33,505 ha natural environment class park situated in parts of the District Municipality of Muskoka (Ryde Township), City of Kawartha Lakes (Dalton and Digby Townships) and Haliburton County (Anson and Lutterworth Townships). The park was formally established through regulation under the *Provincial Parks Act* on June 28, 2003, and is a product of the expansion of the province's protected areas system that has resulted from the *Ontario's Living Legacy Land Use Strategy*.

During the development of the *Strategy*, the Queen Elizabeth II Wildlands site was identified as the most diverse and least disturbed natural area in Ecodistrict 5E-8. The park is characterized by gently rolling topography consisting of bedrock ridges and troughs of shallow soil deposits, several lakes, and a rich variety of forested, non-forested and wetland vegetation types. It protects a number of provincially rare species and significant natural areas, including the Lewisham Wetland and Riley Lake Barrens. The park also has significant potential for sites of archaeological and cultural importance.

Intensive recreational use occurs in some areas. Popular activities include fishing, hunting, canoeing, camping, snowmobiling, and ATV travel. Numerous trails, both authorized and informal, traverse the park, including the 'wilderness' portion of the Ganaraska Hiking Trail. The park also contains portions of authorized traplines and bear management areas, commercial fly-in fishing camps, and a number of recreation camps under land use permit. Private land surrounds the majority of the park limiting public access.

A management plan is needed for Queen Elizabeth II Wildlands Provincial Park in order to establish management direction for resource stewardship, operations and development. It will have the broad objective of safeguarding the park's important natural and cultural features, while providing continued opportunities for managed recreational use. The approved plan will guide the management of the park for a 20-year period, and identify Queen Elizabeth II Wildlands' contributions to the achievement of the four Ontario Provincial Parks system objectives – *protection, heritage appreciation, recreation and tourism*.

Park management planning is authorized and directed by provincial legislation and policies. Some of the key documents that provide this authority and direction include:

- *Provincial Parks Act*
- *Environmental Assessment Act*
- *Environmental Bill of Rights*
- *Ontario Provincial Park Management Planning Manual*
- *Ontario Provincial Parks: Planning and Management Policies (1992)*
- *Ontario's Living Legacy Land Use Strategy*

Public consultation is an integral part of the management planning process. Ontario Parks is committed to providing an open and publicly accessible process for the preparation of the Queen Elizabeth II Wildlands management plan. The input received from the various stakeholders with

an interest in the park will be important in shaping the approved park management plan. Opportunities for public review and comment will be provided at each stage of the process.

## **2.0 PLANNING AREA & PLAN INTEGRATION**

The area covered by this management plan includes the lands described as *Queen Elizabeth II Wildlands Provincial Park* (Figures 1 & 2) in Ontario Regulation 238/03 under the *Provincial Parks Act*. The area is described as containing 33,505 ha in the geographic Townships of Dalton and Digby in the City of Kawartha Lakes, Township of Ryde in the District Municipality of Muskoka, and the Townships of Anson and Lutterworth in the County of Haliburton. The parts of these townships are designated as Parts 1 to 14 on a plan known as *Queen Elizabeth II Wildlands Provincial Park (Natural Environment Class)* filed with the Office of the Surveyor General of Ontario on April 23, 2003.

Adjacent lands to the park will also be considered as part of the planning area. Although the plan will not specifically prescribe management policy for these lands, it is important that they be considered in the management planning process given the potential for park operations and activities of adjacent landowners to affect one another. Municipal government, private landowners, public and private groups, and other Crown ministries will be consulted during the planning process to ensure that their interests and all relevant resource planning and management programmes are considered when establishing policy for Queen Elizabeth II Wildlands Provincial Park.

Integration will be promoted by:

