

Wells Gray Community Forest Corporation Policy

Policy Title: Operations Team

Policy Number: 2012-7

Date Approved: April 5 2012: Revised Feb 2013

PURPOSE: To establish a policy governing the Operations Team (OT).

POLICY:

WHEREAS The Board of the Wells Gray Community Forest Corporation (WGCFC) needs professional forestry and operations advice to operate its business efficiently and profitably,

AND WHEREAS the Board needs to make this advice and counsel available to the General Manager (GM) to fulfill his Contract duties,

THEREFORE be it resolved that the Board establishes the following policy governing the OT.

SECTION 1 – RELATIONSHIP TO THE BOARD

1. The Board will appoint an OT with the forestry and operations qualifications to be a resource for, and give counsel to, the GM and the Board on forestry and operational matters. (from GM's Policy)
2. The Board will contract an RPF with the forestry and operations qualifications to be a resource for, and give counsel to, the GM, the Board and the OT on forestry and operational matters. Should the GM be an RPF the contract of an RPF may not be necessary.
3. The OT is a working committee of the WGCFC Board. The OT will assist the GM to identify forestry and operational issues and opportunities, address issues identified by the GM or Board, find solutions and provide advice / make recommendations to the GM and or the WGCFC Board as appropriate. Recommendations being brought to the Board will normally come to regular Board meetings for review and approval.
4. If time is of the essence, the recommendation will be presented to the Board Executive by the OT chair person. The Management and Operation Policy 2012-2 Section 6 will be followed.

SECTION 2 – STRUCTURE

2.1 Composition

The OT will consist of 3-4 members including;

1. the GM,
2. The Vice President of the Board will serve as the Chairman of the OT.
3. 1-2 other board member(s) or a past board member(s) will be appointed by the Board.

2.2 Terms

Terms will be for 3 years and can be extended with the Board's approval.

2.3 Chair Person

It will be the chairperson's responsibility to set the meeting agenda, record and distribute the minutes to the OT members.

2.4 Meetings

1. A regular meeting schedule (a minimum of 4 times/year) will be developed by the OT that allows recommendations to be brought to the next monthly Board meeting. Additional meetings will be called by the chair person or GM as issues arise. The agenda and minutes will be sent to the GM, the President and Board members. Any board member is welcome to attend. The OT will report at the regular board meetings.
2. The OT will define when they meet to address ongoing responsibilities and Annual Plan review and updates. They will also define how they will meet to address issues as they arise.

2.5 Operations Team

This OT requires the experience and working participation of its members. Depending on the meeting agenda, Board members with specific expertise would be invited to attend.

2.6 External Advice

From time to time the OT may need advice from other technical or professional services as resources outside the OT or the board contracted RPF.

SECTION 3 – QUALIFICATIONS

3.1 OT members will collectively require the following operational experience with:

1. Conducting all operations in accordance with provincial regulations and sound forestry/operations business practices.
2. Establishing policies, procedures and tools to guide activities.
3. Setting and achieving Standing Timber Inventory (STI) and Roaded and Developed goals.
4. Accountability for annual plans and budgets (revenues and expenditures).
5. Layout, silvicultural, site preparation operations.
6. Public and resource interest involvement.
7. Monitoring cut control.
8. Providing for efficient mapping and data management systems.
9. Supervising or conducting operations including road and bridge building, road maintenance, logging, hauling, log purchasing, scaling, stratum and contract administration.

SECTION 4 – ASSISTING THE GM

The OT members will assist the GM in the following areas:

1. Development of operational “Templates” thus providing the GM with tools to effectively manage the business and clear methods for addressing issues in the future e.g. annual plan and budget, annual public meeting, accounting set up.
2. Development of procedures for addressing forestry and operational issues.
3. Provide input based on their experience to questions raised by the GM.
4. Working on items identified by the GM or Board to facilitate timely completion of the same.
5. Address issues identified by the GM or Board while the GM is absent.
6. Work with the GM and Finance Committee to develop the Annual Plan and Budget, review its implementation and assist with updates.