

Sustainable Forest Management Committee ground rules
September 16, 2009
Revision to meet requirement of new CSA standard

Background

The Forest Resource Advisory Committee (FRAC) was initiated in 1995, followed by the Canadian Standards Association – Sustainable Forest Management (CSA-SFM) public advisory committee in 2003. At the January 2004 CSA-SFM committee meeting the Company put forth a recommendation to join both committees and the first FRAC/CSA committee meeting was held in September 2004. The new joined committee was called the Forest Management Licence Area (FMLA) – FRAC. In June of 2009 the membership requested a separation of the two committees to allow members to focus their interests and time as desired. These ground rules are to guide a committee that will meet the requirement of the CSA Z809-08 standard and will be known as the Sustainable Forest Management Committee (SFM Committee). The mission of this committee will be “Ensuring the CSA Standard”.

Purpose

The purpose of this committee is to allow interested parties to have the opportunity to work with the company to:

- identify and select values, objectives, indicators and targets based on SFM elements and other issues of relevance to the Defined Forest Area (DFA);
- develop one or more possible strategies;
- assess and select one or more strategies;
- review the SFM plan, design monitoring programs, evaluate results, and recommend improvements;
- discuss and resolve any issues relevant to SFM in the DFA.

Values, objectives, indicators and targets must be consistent with government legislation, regulations and policies.

Sustainable Forest Management Committee meetings will not replace Company community consultation or one-on-one meetings that may occur.

Objectives

The operating ground rules will provide a framework to allow committee members to participate in open, fair and orderly discussions. The operating ground rules will attempt to ensure efficiency, simplicity and clarity to foster a smooth process with a clear understanding of potential outcomes and expectations.

Goals

The goal of the committee will be the review/recommendations of forest management activities and the monitoring and updating of the CSA-SFM plan with participation from a broad range of interested parties through the membership.

Frequency

The committee will meet at least three times a year, usually in The Pas. Meetings may be held in other communities located on the FML Area. Opportunity for at least one field trip per year will be organized and arranged by the Company if the membership requests.

Membership

Membership is open to the general public and organizations. Organizations who have participated in the past include towns, municipalities, non-timber resource users, First Nations, Métis, education, environmental organizations, educational organizations, mining and transportation industry, woodland contractors/workers, Company staff, quota holders, interested parties from the public at large, the Manitoba government, and the Canadian government

Aboriginal Participation

It is acknowledged that “Aboriginal participation in the public participation process is without prejudice to Aboriginal title and rights or treaty rights”.

Communication

Agendas and meeting minutes will be prepared by the Company for each meeting. The Company will distribute this material to members of the committee, to the executive of the organizations represented on the committee and as requested to other interested members of the public. Also the Company may publish (from time to time) a newsletter outlining committee meeting topics and current forest management activities that may be of interest to the general public.

The Company will communicate with the general public on a regular basis that any interested parties are welcome to join the committee.

Resources

Committee members traveling to attend meetings will be reimbursed for reasonable expenses (mileage (rate set by Company) and meals/accommodations (receipts required)).

The Company will arrange and provide meeting facilities.

Some areas of discussion may require the assistance of outside experts or resource persons. As these areas become apparent, the Company will arrange to have these individuals present at a subsequent meeting.

If a facilitator is required from time-to-time the Company will make the arrangements.

Roles and Responsibilities

1. To provide an opportunity for the Company to learn about interests, values and concerns of Committee members as they pertain to forest management activities across the FML Area.
2. To allow committee members to contribute and comment on Company forest management plans, operating procedures and environmental practices.
3. To allow Committee members to assist with monitoring the CSA-SFM plan and evaluate results and recommend improvements.
4. The chairperson will be a member of the committee and may be selected by the committee, or be a facilitator arranged by the Company. The term of office is one year. Duties will include the following:

- Take requests for agenda items and field trips
- Set the agenda, meeting dates and places with the assistance of Tolko staff
- Solicit members for input regarding agenda items during the meetings
- Conduct the meetings according to schedule
- Edit meeting minutes

If the chairman is not Tolko staff, the company will

- Make arrangements for the meetings: book meeting room, meals, speakers, field trip, audio-visual aids and accommodations as required
- Mail out invitation and agenda for meetings

- Proofread meeting minutes
- Mail out minutes from meetings
- Confirm attendance

Committee members will note their primary reason for involvement and their links to the Company or any other concerned organization.

Committee members may be asked to form a sub-committee as required. Each sub-committee will have a spokesperson who will be responsible to report back to the main committee. The operating ground rules will apply to sub-committees.

Members Conduct

Members are expected to:

- Prepare for meetings
- Solicit information from the interest group they represent and keep said group apprised of information discussed at meetings
- Voice opinions in a concise manner. Avoid redundancy.
- Listen to speakers. Be courteous. No side conversations.
- Limit their commentary on individual agenda items to five (5) minutes. If require more time, request time for future meeting or petition the committee for continuance of discussion.
- Wait for recognition by the Chair before speaking
- Be respectful of others.
- Be cooperative, not confrontational.
- Respect the decision of the committee.

Decision-Making Process

Participants will aim to reach decisions on the basis of consensus. Consensus is defined as substantial agreement reached by concerned interests. Consensus includes an attempt to remove all objections and implies that although participants may not agree with all aspects of the agreement, but they are willing to accept the total package.

In negotiating to reach consensus, committee members agree to:

- Negotiate in good faith.
- State concerns openly and directly and as interests rather than positions. (Interests are defined as the needs, wants, fears, and concerns that are connected to an issue. A position is defined as a predetermined solution to a problem without consideration of the interests of others).
- Listen carefully, ask questions and educate themselves regarding the interest of others.
- Share relevant information freely.
- When consensus is reached, a written record of the agreement will be recorded in the meeting minutes.

- If consensus is not achieved, the chair person/facilitator will assist the participants in resolving their differences through the application of interest-based negotiation procedures. If consensus is still not achieved, the participants will agree to disagree and the options defined in the negotiation process as well as the underlying reason for dissent will be recorded in the meeting summary. The company will consider all options and provide a written explanation for decisions taken where consensus was not achieved or where it could not comply with the recommendations.
- Final authority to implement decisions of the committee must rest with the company. The committee will bring forward recommendations and if the company is unable to follow part or all of the recommendation it will reply with the reasons for the decision at the next meeting, and the reasons and decision will be recorded in the minutes.

Changes to the Process

The Operating Ground Rules may be changed at any time in accordance with the decision making process described in this document. However, at minimum they will be review with the committee every two years.

Additional Participation

Interested groups or individuals not associated with the committee may make presentations or take part in discussions if desired. Individuals or groups wishing to make a formal presentation to the committee will be required to notify the Chair or one of the committee members in advance to indicate that they wish to make a presentation to the committee.

Access to information

Meeting minutes, links to the CSA standard, relevant documents will be made available to members through the www.tolkomanitoba.com website. Members without access to computers or the internet may request hard copy from the company. Information from individuals or organizations for the committee should be distributed through the chair.

Participants satisfaction

An annual satisfaction survey will be conducted by the chair with results reported to the committee at the next meeting.