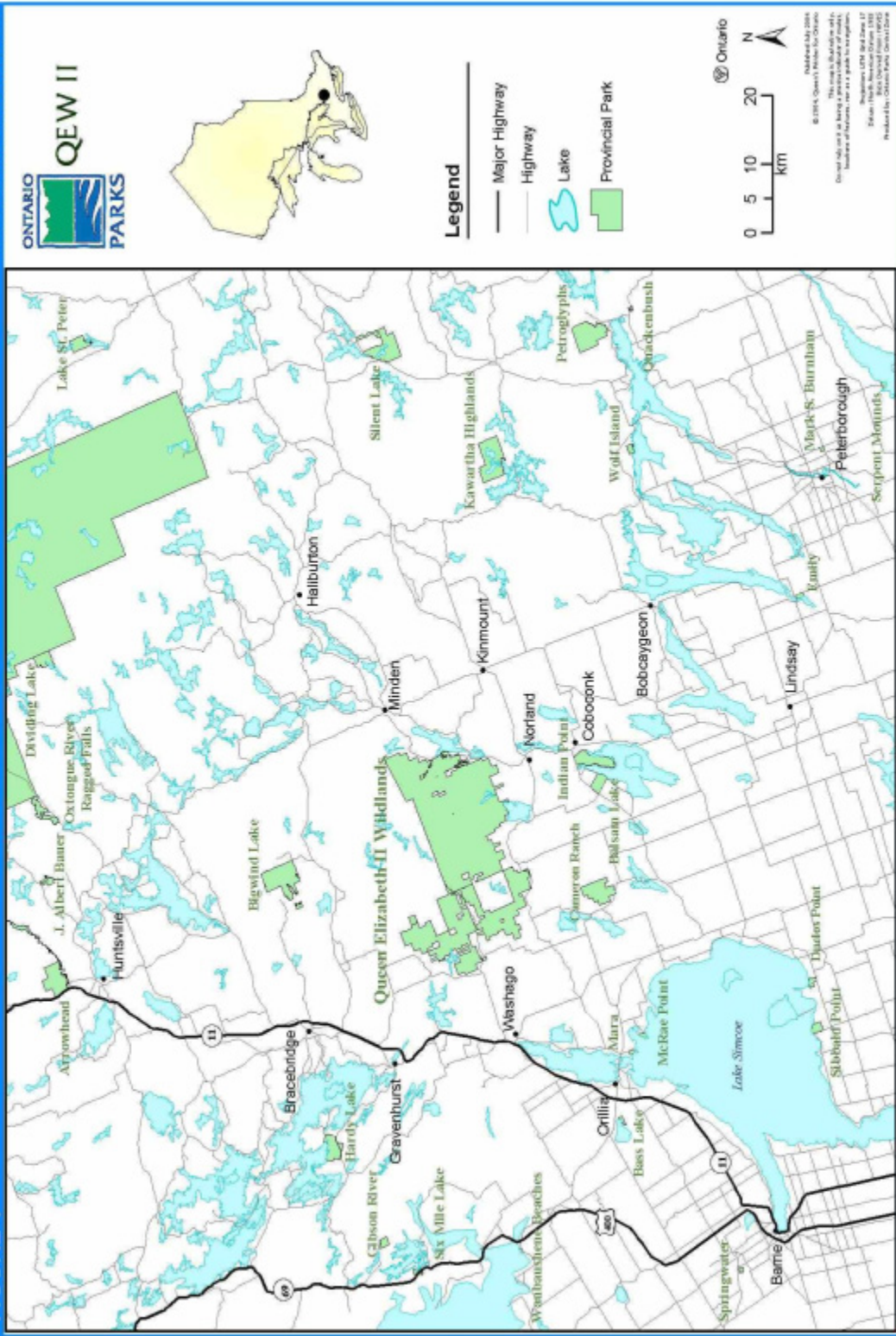
- Ensuring MNR Districts are represented on the planning team;
- Inviting local Aboriginal communities to be represented on the planning team;
- Consulting with other ministries during the planning process;
- Participation of the District Municipality of Muskoka, County of Haliburton, and the City of Kawartha Lakes; and
- Reviewing the *Crown Land Use Policy Atlas* and other relevant resource planning and management-related documents from various jurisdictions.

## **3.0 PLANNING TEAM & RESPONSIBILITIES**

The composition of the planning team is important to the success of the management planning process. The team is responsible for directing the preparation of the management plan and must ensure that the diversity of interests that exist at Queen Elizabeth II Wildlands Provincial Park are considered. Given the high degree of public interest in the site and the importance of the resources to be protected, an advisory committee will also be established to assist in ensuring that the full range of interests are reflected in the approved management plan.

The planning team will prepare, review and distribute all planning-related documents and notices during the management planning process. The team will have the responsibility to resolve issues and prescribe the management policies for the park. It will oversee the public consultation process associated with preparation of the plan, and will have due regard for the range of interests and concerns expressed. The planning team will respond to public inquiries, provide liaison with Ministry staff, and ensure all obligations under the *Environmental Assessment Act* are met.

