

**OPERATIONAL PROCEDURES**  
**Bovine Tuberculosis Stakeholder Advisory Committee**  
**Riding Mountain**

**Background to Committee**

The Bovine TB Stakeholder Advisory Committee was set up by Parks Canada in response to concerns that stakeholders in the vicinity of Riding Mountain National Park were not being provided with enough information and did not have sufficient opportunity to have input to the Manitoba Bovine TB Management Program and its Implementation Plans.

Representatives from key stakeholder groups (see attached list) were invited to an initial meeting in February 2003. It was agreed that the Riding Mountain Biosphere Reserve should be tasked with the responsibility of chairing and facilitating future meetings. A second meeting was held to provide an update on the TB issue and to attempt to finalize the form and function of the Committee. This process was continued at subsequent meetings, beginning on 12 December 2003 and continuing through 2004. These Operational Procedures are continually evolving. Italicized text is text not yet approved.

**Purposes and Objectives of the Committee**

The following are the purposes of the Committee:

- To improve communication among all participants on the Committee, but specifically between the Committee and Parks Canada and the Bovine Tuberculosis Task Group.
- To develop mutual understanding among all participants of the interests and issues of each organization or individual represented on the Committee
- To share accurate information on Bovine TB and its management on a timely basis, such that the Committee has an opportunity to influence actions before they are taken and not simply be reacting to them
- To provide advice to the Superintendent, Riding Mountain, Parks Canada on the development and implementation of actions taken in support of the Bovine Tuberculosis Management Program.
- To provide advice to the Bovine Tuberculosis Task Group on the Manitoba Bovine Tuberculosis Management Program and its annual Implementation Plans.

**Membership of the Committee**

The following are already full members of the Committee or shall be invited to become members:

- The Manitoba Cattle Producers' Association
- The Parkland Producers' Association
- The Riding Mountain Landowners' Association
- The Riding Mountain Liaison Committee

- The Manitoba Wildlife Federation
- The Manitoba Lodge and Outfitters' Association
- The Riding Mountain Outfitters' Association
- Parkland Tourism
- Canadian Parks and Wilderness Society
- Mr. Jim Irwin
- West Region Tribal Council
- Mr. Ray Armbruster
- The Riding Mountain Biosphere Reserve (Chair and Secretariat)

The following are *ex officio* members of the Committee and are present to provide information, updates, to be a resource to the Committee and to hear the issues and recommendations of the Committee first hand.

- Parks Canada
- Canadian Food Inspection Agency
- Manitoba Agriculture and Food and Rural Initiatives
- Manitoba Conservation

### **Responsibilities**

The following are the responsibilities of the full and ex officio members of the Committee:

- Members will represent and explain the interests, needs and concerns of the organization they represent
- Members will seek to understand the interests, needs and concerns of the other members of the Committee
- Members will maintain a strong connection with the organization they represent and ensure a timely exchange of information and opinions with their organization, such that the organization is well-informed of the activities and considerations of the Committee and the Committee is well-informed of the evolving needs and interests of the organization.
- Members will endeavour to identify solutions and recommendations which meet the needs of all members of the Committee.
- Members will attend all meetings of the Committee or will, when unable to attend, identify an alternate, inform the Biosphere Reserve of the substitution and ensure that the substitute is fully prepared for the meeting.
- Members will provide appropriate documentation of their expenses to the Biosphere Reserve when claiming reimbursement

The following are the responsibilities of Parks Canada:

- Parks Canada will provide accurate information in a timely way such that the Committee is then able to influence decisions and choices made in respect of their actions in support of the implementation of the Manitoba Bovine Tuberculosis Management Program and its Implementation Plans.
- Parks Canada will consider seriously the advice received from the Committee and will alter or adjust its plans or actions where necessary and/or practical.

- Parks Canada will inform the Committee how their advice has been taken into account and, in instances in which the advice was not followed, will explain why it was not followed.
- Parks Canada will support the Committee financially, through the Riding Mountain Biosphere Reserve to cover the costs of:
  - The organization and logistics of the Committee meetings
  - The preparation and distribution of meeting materials
  - The facilitation of the meetings
  - Travel and sustenance of the members:
    - \$0.35 / km for the use of their own vehicles to attend meetings or other sanctioned activities of the Committee
    - accommodation in cases in which this is necessary for the member to participate fully
    - meals in cases in which the Committee is not already providing the meals

The following are the responsibilities of the Riding Mountain Biosphere Reserve:

- The Biosphere Reserve take responsibility for meeting organization and arrangements, the production and distribution of meeting materials
- The Biosphere Reserve are responsible for ensuring notes are taken during the meetings and that a meeting record which meets the needs of the Committee is prepared in a timely way following each meeting.
- The Biosphere Reserve will identify a Chair of the Committee and will serve that function during and between meetings. The responsibilities of the Chair will include:
  - The Chair will be the main point of contact for the Committee, between meetings, for Parks Canada and the Bovine Tuberculosis Task Group
  - The Chair will, when requested by the Committee, be the designated media contact for Committee-related business
  - The Chair is empowered to call meetings of the Committee, in addition to those already formally scheduled, when information, events or activities indicate a value or need to do so.
  - The Chair will be accountable to the Committee for the work of the Biosphere Reserve in meeting its responsibilities in support of this Committee.
  - The Chair will not normally express positions on the substantive issues of the Committee. However, the Biosphere Reserve does have an interest in the areas of information, communication and education. When the Chair speaks to these issues, the Chair will identify the interventions as Biosphere Reserve views.

