

# NORTH COAST LRMP GROUND RULES

## 1. CODE OF CONDUCT

Participants in the North Coast LRMP will:

- Listen attentively;
- Speak in a clear and concise manner;
- Avoid use of acronyms and technical jargon;
- Treat others with courtesy and respect;
- Commit to resolving issues at the Table and agree not to circumvent or undermine the work of the Table;
- Come to meetings prepared and ready to engage in productive discussion;
- Share information related to issues being discussed;
- State concerns openly and directly;
- State views as interests rather than positions;
- Seek to gain a better understanding of the perspectives of others;
- Take individual responsibility to address the interests of others – even when they are perceived to be conflicting or competing with their own interests;
- Negotiate in good faith;
- Work co-operatively to achieve consensus on issues being addressed;
- Respect decisions that have been reached and agreed to at the Table; and
- Be accountable to members of their sector, other Table members and the general public.

Table members are collectively responsible for monitoring compliance with the code of conduct. The Process Chair will provide leadership and support to Table members.

## 2. DECISION MAKING: BUILDING CONSENSUS

There are generally three types of agreements that are developed within LRMP processes; process and procedural agreements, working agreements and agreement on the recommended LRMP.

### 2.1 Process and Procedural Agreements

- Process and procedural agreements include decisions on issues related to the day-to-day functions of the LRMP Table such as scheduling meeting dates, agenda management, and establishing Table priorities;
- The Process Team is responsible for routine procedural matters such as process logistics and distribution of meeting materials;

- Consensus will be sought on significant process issues such as changes to Table ground rules and setting meeting dates. In the interest of expediency, where consensus cannot be reached the Process Team will make a decision on how to move forward on process and procedural issues.

## **2.2 Working Agreements**

As the Table moves through the process, it will craft a series of “working agreements” that address specific topics or issues.

Consensus will be sought on working agreements as they are developed. Once the Table has accepted a working agreement, it will be integrated into a draft LRMP package.

When accepting a working agreement, it is understood that specific issues may/will be revisited once a draft package has been developed. For example, final acceptance of zoning in one area may depend on the type of zoning that is developed elsewhere in the plan.

When developing working agreements, a Table Member may choose to formally “stand aside” and allow others to reach consensus on a working agreement. In such circumstances that Table Member will be asked to clarify their unmet interests in relation to the working agreement and is responsible for raising those interests later in negotiations if required.

## **2.3 Recommended LRMP**

The Table will seek to reach consensus on the recommended LRMP. Where agreement cannot be reached, the procedures in Section 3 will apply.

## **2.4 Sector Ratification**

Before consensus is reached on the final plan recommendations, it is understood that some participants will have to take the agreement back to their sectors for ratification.

## **2.5 Confirming Consensus**

In order to determine if the Table has reached consensus the Process Chair will:

- Repeat the agreement and verify that it is acceptable; and
- Request that a written record of the agreement be recorded in the meeting summary.

## **3. REACHING AGREEMENT**

The Table will use interest-based negotiation techniques to resolve issues. If an issue cannot be resolved at the main Table, a small ad hoc working group may be formed to discuss the issue in more detail and bring its recommendations back to the main Table for endorsement.

If no agreement is reached the Process Chair may recommend deferring further discussions until a specific date to allow more analysis or further negotiation. In such cases, unmet interests related to the issue will be recorded for clarification and transparency when the discussion is reopened.

Should one or very few participants be in a position to prevent an agreement from being reached, they shall have the responsibility to either show why they are opposed and would be so differentially impacted that they must continue to prevent a consensus. If they are unable to demonstrate this impact, they will be expected to abstain from opposing, or lend support to the consensus. A consensus can include abstentions.

Where the resolution process fails to provide agreement on the topic or product, then the Table will be asked to ratify the areas of agreement and disagreement at the Table. The areas of disagreement, including alternative products, will be used by government at the end of the process to determine a final outcome.

If the Table ratifies a recommendation or package of recommendations at a meeting at which a sector or its representatives were not in attendance, then the recommendations will only be revisited at subsequent meetings if the Process Team agrees that circumstances surrounding lack of attendance warrant revisiting the recommendation(s).

