

FOREST PRACTICES COMMITTEE

TERMS OF REFERENCE

May 2006

To be reviewed every five years – Next review May 2011

Authorization/Leadership

- Manitoba Conservation is the authority regarding the content and publication of each forest practices guidebook.
- The Forestry Branch is responsible for leading the development of forest practices guidebooks and assigning a chairperson and secretariat to serve on the Forest Practices Committee (FPC).

Objectives/Scope

- Forest practices guidebooks will be developed for resource managers to plan, conduct, mitigate and/or assess forestry operations.
- These documents will be available to the public to promote a greater understanding of forest practices.

Forest Practices Group Participation

- Manitoba Conservation has initiated an integrated, consensus-seeking approach to developing provincial forest practices guidebooks. Standing invitations have been extended for one regular member from each Manitoba Conservation branch, each regional forester and one regular member each from Manitoba Water Stewardship Fisheries and Water Quality branches. Standing invitations have been extended for one forest industry member from Tembec Inc., LP Canada Ltd., Tolko Industries Ltd. and the Forest Industry Association of Manitoba (FIAM) representing quota holders. A standing invitation has also been extended to the Department of Fisheries and Oceans.
- Standing representatives should make every effort to attend each meeting or secure an alternate and inform him/her of the status of discussions and provide background information.
- Requests for other representatives or specialists to attend FPC meetings should be communicated to the FPC chairperson.
- Meetings will be held approximately every two months and will be held throughout the province. The FPC chairperson will notify the regional director when meetings are scheduled in his/her region. Each FPC representative will also invite his/her regional counterpart and provide background information.

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 attempts 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 considering the interests of others)
- listen carefully, ask questions and educate themselves regarding the interest of others
- share relevant information freely

If consensus is not achieved, the chairperson 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 record of consensus will be the updated guidebook.

Developing Forest Practices Guidebooks

- All guidelines related to a forest practice will be reviewed and consolidated into one forest practices guidebook.
- Guidelines will be based on current science, expert opinion, technology and/or experience and should be measurable, practical, attainable and flexible for application in different forest conditions.
- The guidelines contained within each forest practices guidebook will balance economic, social and environmental concerns.
- Forestry Branch representatives will take notes at each meeting and prepare draft forest practices guidebooks.
- New information will be presented, developed and entered at FPC meetings.
- Sub-committees may be formed and specifically assigned the task of investigating topics, acquiring information and presenting to the FPC.

Forest Practices Committee Review

- Draft forest practices guidebooks and meeting agendas will be provided to FPC representatives three weeks prior to upcoming meetings.
- FPC representatives are expected to provide draft copies of guidebooks for others within their own organization to review. FPC representatives will provide feedback to the committee at the next meeting.
- Occasionally a small team of FPC representatives will be asked to recommend editorial changes to draft guidebooks.
- Requests to communicate part or all of a draft guidebook under development to other agencies should be directed to the FPC chairperson. The FPC prefers that guidebooks not be released prior to final approval. The approval of the Director of Forestry will be required before a part or all of a draft guidebook under development is shared with other agencies.

Manitoba Conservation Review

- The FPC will submit a draft forest practices guidebook to the Director of Forestry to initiate a formal review through the Manitoba Conservation Integrated Directors' Group (IDG). A peer review may also occur if the FPC feels it is required.
- Comments received from the IDG will be reviewed by the FPC and appropriate revisions made.
- Amended forest practices guidebooks will be presented to the Director of Forestry to obtain Manitoba Conservation approval.
- Once final Manitoba Conservation approval has been received the draft forest practices guidebooks will be put on the Manitoba Conservation Forestry Branch website for a 60-day public review.
- Draft Forest Practices guidebooks will receive a "professional review" by Communications Services Manitoba for editorial, format and illustrations prior to publication.

Existing Forestry Guidebooks

- It has been proposed that all guidebooks be maintained on the Forestry Branch website and that

- printed guidebooks from that website be considered "uncontrolled documents".
- Requests for changes to existing guidebooks should be submitted to the FPC chairperson and will be communicated to the FPC. The preferred format and timing for dealing with proposed changes will be at an annual review of existing forest practices guidebooks by the FPC.
 - New forest practices guidebooks have a "Valid until" date on them, usually two to five years from the date of publication. These guidelines will be open for a formal review before moving forward to the next version.

Definitions

Policy: A deliberately chosen course of action. Policy in this document refers to governing principles, corresponding procedures and standards of the provincial government.

Guideline: Alternative procedures or standards that can be applied to satisfy the principle upon which the guidelines are based. Specific guidelines are enforceable when identified on work permits.

Procedures: A step or series of steps taken to put into practice a policy or guideline.

Standards: Descriptions of targets or goals used to measure the success of procedures. They may be general or specific.

Guidebook: A collection of policies, guidelines, procedures and standards related to a specific forest practice.

Forest Practices: Activities conducted during all stages of forest management. Examples are surveys, harvesting, road construction and silviculture.