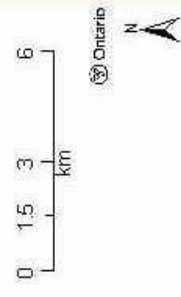
REGIONAL CONTEXT



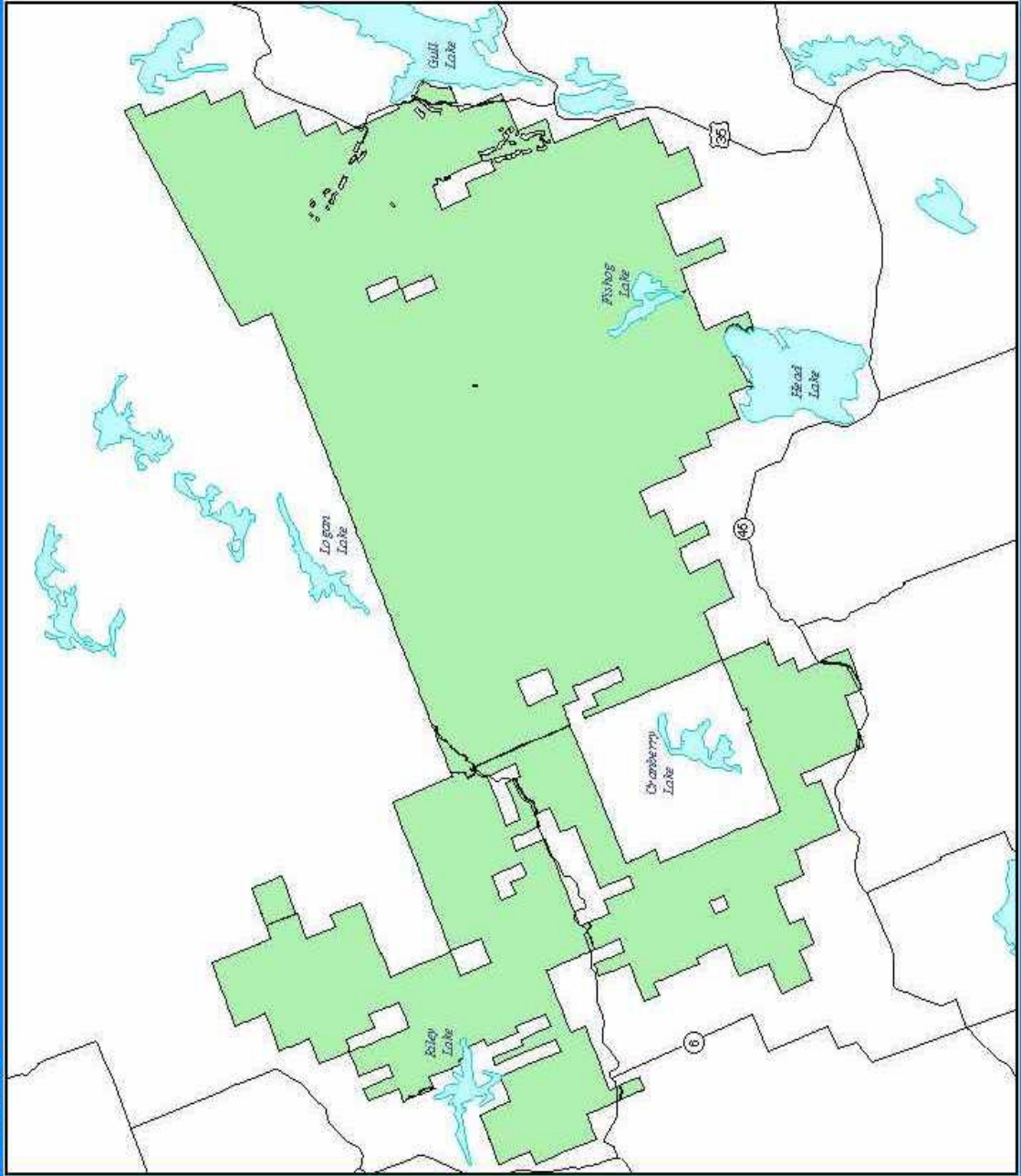
**PARK BOUNDARY**



- Legend**
- Highway
  - Lake
  - Provincial Park



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**FIGURE 2**

The planning team will consist of six individuals – a lead project planner from Ontario Parks, with supporting representatives from the Ministry of Natural Resources and municipal governments as follows:

- Hank van Luit, Zone Park Planner, Ontario Parks, Central Zone (Project Planner)
- Ministry of Natural Resources, Parry Sound District
- Ministry of Natural Resources, Bancroft District
- District of Muskoka
- County of Haliburton
- City of Kawartha Lakes

The advisory committee will be comprised of individuals with a range of interests and expertise related to parks, recreation, planning and natural resource management. The committee will support the efforts of the planning team by reviewing planning documents and making comments and recommendations at each stage of the process. The advisory committee's role is to ensure that the range of interests that exist at Queen Elizabeth II Wildlands are represented in the planning process and reflected in the final approved management plan.

