



**BC Forest Safety**

# **BC Forest Safety Council**

## **Log Trucking Technical Advisory Committee**

### **TERMS OF REFERENCE**

**March, 2012**



## **1. PURPOSE**

The Log Trucking Technical Advisory Committee (LTTAC) is an industry-based group that intends to cooperatively bolster BC Forest Safety Council (BCFSC) efforts to reduce injuries and fatalities in our forest industry. The LTTAC will work to identify and bring forward issues and projects that are important to safety performance of the log trucking community. By applying their own expertise and by soliciting input from other truckers, employers and subject matter experts, the LTTAC will work on initiatives and make recommendations (to BCFSC) that drive practical solutions, and guide development of industry best practices. LTTAC members will have a key role in the 2-way communications between the log trucking community and the BCFSC.

## **2. FUNCTIONS**

Functions of the Log Trucking Technical Advisory Committee (LTTAC) include:

- a. To provide a consultative forum that guides and assists BCFSC in the development and implementation of Transportation Safety programs,
- b. To work cooperatively and collaboratively, to identify issues, strategies and projects that deserve BCFSC / LTTAC attention, and to assist in prioritizing those efforts,
- c. To apply practical knowledge and experience toward developing solutions that drive towards injury reduction,
- d. To assist in the development of Industry Recognized Practices (IRP's), and
- e. To be a conduit of information and ideas, communicating with industry stakeholders, the BC log trucking community and BCFSC.

## **3. MEMBERSHIP**

- a. The LTTAC will consist of up to 15 persons, plus BCFSC staff (1 or 2 persons).
- b. BCFSC will select LTTAC members based on a defined skills list with a focus in identified key areas, and guided by Appendix "A".
- c. LTTAC members will be requested to engage in the role for a period of three (3) years.
- d. Where LTTAC members determine that they are or will be unable to continue their LTTAC responsibilities, they will advise the Chairperson as soon as possible.
- e. At the discretion of the BCFSC, where LTTAC members significantly change the scope of their business, practice or employment, the BCFSC may require that member to resign their role with the LTTAC.
- f. Directors on the BCFSC Board of Directors and Association Members are not sitting members of the LTTAC, but they may, from time to time, be invited by the Chairperson to attend meetings to engage in dialogue or provide input.



LTTAC members will forfeit their membership if they:

- Resign from the committee,
- Fail to attend two (2) consecutive meetings, or
- Breach confidentiality.

## **4. ROLES AND RESPONSIBILITIES**

### **4.1 LTTAC Members**

LTTAC member roles include:

- a. Attending LTTAC meetings regularly, and to come to meetings prepared and informed (review previous meeting minutes, agenda and support information as available before meetings),
- b. Applying their knowledge of the log trucking industry, and a strong understanding of the factors and relationships that influence the industry, and its health and safety performance,
- c. Providing thoughtful input and positive attitudes in order to support and contribute to LTTAC functions,
- d. Working within a collaborative, consensus-based framework, listening to the perspectives of others, articulating their point of view or objections, and suggesting potential solutions.

### **4.2 BC Forest Safety Council**

BC Forest Safety Council roles include:

- a. Facilitating meetings. This includes the responsibility to plan, arrange and communicate meeting dates and locations in a timely manner, to provide a Chairperson (which may include delegation of chair duties, from time to time), to ensure resources are available to record meeting minutes, and to distribute and file those minutes,
- b. Supporting LTTAC actions,
- c. Offering LTTAC members (and invited guests) reimbursement for reasonable expenses (travel, meals, accommodations) incurred to attend LTTAC meetings if travel is required, and
- d. Reviewing LTTAC recommendations and providing feedback in a timely manner (i.e. within one month), including steps to action recommendations or decisions.
- e. Final decisions regarding recommendations – If Council does not accept a decision or recommendation, Council will provide written documentation explaining the rationale within thirty (30) days. If it is not reasonably possible to provide a response within thirty days, Council must provide a written explanation for the delay, together with an indication of when the response will be provided.



