

Snow King Mountain Stakeholder Group Protocols – February 6, 2018

Name

This group will be called the Snow King Mountain Stakeholder Group (SKMSG).

Purpose

The purpose of the SKMSG is to enter into a collaborative workshop process to come up with multiple scenarios for the future of Snow King Mountain that balance community interests.

Membership

Membership for the SKMSG has already been decided through an application process. Those named stakeholders may not send alternates to any meetings if they are not able to attend.

Decision Making

The purpose of this group is not to come to any sort of final, consensus-based decision, so there is no need to define a decision-making process. It is the responsibility of each stakeholder to verbally share their opinions, should they disagree during a meeting.

Agency Roles

Due to legal restrictions, USFS will not be an official participant in the process but rather an active observer. They have experienced personnel changes recently and after a few key positions are filled, there will be a clear USFS contact for SKMSG. Stakeholders representing the Town of Jackson and Teton County are considered equal to every other member of the group, and will be available to provide information as needed. The same is true for stakeholders representing SKMRA; they are equal members and will provide information as needed.

Public Meetings

This process is funded by the Town of Jackson using public resources, so all meetings will be open and welcome to the public. All meeting dates and times will be posted on the Town of Jackson website. All agendas will be posted on the Town website at least one week in advance.

Documentation

Documentation is important to create a shared memory for all participants as well as an administrative record for the engagement process. All meeting summaries will be nonattributory and will be given to the Town Council and USFS through the proper channels at the end of the process. Peak Facilitation will be drafting the summaries and will send the first draft to SKMSG. Stakeholders will have time to suggest edits to the draft to correct any errors. If there are substantive changes, the facilitation team will use their discretion to reconcile the suggestion with the meeting notes. The draft meeting summary should not be shared with anyone outside of the group, but the final draft can be sent to anyone. All final drafts will be posted on the Town of Jackson website.

Interaction with the Media

Stakeholders will not speak to the media until after the SKMSG process is complete. Any media requests can be directed to Tyler Sinclair, who will offer a generic statement about the engagement process. The facilitation team will not speak to the press either, even after the process has been completed. Peak Facilitation will prepare a short press release about what progress was made for the press the day after each meeting.

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Interaction with Other Entities

Stakeholders will generally avoid speaking to decision-makers about this process until it is over. However, if they find themselves in a conversation with a decision-maker, they can share their thoughts on the process if they do not lobby for an outcome or speak on behalf of the group or other members.

Interaction with the Public

It is the responsibility of stakeholders to solicit feedback from the general public before each meeting. Community members will be able to email comments to an email address created by the Town. Peak Facilitation will compile all emails prior to each meeting and draft a summary of the primary themes identified in the emails. Stakeholders will spend time at each meeting reviewing received emails to inform their discussion. If someone sends an email to a stakeholder directly, they should use their discretion as to whether to bring it to the Group or not. While stakeholders are participating in SKMSG, they can lobby for public participation but not for any specific position, interest, or scenario.

Public Comment

SKMSG meetings will begin with 10 minutes of public comment, and the facilitator will use discretion in dividing time between all those who want to comment. In the case that there are more people than can realistically comment in 10 minutes, the facilitator will confer with the stakeholders to come up with a solution.

Funding

As a matter of transparency, Peak Facilitation Group is being paid \$30,000 by the Town of Jackson to facilitate the SKMSG process. This amount covers the cost of facilitation, documentation, travel time, and some individual conversations. There are no outcome expectations associated with the contract. Peak Facilitation will confer with Tyler Sinclair at the Town of Jackson regarding process. All other functions, including agenda setting and documentation, will be discussed with SKMSG.

Other Rules of Engagement

The SKMSG stakeholders are expected to adhere to the following ground rules:

- Allow every voice to be heard.
- Participate in the discussion.
- Help ensure that everyone feels safe in the discussion.
- Treat everyone with respect.
- Talk about things that you know and let other people do the same.
- Listen to understand, not to respond.
- Focus on the topic at hand.