Membership on the advisory committee will be determined during the terms of reference comment period. A more detailed description of how the committee will be selected, its responsibilities, operating procedures, etc. is found in Appendix 1.

All planning-related documents prepared by the planning team, with the exception of the background information report, will be reviewed and approved by the Managing Director of Ontario Parks before being released to the public (Figure 3). Planning and technical support will be provided by specialists from within and outside of the Ministry of Natural Resources as required on matters relating to Ministry policies, ecology, natural resource management, recreation, mapping, municipal interests, etc.

#### **4.0 MANAGEMENT PLANNING PROCESS & SCHEDULE**

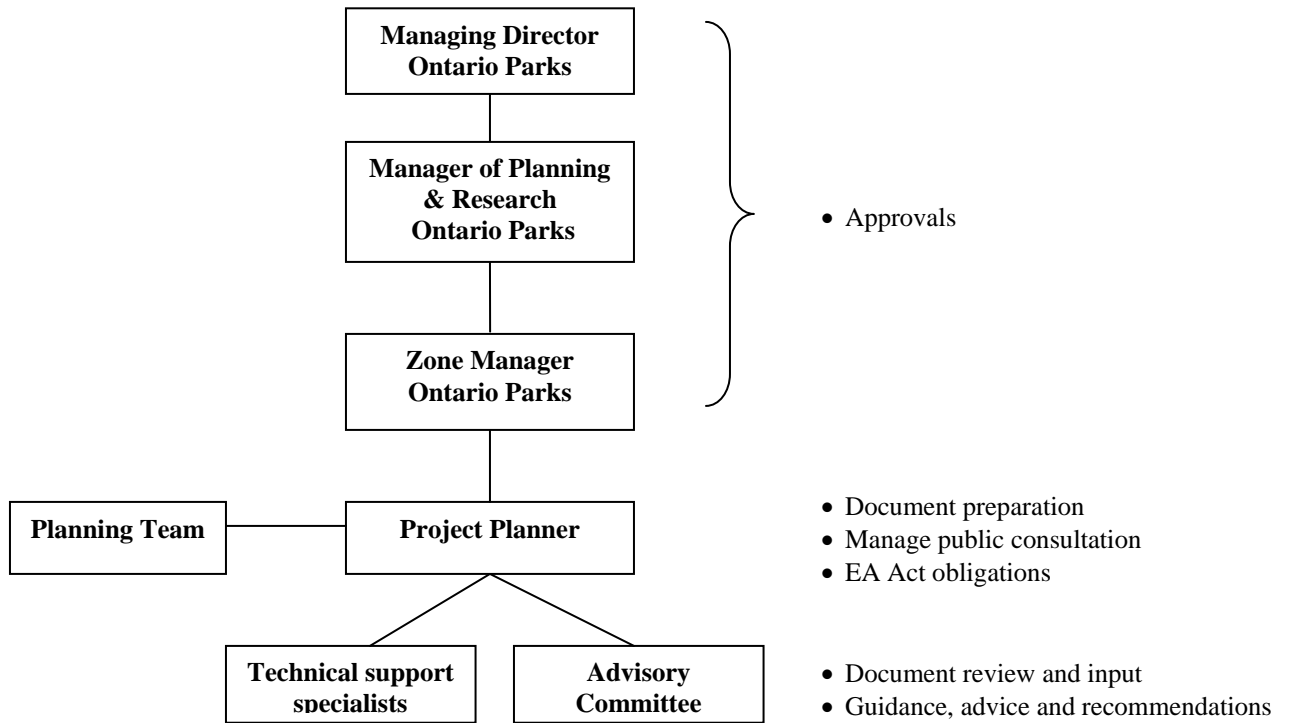
The park management planning process is outlined in the *Ontario Provincial Park Management Planning Manual* (1994). The manual details the topics to be addressed and required consultation at each stage in the plan preparation process. Each stage in the management planning process for Queen Elizabeth II Wildlands Provincial Park is summarized below and in Table 1.