### **4.3 The Chairperson**

The Chairperson's roles include:

- a. Reviewing and approving for distribution draft meeting minutes. Meeting minutes will be reviewed, and amended as required so they can be accepted by committee members as a true and accurate record at the commencement of the next meeting.
- b. Collaborating with LTTAC members to generate meeting agendas, and circulating the agenda and support material one (1) week before each meeting.
- c. Inviting Advisors or specialists to attend meetings when required by the LTTAC;
- d. Guiding meetings according to the agenda and time available;
- e. Ensuring discussion items end with a decision, action or definite outcome; and
- f. Ensuring decisions, actions and outcomes are recorded, tracked and communicated.

### **4.4 Advisors**

Advisors include specialists, subject matter experts and consultants with knowledge and experience relevant to matters being considered by the LTTAC. Advisors will provide information and technical expertise but will not participate directly in reaching decisions or making recommendations.

### **4.5 Observers**

Observers include BCFSC staff or other persons invited to attend meetings. Observers may participate in meeting discussions with agreement by the LTTAC, but will not participate directly in making recommendations or decisions.

### **4.6 Sub-committees**

From time to time, there may be issues that are of specific interest to a sub-set of the LTTAC but that nonetheless deserve LTTAC attention and effort. Similarly, there may be projects or functions that are of interest to the LTTAC, but that are better managed by the focused efforts of a smaller group. At times, work volume or timelines may require delegation of work to a sub-committee capable of responding to LTTAC needs.

- a. In order to address above circumstances and considerations, the LTTAC may establish sub-committees to assist in the performance of LTTAC functions.
- b. Each sub-committee will proceed according to the parameters / direction provided by the LTTAC.
- c. LTTAC governance and standards of conduct generally apply to each sub-committee.
- d. Each sub-committee will present its information, ideas, recommendations and reports to the LTTAC for its further consideration / decision / action.
- e. Each sub-committee will consist of not less than three (3) LTTAC members, with one of them acting as the lead (appointed by the Chairperson, based on recommendation of the LTTAC).



## **4.7 LTTAC Alternates**

- a. By notice in writing to the Chairperson, any LTTAC member may recommend an alternate to represent them as an LTTAC member, but only for the limited purpose of attendance at and participation in a particular LTTAC meeting.
- b. The Chairperson may accept or deny an alternate so recommended. In making such decisions, the Chairperson will consider whether or not the recommended alternate substantially satisfies member requirements (as per section 4.1 and Appendix A).

## **5. GOVERNANCE**

### **5.1 Meetings**

- a. The BCFSC will provide a person to serve as the chairperson for LTTAC meetings.
- b. The chairperson will call meetings at suitable intervals, and provide notification of such meetings to all LTTAC members in writing, and at least 14 days before the meeting date.
- c. The LTTAC will meet quarterly, and not less than three (3) times each year.
- d. Meetings will be well-structured and facilitated to enable efficient progress.
- e. LTTAC meetings will be conducted in a round-table format.
- f. A quorum will be constituted when fifty per cent (50%) of LTTAC members are present. Presence includes physical presence of the member or their designated alternate, or their recorded participation via tele-conference or other electronic media.
- g. If quorum is not achieved, in order for decisions or recommendations advanced at that meeting to be considered effective, they must be subsequently ratified when a quorum is present (e.g. at next meeting). Alternatively, at the discretion of the chair, and depending on the complexity and magnitude of the decision at hand, decisions may be ratified by distributing relevant documents and information to LTTAC members and receiving their "vote" or recommendation by email or fax. The Chairperson is responsible to receive and record such written "votes".
- h. A special or extraordinary meeting may be called by half the LTTAC members, or by the Chairperson.
- i. At the discretion of the Chairperson or at the request of the LTTAC, the Chairperson may invite persons to attend meetings as Advisors or Observers and to provide technical information, expertise, advice or assistance.
- j. The Chairperson may require non-sitting LTTAC members to leave a meeting at any time, or if an in camera session is required.
- k. The LTTAC may delegate any of its functions to a sub-committee established consistent with terms and conditions herein.
- l. If agreed upon, the LTTAC may assist in the formulation and dissemination of policies, practices and procedures.



## **5.2 Standards of Conduct**

All LTTAC members, the Chairperson and any Advisors or Observers agree to operate consistent with the following rules.

Participants will:

- a. Conduct themselves in a courteous, respectful manner,
- b. Act in good faith,
- c. Listen actively to the range of perspectives,
- d. Be given opportunities to speak,
- e. Provide others with fair opportunities to express their views,
- f. Ask for clarification if unclear, and
- g. Accept the concerns, views and objectives of others at face value, and acknowledge them as valid for consideration.