## **4. TABLE MEMBERSHIP**

### **4.1 Maintaining a Balance of Representation**

Should a gap in representation develop due to the departure of the Table member who is a sector representative, the Process Team will:

- Contact sector members to clarify the reasons for the departure and facilitate return or replacement of the Table member;
- If the Table member or alternate for a sector cannot return to the Table, the Process Team will work with the sector to find an alternate solution. One option will be to recommend to the Table that a new Table sector representative be appointed to fill the gap. The recommendation to appoint a new Table member will be made after considering the effect the gap would have on Table balance and credibility, as well as the effect that a new person might have on the progress of the Table. In general, it is more difficult to bring a new member to the Table later in the process.

In the event that Table members or alternates are replaced, incoming individuals will be required to:

- Abide by the Ground Rules;
- Become familiar with past work completed by the Table;
- Accept agreements previously made by the Table.

### **4.2 Applications for Membership During the Planning Process**

Groups or individuals wishing to become involved in the LRMP after the Table has been established will be requested to work with the Process Team to identify a way to bring their interests to the Table through an existing Table member.

In the event that this approach is not satisfactory, the Process Team will report to the Table to clarify issues and discuss available options. Adding a new sector category requires an amendment of the Terms of Reference by the MSRM.

### **4.3 Alternates**

Each primary Table member will designate a regular alternate for times when he or she is unable to attend meetings. Alternates are responsible for staying up to date with the discussions taking place at the table.

Alternates agree to abide by the Terms of Reference and Ground Rules and accept agreements previously made by the Table. Alternates have full authority and responsibilities of Table Members while they are acting for that Member.

#### **4.4 Adherence to Ground Rules and Terms of Reference**

Where Table Members, Alternates or working group members are not able or willing to adhere to the Ground Rules, the Process Team will discuss the reasons for their inability to adhere with them.

If a Table Member, alternate or designated working group participant fails to attend meetings on a regular basis (more than two consecutive meetings) or consistently fails to abide by the Ground Rules, the Process Chair or Process Manager will advise that person of the concern. If the situation continues the individual's membership may be suspended.

#### **4.5 Sectoral Organization**

In the event that the Minister or the Co-Chairs determine that a Sector is not properly established or is not or functioning in an effective, accountable manner, the Minister may appoint a Sectoral Convenor for that Sector.

A Sectoral Convenor shall be accountable to the Minister for the organisation and ongoing management of their sector in a manner that will result in effective, efficient, constructive, informed, and accountable participation in the North Coast LRMP.

Where a Sectoral Convenor, is appointed, the Sectoral Convenor shall provide a report to the Minister that clearly identifies and/or recommends:

- a) Which organizations are participating in that Sector;
- b) How that sector will make decisions internally and ensure accountability;
- c) How that sector will deal with subsequent requests for participation in that Sector;
- d) The Sectoral Spokesperson/Alternate who will sit at the North Coast Table<sup>1</sup>; and
- e) How sectoral accountability relative to the process and outcome will be ensured.

It is not the intention that the Sectoral Convenor appointed by the Minister be the Sector Spokesperson or Alternate unless subsequent to the appointment the Sector decides that this would be appropriate.

#### **4.6 General Public Participation, Observers and Invited Guests**

- All meetings of the Table shall be advertised in advance;
- Members of the public may participate in meetings as observers;
- The agenda for each meeting of the Table shall provide for 30 minutes, generally at the end of the meeting, where any member of the public may address the Table;
- Prior notification is required if a member of the public wants to address the Table during the open period. Time allotment is at the discretion of the Chair to those public members providing prior notification of intention to address the Table. If more than one member of the public wishes to address the Table during this period, such time allotments will be provided in an equitable manner;

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<sup>1</sup> It is not intended that the Sectoral Convenor appointed by the Minister be the Sector Spokesperson or Alternate.