##### **4.1 Stage 1 – Terms of Reference**

The terms of reference will be prepared by Ontario Parks in order to provide Ministry staff, First Nations, stakeholders and the general public with an outline of the process that will be used to produce a management plan for Queen Elizabeth II Wildlands Provincial Park. The document will establish the need to prepare a management plan, define the plan area, identify the planning team and their responsibilities, and describe the planning stages and consultation opportunities required to produce a management plan.

Once the terms of reference have been approved, an **Invitation to Participate** will be issued to announce the commencement of the planning process and give interested parties the opportunity to inspect the terms of reference.

**Figure 3: Planning Responsibilities and Approvals**



#### **4.2 Stage 2 – Background Information Report**

The purpose of this stage is to collect and compile background information to support the preparation of the management plan. The final product will document and describe the park and its regional context. Topics to be addressed in this report include earth and life science characteristics, recreation and cultural resources, existing development, access, adjacent land uses, tenure identification, market analysis, planning constraints, etc.

An **Opportunity to Review the Background Information Report** will be provided once the document has been compiled.

#### **4.3 Stage 3 – Issues and Plan Alternatives**

The issues and plan alternatives document serves as an intermediary step between the background information report and preliminary park management plan. Based on the information collected and public and First Nations input received up to this point in the planning process, any number of key issues may be defined. An 'issue' may arise due to differing perspectives on a particular aspect of the park and its management, or as a result of incomplete information. The resolution of issues is critical to developing a sound management plan that has broad public support. With this goal in mind, the planning team will develop a number of alternatives for each key issue that attempt to satisfy divergent interests to varying degrees. The alternatives developed and put

forward for public consideration will be evaluated according to their potential beneficial and negative impacts, consistency with policy, feasibility and cost.

At this stage, the public will be provided with an **Opportunity to Review the Issues and Plan Alternatives** document.

#### **4.4 Stage 4 – Preliminary Park Management Plan**

The preliminary park management plan will establish the policy framework and management direction for Queen Elizabeth II Wildlands Provincial Park. The plan will be prepared considering relevant provincial legislation, Ministry policies, background information collected and public input received. The preliminary plan will contain policy statements regarding the park's classification, goal, objectives, zoning, resource stewardship, operations, development, and implementation priorities. Sections summarizing the significant issues and consultation completed may also be included.

The preliminary plan will serve as the Ministry's preferred statement of management direction and policy for the park, and will be released for external review and comment through an **Opportunity to Review the Preliminary Park Management Plan**.

#### **4.5 Stage 5 – Approved Park Management Plan**

The feedback received on the preliminary park management plan will be used to prepare the park management plan that goes forward for final approval from the Managing Director of Ontario Parks. The content and structure of the final plan are essentially the same as for the preliminary plan.

Upon approval of the plan, Ontario Parks will issue a notice announcing a final **Opportunity to Inspect the Approved Park Management Plan**. This opportunity gives interested parties and First Nations the chance to determine if their concerns have been adequately considered through the planning process and to initiate an appeal regarding the plan's content where appropriate.

### **5.0 CONSULTATION & COMMUNICATION STRATEGIES**

As noted above, the consultation to be carried out will include opportunities at each stage of the planning process. Consultation efforts will be directed towards interested and affected parties, including recreational users, interest groups, local Aboriginal communities, adjacent landowners and businesses, municipal government and other provincial ministries. Each opportunity for public review will include, at a minimum, a 45-day period in which interested parties may submit additional information and comments to the planning team.

The following communications strategies will be used to ensure that the targeted groups are made aware of the opportunities to provide input during the management planning process:

#### **5.1 Notices**

Each stage in the planning and consultation process outlined in these terms of reference will be announced in newspapers that have regional circulation, which may include the Gravenhurst Banner, Orillia Packet and Times, Minden Times and Haliburton County Echo.