## **5.3 Making Decisions and Recommendations**

- a. Every effort shall be made to develop decisions and recommendations through consensus.
- b. Consensus is described as all LTTAC members having general agreement or acceptance of a particular decision or recommendation, and no member having substantial disagreement or objection.
- c. If, after reasonable efforts have been undertaken to build consensus, it appears unlikely that it will be achieved, the Chairperson may elect to implement a voting procedure by calling for a show of hands in favor of, or in objection to, a specific resolution or decision.
- d. Provided quorum is present, a resolution or decision will pass if three-quarters (3/4) of the LTTAC members present vote in favor of the resolution or decision.
- e. Meeting minutes will indicate when such “voting” is applied and record the outcome.

## **5.4 Communications and Records**

### **5.4.1 Internal communications between the BCFSC and the LTTAC**

- a. BCFSC will provide the LTTAC with timely and relevant information as necessary to support informed discussion and decision-making. This does not include internal proprietary or confidential information.
- b. BCFSC will maintain electronic meeting minutes and other relevant materials and summaries for a period of not less than 2 years.



### **5.4.2 External Communications**

The LTTAC is intended as an open, collaborative forum that encourages and facilitates open communications among LTTAC members and the broad BC log trucking industry. Nonetheless, practical standards and expectations apply, particularly when it involves members of public media.

- a. BCFSC communication principles and policies apply to LTTAC operations.
- b. The LTTAC and its members will not make public comments on behalf of the BCFSC.
- c. Any communications to the public media on behalf of the LTTAC will be funneled through the BCFSC via the Chairperson.
- d. When communicating to external parties, the BCFSC will not attribute specific comments to any individual LTTAC member or Advisor.
- e. If an individual LTTAC member who is not a BCFSC spokesperson wishes to speak to the media or other external party, they must clarify they are doing so on their own behalf and that their perspective is not that of the BCFSC or LTTAC. Such communications will also:
  - i. Be respectful of other members.
  - ii. Not characterize the suggestions or position of other members or groups in his/her discussions.

### **5.5 Conflicts of Interest**

LTTAC members will declare any possible or perceived conflict of interest pertaining to a specific discussion or topic, should the situation arise. The Chairperson, in consultation with the BCFSC, will deliberate the outcome of any identified or potential conflict of interest.

### **5.6 Amendments**

The LTTAC, in consultation with Council and/or its Board of Directors, will review these Terms of Reference annually. They may be adjusted (within legislative and regulatory boundaries) to meet the current objectives and priorities of industry, the LTTAC or the BC Forest Safety Council. To amend this document, the LTTAC may make recommendations to BCFSC.







## **APPENDIX A**

### **BC Forest Safety Council – LTTAC Members Skills Basis and Selection Criteria**

To build a group that collectively demonstrates the knowledge, abilities and drive necessary for the group's success, LTTAC members will be selected based using a skills-based approach.

#### Skill Considerations

- Ability to work in a team environment
- Effective communicator
- Proactive, forward-looking
- Practical, results-oriented
- Appreciation of the need to complete goals in a timely manner
- Respect for necessary due process and procedures
- Flexibility and adaptability to new approaches and thinking
- Demonstrated understanding and application of safety leadership, and practical knowledge of safety management systems
- Operational and business management capabilities.

Council believes that a successful LTTAC will be one that has members that collectively represent the perspectives, values, goals and priorities of the BC log trucking industry. Council will strive to select LTTAC members so that the resulting group has representation from a range of employers (owner/operators, small fleet operator, large fleet operators, *drivers*) from locations across BC (Interior, Vancouver Island, Coast). Themes of proportional representation and balance will be considered.

The BCFSC will consider the following attributes in the LTTAC member selection process.

- Active, hands-on, operational experience in the log trucking industry,
- Individuals that know the issues, will contribute ideas and suggestions, and understand the practical implications of recommendations and decisions the LTTAC will make,
- Current experience working within an effective injury reduction safety system
- People that have the interest and ability to commit the time and effort necessary to support group continuity,
- Individuals that have and maintain good contacts with others in the industry.