The following are the responsibilities of the Facilitator:

- The facilitator will assist Committee members to meet the purposes and objectives of the Committee.
- The facilitator will ensure the operational procedures of the Committee are followed.

- The facilitator will endeavour always to keep the discussions on track and assist the Committee to be as efficient as possible without sacrificing the richness of any discussion.
- The Facilitator will conduct meetings in an impartial manner.
- The Facilitator will endeavour always to help the Committee to focus on interests rather than positions
- The Facilitator is accountable to the Committee and the Biosphere Reserve for his/her performance in meeting these responsibilities.

### **Relationship with the Bovine Tuberculosis Task Group**

The following define the relationship between the Committee and the Task Group:

- The Task Group will provide an opportunity for input to their Management and Implementation Plans when the form and substance of those plans and documents can still be influenced
- The Task Group, and each of its full members, will consider seriously the advice of the Committee and will alter or adjust its plans and activities where necessary and/or practical.
- The Task Group will inform the Committee how their advice has been taken into account and, in instances in which the advice was not followed, will explain why it was not followed.
- The Committee may, upon request, act as an entry point for input from other stakeholders and individuals to the Task Group but will not replace the direct discussions between the Task Group and its stakeholders, for example, the open house held on the 17<sup>th</sup> of June 2003.

### **Committee Decision-making**

The following describe the decision-making process for the Committee:

- The Committee will make very effort to reach consensus on its recommendations to the Field Unit Supervisor and the Bovine Tuberculosis Task Group.
- Consensus will mean no significant dissent
  - This means every member can live with the result
  - This means every member effectively has a veto on consensus
  - Consensus will not normally be revisited except when the Committee agrees
- In all cases in which consensus has not been reached, the alternative points of view will be described and the reasons for those differing points of view shall be explained and provided as part of the information to those being advised.

### **Meeting Schedule**

In expectation that the Committee's main purpose would be to influence the Bovine Tuberculosis Management Program and related Implementation Plans, the following will guide the schedule:

- Meetings will be held on a relatively frequent basis (several times during the winter field season culminating in early summer) to ensure the Committee is

able to consider new information on a timely basis and to ensure its advice is deliberated upon and provided to Parks Canada and/or the Task Group when it can most make a difference to the Program and the Plans.

- The Committee will normally set its meeting schedule several months in advance.

### **Other Operational Procedures**

- Members will reveal the interests and needs of their organization early in any discussion to enable the inclusion of those needs in joint problem solving
- Members will respect fellow members and their diverse views
- Members will listen when their fellow members are speaking
- Members will not attempt to dominate the discussion, recognizing that all members have an equal right to the floor
- Members have a dual accountability – to their organizations and to their fellow members

### **Dealing with the Media**

The following represents the approach the Committee will take to dealing with the media:

- The Committee will deal with the media only through a single spokesperson.
  - This spokesperson will normally be the Chair of the Committee but the Committee may designate another member on a case-by-case basis
  - When foreknowledge of specific media interest is available and the Committee meeting schedule permits it, the spokesperson will consult with the Committee in advance of the likely media contact.
  - The normal messages of the spokesperson would be on the substance of the decisions and recommendations developed and on the generic process the Committee follows, but not on the detail of any specific Committee decision-making process
  - Members, when approached by the media individually regarding the deliberations and recommendations of the Committee, will refer the question to the designated spokesperson.
  - Meetings will not normally be open to media representatives.

### **The Meeting Record**

- The meeting record will be an elaborated record of decisions, highlighting decisions made and the rationale for each decision, but not including exhaustive detail. The Minutes of December 12, 2003 were accepted as a template of the content and style desired for future Minutes documents.
- Specific remarks will not normally be attributed to the spokesperson in the Minutes unless requested by that person. This should lead to open and frank discussion.
- The meeting record will be drafted by the Executive Director of the Biosphere Reserve and reviewed by the Committee Chair prior to distribution. The Minutes of a meeting will be approved at the next meeting.

- Minutes will normally be drafted, reviewed and ready for distribution within a week following the meeting in question. Members require the Minutes as early as possible to support their consultations with their constituents.
- Minutes will identify areas of consensus by ensuring the statement of agreement is in **bold type**.
- Minutes will be placed on the Biosphere Reserve website.
- Members shall be free to distribute draft or approved minutes to their constituents
- Minutes are available to any who request them once approved.