**Table 1: Summary of Queen Elizabeth II Wildlands Provincial Park Planning Process**

<b>Stage In Planning Process</b>	<b>Topics To Address</b>	<b>Products &amp; Proposed Schedule</b>	<b>Public Consultation &amp; Communications Strategies</b>
Terms of Reference	<ul style="list-style-type: none"> <li>• Planning area</li> <li>• Planning team &amp; responsibilities</li> <li>• Integration</li> <li>• Schedule &amp; budget</li> <li>• Public consultation</li> <li>• Advisory committee</li> </ul>	<p>Approved Terms of Reference</p> <p>Fall 2004</p>	<p>Invitation to Participate (45 days)</p> <ul style="list-style-type: none"> <li>• Media notice</li> <li>• Direct mailing</li> <li>• EBR policy proposal posting</li> <li>• Formation of advisory committee</li> </ul>
Background Information	<ul style="list-style-type: none"> <li>• Regional context</li> <li>• Resource characteristics</li> <li>• Adjacent land uses</li> <li>• Land tenure</li> <li>• Access</li> <li>• Existing development</li> <li>• Market analysis</li> <li>• Planning constraints</li> </ul>	<p>Background Information Report</p> <p>Winter 2004</p>	<p>Opportunity to Review Background Information Report (45 days)</p> <ul style="list-style-type: none"> <li>• Media notice</li> <li>• Direct mailing</li> <li>• EBR posting</li> <li>• Information Centre</li> </ul>
Issues and Plan Alternatives	<ul style="list-style-type: none"> <li>• Key management/policy issues</li> <li>• Alternative strategies for addressing key issues</li> </ul>	<p>Issues and Plan Alternatives</p> <p>Winter/Spring 2005</p>	<p>Opportunity to Review Issues and Plan Alternatives (45 days)</p> <ul style="list-style-type: none"> <li>• Media notice</li> <li>• Direct mailing</li> <li>• EBR posting</li> <li>• Information Centre</li> </ul>
Preliminary Park Management Plan	<ul style="list-style-type: none"> <li>• Classification, objectives, &amp; zoning</li> <li>• Draft resource stewardship, development &amp; operations policies</li> <li>• Implementation priorities</li> <li>• Summary of key issues</li> <li>• Summary of consultation</li> </ul>	<p>Preliminary Park Management Plan</p> <p>Summer/Fall 2005</p>	<p>Opportunity to Review Preliminary Park Management Plan (45 days)</p> <ul style="list-style-type: none"> <li>• Media notice</li> <li>• Direct Mailing</li> <li>• EBR posting</li> <li>• Information Centre</li> </ul>
Approved Park Management Plan	<ul style="list-style-type: none"> <li>• Public input incorporated</li> <li>• Classification, objectives, boundaries &amp; zoning</li> <li>• Resource stewardship, development &amp; operations policies</li> <li>• Implementation priorities</li> <li>• Summary of consultation</li> </ul>	<p>Approved Park Management Plan</p> <p>Winter 2006</p>	<p>Opportunity to Inspect Approved Park Management Plan (45 days)</p> <ul style="list-style-type: none"> <li>• Media notice</li> <li>• Direct Mailing</li> <li>• EBR Decision Notice</li> </ul>

## **5.2 Direct Mail**

Ontario Parks' policy directive PM 11.02.02 identifies a number of mandatory contacts who are to receive direct notification of participation opportunities and copies of publicly released documents. Adjacent landowners and those groups and individuals that have participated in the boundary regulation process for Queen Elizabeth II Wildlands Provincial Park will also receive all mailings. At their request, other groups and individuals will be added to this contact list as the management planning process progresses.

## **5.3 EBR Registry**

The preparation of a management plan for Queen Elizabeth II Wildlands Provincial Park will be posted on the *Environmental Bill of Rights* registry system as a policy proposal at the terms of reference stage. The posting will be updated at each subsequent stage of the planning process to reflect new information and identify opportunities for public involvement. A final policy decision notice will be posted upon approval of the park management plan. The registry is an important tool for ensuring that First Nations, interest groups, government agencies and the general public are aware of the current status of provincial policy proposals and associated opportunities for public input.

## **5.4 Information Centres**

An information centre will be held following the release of the background information report, issues and plan alternatives document, and preliminary park management plan. These one-day events will be hosted at appropriate locations in the region, and will provide interested parties with the chance to review the current planning document, view maps, and discuss issues with members of the planning team.

## **5.5 Advisory Committee**

Members of the advisory committee will have an important role to play in conveying information about the planning process, management issues, plan alternatives, etc. to the interests and/or organizations they represent.

## **5.6 Internal Distribution**

Information briefing notes will be used to advise senior officials within the Ministry of Natural Resources and the provincial government of major developments in the management planning process.

At a minimum, all notices, mailings and postings will identify the current stage in the planning process, opportunities and deadlines for providing input, and a contact person(s). Table 1 summarizes the public consultation opportunities and associated communications strategies for each stage of the management planning process.

## **6.0 BUDGET**

The Ministry of Natural Resources will allocate sufficient funds for the preparation of the Queen Elizabeth II Wildlands Provincial Park Management Plan.

