

Appendix B:

Southern Lakes/Whitehorse Forest Resources Management Plan Joint Planning Committee OPERATING PROCEDURES

The composition and the responsibilities of the Whitehorse and Southern Lakes Forest Resources Management Plan Joint Planning Committee are described in the “Terms of Reference Whitehorse and Southern Lakes Forest Resources Management Plan.” The purpose of this Operating Procedures document is to provide additional guidance regarding the conduct of the members and committee meetings.

1. Mandate:

The role of the Joint Planning Committee (JPC) is to coordinate the planning process between the Yukon Government (YG), Ta’an Kwäch’an Council (TKC), Carcross/Tagish First Nation (CTFN), and Kwanlin Dün First Nation (KDFN) in developing a Forest Resources Management Plan for the Whitehorse and Southern Lakes area through a public process, as set out in section 10.0 of the Terms of Reference.

- Keep Champagne and Aishihik First Nations (CAFN) informed by providing them the opportunities to review and comment at key stages the planning process;
- To forward the recommended plan to the Minister of Energy, Mines, and Resources, the Chief and Council of the TKC, the Chief and Council of KDFN, and the Chief and Council of CTFN for review and approval.

2. Meeting Procedures

- Meeting dates will be identified during previous meeting, and will be scheduled 2 meetings in advance.
- Meeting locations rotate between parties (YG, KDFN, CTFN, and TKC).
- Meeting agendas will be prepared by the Secretariat Support and circulated at least one week in advance of each meeting
- Meeting minutes including summaries of key decisions and points of discussion will be prepared and circulated within two weeks after each meeting once the Chair has approved the minutes.
- Meetings may be convened by teleconference
- Decisions and recommendations of the Committee will be recorded in meeting summaries

3. Chair

- Chair rotates with the meeting host
- Confirms quorum
- Responsible for ensuring that the agenda is followed
- Shall give opportunity to each member of the JPC to speak and shall act as a mediator if needed
- Shall not force their point of view and shall remain unbiased while Chairing
- Is responsible for the overall direction of the meeting
- Is responsible for arranging suitable meeting locations.

4. Quorum

- The four (4) members representing each party of the JPC or their designated alternates, as outlined in Section 10.0 of the Terms of Reference, must be present for valid transaction of business by the committee.
- All parties must be present for significant decisions on Plan content and recommendations.

- Where only one (1) party is absent, the meeting will proceed as planned but no decisions will be made.

5. Committee Members

The responsibility of an individual JPC member is to work with other members to contribute to the fulfillment of the Committee mandate. To accomplish this, Committee members will:

- Keep informed about the matters of relevance to the work of the Committee and the views of the community and the perspectives of the Parties on these matters;
- Participate fully in Committee meetings;
- Review all relevant meeting materials prior to Committee meetings;
- Attend meetings on a regular, punctual basis and must come prepared;
- Members must accurately represent views of their governments;
- Facilitate effective communication between the Committee, the Parties and the community;
- Provide technical input to their respective governments;

6. Alternates

- Each participating government shall designate alternate members to assist in the work of the Committee when regular members are not able to attend a meeting.
- Alternate members are encouraged to attend Joint Planning Committee meetings in order to stay informed of planning related issues and the status of the planning process.
- The responsibilities of the regular members apply to the alternates when they are acting on behalf of their respective Committee member.

7. Secretariat Support

Secretariat support for the Committee will be provided by the Yukon government. Responsibilities will include:

- Scheduling meetings;
- Preparing materials to assist the Committee to carry out their work;
- Preparing meeting minutes and agendas, including the appropriate distribution;
- Under the direction of the Committee, drafting documents, developing work plans and supporting the completion of the plan.

8. Non-member Participation

- Committee members may request other persons to attend meetings.
- Guest speakers may be invited by a JPC member and approval is subject to consensus by remaining JPC members.

9. Communications

- JPC will prepare a communications plan and/or strategy when needed.