



BASIC OPERATING RULES OF **THE SUSTAINABLE FOREST MANAGEMENT COMMITTEE**

February 20, 2020

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 Organization put forth a recommendation to join both committees. 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 Sustainable Forest Management Committee (SFM Committee).

Objectives

The Basic Operating Rules are to guide the SFM committee that will meet the requirement of the CSA Z809 standard. The mission of the committee will be to ensure the CSA Standard. The Basic Operating Rules will provide a framework to allow committee members to participate in open, fair and orderly discussions. The Basic Operating 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.

One purpose of this committee is to allow interested parties to have the opportunity to work with the Organization 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, assess and select one or more possible strategies for achieving targets;
- review the SFM plan
- design monitoring programs, evaluate results, and recommend improvements;
- discuss any issues relevant to SFM in the DFA
- 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 DFA. Opportunity for at least one field trip per year will be organized and arranged by the Organization.



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, environmental organizations, educational organizations, mining and transportation industry, employees and contractors working for the Organization, quota holders, interested parties from the public at large, the Government of Manitoba, and the Government of Canada..

Removal of A Committee Member

If the committee finds it necessary to consider removing a member in violation of the Basic Operating Rules the Chair will facilitate a discussion or call for a motion for a committee review. The Chair will call for a vote of the committee to decide on the continued participation of the member. A letter will be issued expressing the decision of the committee to remove the member and the reason for the removal. The letter will be signed by the Chair and delivered to the Organization and individual (See “Members Conduct” 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 Organization and the Chair for each meeting. The Organization will distribute this material to members of the committee, to the executive of each represented organization on the committee and as requested by other interested members of the public.

The Organization 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 DFA will be reimbursed for reasonable expenses. Members traveling from outside of the DFA will require prior approval from the Organization for reimbursement of reasonable expenses. Mileage rates will be set by the Organization. Meals and accommodation receipts will be required for reimbursement. Reimbursement of expenses will not be granted to anyone whose travel costs are already borne by their employer.

The Organization will arrange and provide meeting facilities. Any electronic or technology-based methods required for participation will also be provided by the Organization.

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

If the occasion arises that a facilitator is required, the Organization will make the arrangements.



Roles and Responsibilities

1. To provide an opportunity for the Organization to learn about the 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 the Organization's 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 Organization. The term of office is one year, but may be extended upon committee approval. Chair duties will include the following:
 - Take requests for agenda items and field trips
 - Set the agenda, meeting dates and places with the assistance of the Organization
 - Solicit members for input regarding agenda items during the meetings
 - Conduct the meetings according to schedule
 - Edit meeting minutes
5. The Organization will
 - Make arrangements for the meetings: book meeting room, meals, speakers, field trip, audio-visual aids and accommodations as required
 - Distribute invitations and agendas for meetings
 - Proofread meeting minutes
 - Distribute minutes from meetings
 - Confirm attendance
6. Committee members will note their primary reason for involvement and their links to the Organization or any other concerned organization.
7. 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 Basic Operating Rules will apply to sub-committees.

Committee Member 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 more time is required, request time for a 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, 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 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 Organization 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 Organization. The committee will bring forward recommendations and if the Organization 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 Basic Operating Rules may be changed at any time in accordance with the decision making process. However, at a minimum, they will be reviewed by 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 agendas, the Basic Operating Rules, and other relevant documents will be made available to members through the Organization and at Committee meetings as required. Meeting minutes will be distributed to committee members via e-mail. Members may request hard copies from the Organization. Information from individuals or organizations for the committee should be distributed through the Chair or the Organization. Committee members may contact the Organization to learn how to access the CSA Standard.

Participant Satisfaction

At a minimum, an annual satisfaction survey of the Committee will be conducted by the Organization with results reported to the committee at the next meeting.