## **APPENDIX 1**

### **Proposed Guidelines Queen Elizabeth II Wildlands Advisory Committee**

#### **Introduction**

Public and First Nation participation forms an integral part of the resource planning processes carried out by the Ontario Ministry of Natural Resources (MNR). For particularly complex resource management scenarios and high profile initiatives, an advisory committee may be established to assist Ministry staff. The use of an advisory committee helps to ensure that informed and broadly acceptable resource management decisions are made.

*Ontario's Living Legacy Land Use Strategy* was released in July 1999. Queen Elizabeth II Wildlands Provincial Park is a product of the expansion of the province's protected area system that has resulted from implementation of the strategy. Given the degree of public interest in the site and the importance of the resources to be protected, Ministerial direction was provided to establish an advisory committee for the management planning process.

The following guidelines describe how the advisory committee will be selected, and outlines its responsibilities and operating principles.

#### **Mandate**

The advisory committee (AC) is established to support the project planner in preparing the management plan for Queen Elizabeth II Wildlands Provincial Park through the review of planning documents and development of recommendations to the project planner that reflect the diversity of interests that exist.

#### **Committee Selection Process and Membership**

An AC Chair will be appointed by the Ministry of Natural Resources during the selection process.

The AC will be comprised of knowledgeable individuals, with a range of interests and expertise. Members will be selected to represent the diversity of interests that are found at Queen Elizabeth II Wildlands. These may include, but are not limited to:

- Local Aboriginal communities
- Local tourism/economic development
- Remote based tourism
- Hunting, fishing and trapping
- Cottage associations/permanent residents
- Conservation groups/users
- Snowmobiling
- Naturalists
- Backcountry hiking
- Canoeing and camping
- Archaeological/cultural
- Local municipal governments

Individuals interested in sitting on the AC will be required to submit a detailed account of their interests and experience through an application process. An initial letter will be distributed to a

wide range of stakeholders and local First Nations with a known interest in the park to announce the opportunity to submit an application, and provide background information on the mandate of the AC and the expectations of committee members. Advertisements may also be placed in local newspapers announcing the opportunity to apply. Final selection of members, including the Chair, will be made by the Ontario Parks Central Zone Manager. To allow the AC to function efficiently, membership will be limited to between 6 and 8 individuals plus the Chair.

The selection process for establishing the AC will begin once the terms of reference, including these proposed AC guidelines, for the Queen Elizabeth II Wildlands Provincial Park Management Plan have been approved. Membership is to be finalized during the 45-day public comment period associated with the release of the approved terms of reference.

Membership on the AC is on a volunteer basis. The committee is expected to operate until the completion of the management plan. This will require a time commitment over a 12 to 24 month period. Although more specific time frames and commitments will be determined once the committee is established, members must be available to meet up to 6 times a year. Email correspondence and conference calls may be used by the committee as deemed appropriate by the Chair.

Individuals selected to sit on the committee will be required to sign a charter which will outline member expectations and the principles by which the AC will operate. Where a committee member is unable to continue to participate on the AC, the Chair may request that the zone manager appoint a replacement. Committee members that, in the opinion of the Chair and the group, are found to hinder the ability of the AC to function effectively may be dismissed by the zone manager.

The zone manager may appoint a MNR staff member(s) to support the AC. He/she will serve as a resource person for the committee, providing guidance on Ministry policies and administrative procedures as required. The staff member(s) will not participate in AC decision making processes but will attend meetings and provide information as requested by the AC Chair.

## **Responsibilities**

The AC is established to support the planning team in preparing the management plan for Queen Elizabeth II Wildlands Provincial Park and to ensure that the full range of interests is reflected in the planning process. In general, this will include the review of planning documents and making recommendations at each stage. More specifically, duties of the AC will include, but not be limited to, the following:

- Hold an introductory meeting during the terms of reference stage to allow the planning team and committee members to become acquainted, and review expectations and responsibilities;
- Formulate and sign a charter based on these guidelines;
- Identify background information needs and provide comments on the background information report before it is submitted for approval;
- Identify key management issues and develop a number of options for their resolution to assist the project planner in producing the issues and plan alternatives document;

- Formulate policy recommendations based on the identified issues and alternatives to feed into the preparation of the preliminary park management plan; and
- Review the approved preliminary park management plan and make final recommendations for the preparation of the park management plan to be submitted for final approval.

