

Sustainable Forest Management Committee - Ground Rules

May 9, 2019

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 License Area (FMLA) – FRAC. In June of 2009 the membership requested a change of the committee name from the FRAC to the SFMC. These ground rules are to guide a committee that will meet the requirement of the CSA Z809 standard and will be known as the Sustainable Forest Management Committee (SFM Committee). The mission of this committee will be “Ensuring the CSA Standard”.

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 to enhance local knowledge of SFM and other forest values and interests, the review and recommendation of forest management activities and the monitoring and maintenance of the CSA-SFM plan with participation from a broad range of interested parties through the membership. Sustainable Forest Management Committee meetings will not replace the Forest Management License requirement of the Company to host public Community meetings to solicit feedback or one-on-one meetings that may occur.

SFM Plan maintenance

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

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.

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.

Removal of A Committee Member

Continued membership – in the instance where the committee finds it necessary to contemplate the removal of a member from the committee for violation of the Ground Rules, the Chair will facilitate a discussion or call for a motion of the committee to review whether the member is in violation of the Ground Rules. The Chair will call for a vote of the committee and the committee shall decide on the continued participation of a member in this committee. A letter will be issued on the removal of the committee member and the reason for the removal shall be required. Letter expressing the decision of the committee signed by the chair person would be deliver to the company and individual. (misconduct section)

Indigenous Participation

It is acknowledged that Indigenous 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 and the Chair 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.

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

Resources

Members from within the Forest Management unit whose travel costs are not already borne by their employer, will be reimbursed for reasonable expenses (mileage (rate set by Company) and meals/accommodations (receipts required)).

Members from outside the Forest Management unit whose travel costs are not already borne by their employer will, with prior approval from the Company, be reimbursed for reasonable expenses (mileage (rate set by Company) and meals/accommodations (receipts required)).

The Company will arrange and provide meeting facilities. Add electronic or technology-based methods for participation.

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 Chair 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, but maybe extended upon committee approval. Duties will include the following:
 - Take requests for agenda items and field trips
 - Set the agenda, meeting dates and places with the assistance of Company staff
 - Solicit members for input regarding agenda items during the meetings
 - Conduct the meetings according to schedule
 - Edit meeting minutes

The company will

- Make arrangements for the meetings: book meeting room, meals, speakers, field trip, audio-visual aids and accommodations as required
- Distribute invitation and agenda for meetings
- Proofread meeting minutes
- Distribute 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/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 reviewed 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 agenda, Committee Ground rules, links to the CSA standard, relevant documents will be made available to members through the www.canadiankraftpaper.com website, minutes will be distributed to committee members. 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.