

Forestry Transition Team

Terms of Reference

1.0 Purpose

The Forestry Transition Team is tasked with informing recommendations to government on short-term and long-term solutions for Nova Scotia's forestry sector.

Areas of focus are:

- Providing advice on short-term interventions that can have the most effective impact for affected workers and businesses in the forestry sector.
- Provide advice on potential areas of investment including the \$50 million transition fund, announced by the Premier of Nova Scotia on December 20, 2019. This fund will be managed by the Forestry Innovation Transition Trust.
- Identify longer-term and innovative approaches to advance Nova Scotia toward the vision of a strong, sustainable, inclusive, diversified and innovative forestry sector, respected for its stewardship practices, and successfully delivering high value for lower ecological impact.
- Provide advice on advancing the forestry sector's strategic priorities on: 1) Innovation, Diversification and Entrepreneurship, 2) Workforce Development, 3) Woodlot owner leadership, 4) and Supply Chain Viability.

2.0 Responsibilities

Transition Team members shall:

- Perform their duties in a manner that maintains and enhances public confidence in the future of forestry in Nova Scotia.
- Disclose any real, perceived or potential conflict of interest.
- Not give, in the performance of official duties, preferential treatment to relatives or friends or to organizations in which relatives or friends have an interest, financial or otherwise.
- Be professional and courteous with other members and the general public.
- Respect and understand their relationship with the government.
- Strive to attend all scheduled meetings and advise in advance when unable to attend.
- Prepare for meetings by reading agendas, gathering relevant information in advance and reviewing any background information supplied.
- Actively participate in the discussion and decision-making process.
- Be open minded and allow for a variety of opinions to be heard.
- Maintain confidentiality when necessary.

The Chair shall:

- Facilitate the meeting by identifying the date/time for meetings, establishing agendas.
- Ensure active participation by all members.
- Provide regular reporting to the Premier and Executive Council on the Team's progress.

3.0 Media Relations

The work of the Transition Team is of interest to the forestry sector and the broader public. Media relations and other communications channels can help ensure audiences know about the team's work and its progress. It's important for the team to have an agreed upon, coordinated media relations approach.

The Chair, Kelliann Dean, will be the primary spokesperson. At the first transition team meeting, team members will also nominate a forestry sector representative as a spokesperson. Other members who are approached to talk to media should discuss the request with the Chair before responding, or they can refer calls to the Chair. The Chair will inform team members of media relations activities related to the team's work.

Confidentiality: Members will respect confidentiality and not share or disseminate confidential or embargoed information or materials, except when authorized by the transition team. This includes posting, sharing, or commenting on information or materials via social media.

4.0 Technical Experts

Under the direction of the Transition Team, the Department of Intergovernmental Affairs will retain experts to advise the Team on technical aspects of their work. This may include experts on wood markets and export diversification, forest ecology, resource supply modelling, forestry operations, regional economic development, renewable energy and alternative uses for wood.

5.0 Secretariat Support

The Transition Team will receive secretariat support from staff within the Nova Scotia Department of Intergovernmental Affairs and other departments as required. This will include retaining technical experts, as needed, general administrative, logistical and research support.

Meeting agendas will be made available in advance by the Chair.

6.0 Workplan

A workplan will be established to guide progress towards delivery of recommendations.

7.0 Accountability

The Transition Team reports to Executive Council through the Chair.

8.0 Membership and Term

Members of the transition team will include:

Member	Title	Organization
Kelliann Dean	Deputy Minister	Department of Intergovernmental Affairs
Julie Towers	Deputy Minister	Department of Lands and Forestry
Simon d'Entremont	Deputy Minister	Department of Energy and Mines
Ava Czapalay	A/ Deputy Minister	Department of Labour and Advanced Education
Don Bureaux	President	Nova Scotia Community College
Jeff Bishop	Executive Director	Forest Nova Scotia
Debbie Reeves	Chair	Large Private Non-Industrial Landowners of NS
Greg Watson	Manager	North Nova Forest Owners Co-op Ltd
Doug Ledwidge	President	Ledwidge Lumber

As the team moves forward with its work, individuals with further expertise may be engaged, as needed.

Term: Members are asked to participate for an extended term until June 30, 2021.

9.0 Frequency of Team Meetings

Meetings or teleconferences will be held on a bi-weekly basis and will be scheduled by the Chair.

Webinars and working group meetings may also be scheduled in between meetings.

10.0 Renumeration

Non-government members shall be reimbursed \$100.00 per meeting, plus expenses. Expenses for government representatives shall be reimbursed according to the Government Travel Policy.

11.0 Records retention

The Transition Team's records are subject to Nova Scotia's *Freedom of Information and Protection of Privacy Act*.