To assist in developing informed recommendations, the AC will be provided with copies of all comments received by the project planner through the public consultation process.

The AC Chair is responsible for calling and leading all meetings. He/she will keep the group focused on the task at hand and will serve as the principal liaison with the project planner. All recommendations and correspondence developed by the committee will be submitted to the project planner through the Chair. The Chair, or committee member(s) in his/her absence, will be present at each information centre to be held during the management planning process to assist the planning team in presenting the latest information and responding to public queries.

The MNR resource person(s) will support the efforts of the AC by providing information on Ministry policies and procedures. This may include advice pertaining to natural resource management, the planning process, administrative protocol, etc. The resource person will not sit officially on the committee or participate in formulating recommendations.

The zone manager will have the authority to appoint replacements and dismiss committee members as necessary. He will provide a written response to all submissions made by the AC, including a rationale where recommendations made by the committee are not adopted.

### **Operating Principles**

The AC is intended to function as a team; to work together to identify issues, formulate options and put forward recommendations. For this to happen in an efficient manner the AC will adhere to certain basic principles as it works to fulfill its mandate.

#### Participation

Committee members are expected to:

- Attend all meetings and, arrive prepared and on time;
- Provide input to scheduled meetings in advance if unable to attend;
- Show respect for other members, demonstrate empathy and practice active listening;
- Focus on the issues, not personal feelings or positions;
- Participate in good faith and with the intention of producing a balanced and broadly accepted management plan;
- Support decisions reached by the group through due process, and communicate the AC's position (as opposed to personal positions) to the public and media if required; and
- Honour confidentiality (including the provisions of the *Freedom of Information and Privacy Act*).

Behaviour that limits the ability of the AC to function effectively, or that is otherwise deemed inappropriate by the Chair or committee members, may result in dismissal by the zone manager on the recommendation of the Chair.

## Decision Making

The AC will adopt a consensus-based approach to reaching decisions and developing recommendations. For the purposes of the committee, consensus is defined as *general agreement on a conclusion, or conversely, no substantial disagreement with a conclusion. The parties involved may not agree with every aspect of a course of action, but taken as a whole, a decision based on consensus satisfies the major interests and concerns of each party to the extent that they can collectively support it.*

Some of the guiding principles of consensus-based approaches include:

- Purpose-driven
- Self-design
- Flexibility
- Equal opportunity
- Respect for diverse interests
- Accountability
- Time-bound

Under the leadership of the Chair, the AC will work together to design a decision making process that fosters an atmosphere in which members can debate constructively, be creative and resolve their differences. Recommendations developed by the AC should be consistent with Ontario Parks' policies and other direction that the planning team may provide during the planning process. The committee should document the proceedings of all meetings in order to establish a record of discussion, issues raised, resolutions, etc.

All comments and recommendations developed by the AC are to be provided to the project planner in writing. In order to allow the management planning process to proceed in a timely manner, the project planner will provide the committee with deadlines for making submissions at each stage of the process. All correspondence submitted to the project planner will be accompanied by a supporting rationale, including a consideration of how recommendations relate to Ministry policies. Where consensus can not be reached, the Chair will provide a written report to the project planner outlining the existing positions on the unresolved issue(s) and recommendations for further action. The zone manager will provide a written response to all recommendations received from the AC.

## Financial

The AC is expected to exercise financial responsibility as it works to fulfill its mandate. Per diems will not be issued but some meeting expenses may be approved by the zone manager and be eligible for reimbursement in accordance with Ministry policy and procedures.

## **Conflict of Interest**

Although advisory committee members will be selected, in part, to represent a specific interest, group or association, in order to maintain credibility in the planning process and the functioning of the AC it will be imperative that significant conflict of interest situations be avoided. Constructive debate is of course anticipated, even desired, among the interests to be represented, but it would be counter-productive for members to be confined by personal interests.

For the purposes of the AC, a significant conflict of interest can be defined as *a situation in which a committee member's personal or business agenda, or organizational mandate, repeatedly interferes with the ability of the AC to function effectively in fulfilling assigned tasks.*

A conflict of interest may be identified by the Chair or any member of the AC. Committee members that consider they, or other member(s), may have a conflict of interest should bring the matter to the attention of the Chair as early as possible. The Chair will assess the significance and take action to ensure that the conflict does not disrupt the functioning of the AC. Depending on the circumstances, the Chair may discuss the issue with the individual and/or the group, ask that a committee member abstain from certain discussions and decisions, or recommend dismissal of the member(s) to the zone manager.