- Prior to consensus on the LRMP document being formalised and submission of the document to government, local open houses will be arranged. Where necessary, other local open houses will be arranged periodically to provide an opportunity for ongoing input;
- Copies of meeting notices, meeting agendas and meeting summaries and other information provided to members shall be routinely placed on an internet web site for the LRMP for distribution to members and an the public;
- Observers will be given an opportunity to ask questions or make comments at designated times during each meeting. Guests may be invited to make presentations to the Table on specific topics. Requests for guest presentations will be made through the Process Manager.

## **5. WORKING GROUPS**

To expedite the completion of work identified by the Table, specific tasks, or discussions may be undertaken between Table meetings by working groups.

- Working groups will abide by this Terms of Reference and Ground Rules;
- Working groups will be assigned specific tasks and have defined membership;
- Working groups will be chaired by a member of the Process Team or Government Technical Team;
- Working groups should keep records of their discussions and achievements work by consensus and prepare recommendations and options to assist the Table to reach agreement on an issue or issues;
- All working groups will report back to the Table and all working groups recommendations require endorsement from the Table to be included in working agreements or the recommended LRMP;
- On advice from the Table, the Process Manager may negotiate the provision of additional information services and advice from the CIT, with the CIT Management Committee;
- Any government staff appointed to facilitate a meeting cannot also represent government's views on an issue.

## **6. MEETING PROCEDURES**

Table meetings will be open to all members of the public. However, the Table reserves the right to restrict access to anyone who deliberately disrupts the work of the Table.

### **6.1 Meeting Times and Locations**

In scheduling meetings, the Table will:

- Consider the work that must be completed;
- Start and finish meetings on time;
- Maintain a balance between LRMP time commitments and personal commitments;
- Respect travel requirements of participants;
- Respect seasonal availability of participants.

## **6.2 Meeting Summaries and Agendas**

The Process Team will be responsible for preparing meeting summaries and agendas. Meeting summaries will describe the issues discussed, key points raised during discussions, agreements reached, and any action items. Where Table members express significant dissent regarding a proposed agreement, that dissent will be recorded.

At the close of the meetings, agenda items for the next meeting will be summarized including major topics of discussion and decisions expected at the next meeting.

The first item of business at each meeting shall be a review and approval of the draft agenda. The second item of business at each meeting shall be a review and approval of the draft meeting summary prepared for the previous meeting.

The Process Manager will distribute meeting summaries and agendas within three weeks after Table meetings. Distribution will be by e-mail, fax or mail to Table members and alternates. Minutes will also be posted on the LRMP web site.

## **6.3 Participant Assistance**

MSRM will cover the normal Table or working group meeting participation costs of up to two sector members, in accordance with government's participant funding guidelines. See Participant Assistance Procedures for further information.

Attendance at a Table meeting by other members of a sector will occur at the expense of that sector.

MSRM will consider covering reasonable costs incurred by a sector related to organization and distribution of information, administration costs, and costs of in-sector meetings directly associated with its work on the LRMP. Requests to cover such costs must be provided in advance to the Process Manager for prior approval.

MSRM reserves the right to refuse reimbursement of participant costs where the claimant has been absent from the meetings for which they are seeking reimbursement. Where a dispute arises, the record of meeting attendance will be used by the Process Manager as the basis for a decision.

## **7. MEDIA AND PUBLIC COMMUNICATION**

The Process Manager will be responsible for formal LRMP Table communications including: information updates, open houses, and posting information on the World Wide Web.

Table members will ensure that their representations to the media are respectful of others and are supportive of the process. Table members will describe their points of view as interests rather than positions and will not discuss, criticize or discredit the views of other participants in the process.

The Process Manager will be the government contact for all media inquiries.

Table meetings are open to the media on request but may be held in-camera if decided by the Table.

### NORTH COAST LRMP TABLE MEMBERSHIP

Sector/ Gov't/ Agency	Organization(s)	Table Member	Alternate
Community Econ. Development			
Conservation/ Environment			
Federal Gov't			
Fish and Wildlife Habitat			
Gitga'at			
Haisla			
Kitkatla			
Labour			
Lax KwAlaams			
Local Government			
Local Government			
Local Government			
Local Government			
Major Forest Companies			
Metlakatla			
Mining/ Exploration			
Nisga'a			
Prov Gov't			
Recreation			
Small Business Forestry			
Tourism			