

Ground Rules for the CPA Implementation Committee

* This is a living document and the Committee will review its effectiveness on an as needed basis.

Approach to meetings

1. Interest-based. An interest-based process will be followed. Working collaboratively together and moving forward in the interests of First Nations, British Columbia
2. Joint problem-solving. Joint problem-solving will be used to pursue new opportunities and resolve current issues.
3. Good faith. The parties will act in a good faith effort to reach agreement. Specific positions or statements made during the meetings may not be used by the parties for any purpose outside the implementation meetings or as a basis for future litigation. This is intended to support the process by encouraging the free and open exchange of ideas, views, and information to assist in achieving consensus.

Participation in the Process

4. Cellular phones. All cellular phones must be turned off or set on vibrate during sessions.
5. Respectful of others' points of view. The participants are expected to talk one at a time, engage in active listening and treat each other with dignity at all times. Sidebar discussions shall not take place. Personal attacks, derogatory language and profanity will not be tolerated.
6. The Chair can control discussion. To ensure that all members participate, the Chair may control discussion. It is the intent to have a full and meaningful discussion in order to reach consensus.
(Consideration for training of the Chair to assist them/her/him in doing an effective job)
7. Mindful of Time. Members must be mindful of time and stick to the topic of discussion.
8. Come prepared. Participants are expected to be on time for all meetings and prepared to substantively address all items on the agenda.
9. Commitment to the Committee. Members must be committed to the success of the committee and do their best to participate fully at meetings. Leaving the meeting when in session to make phone calls or to meet with other people outside of the Committee is discouraged.
10. Observers welcome. Invited guests are welcome to attend with the consent of the parties. Guests are welcome to attend the meetings as observers but will only participate in the discussions when requested to

do so by the Chair. Some meetings or portions of meetings may be open to people beyond the Committee. These meetings will be made known and agreed to, prior to the date of the meeting.

11. Ex-officio Members. The Committee includes seats for non-voting members. For example, the Canadian Association of Petroleum Producers appointed member, Committee Chair/Co-chair and the T8FN, MEMPR, and OGC alternate appointed members when in the same presence as the official appointed member.
12. Alternate Appointed Members. Alternates will have voting authority and voice at the table only when their official appointed counterpart is absent.
13. Team composition. If parties choose to change the members of its team, it will provide the other party with written notice at least fifteen (15) days in advance of the change.

Conduct of the Process

14. Agendas. Agendas will be developed by the Chair/Co-chairs with as much advance notice as possible. The agenda may be modified during the course of a meeting at the discretion of the Chair.
15. Minutes. Minutes will be taken by the Committee's Recorder. Meeting minutes will summarize the scope of agenda discussions with any analytical process, solution criteria presented and action items. Formal requests by Committee members to have a specific comment recorded will be accepted. Post meeting action items and assignees are to be recapped by the Recorder. The Recorder will circulate minutes to the Committee members within one week. Suggested changes should be submitted within one week of circulation. Any significant changes to Action Items will be reviewed by the Committee for acceptance.
16. Communication protocol: Formal communications from this committee will come through the Chair/Co-Chair and will be through consensus. Members will be responsible for communicating implementation progress, steps/tools to be executed and information to their principles.
17. Draft documents. Changes made to draft documents will be tracked and all documents will be dated and pages will be numbered.
18. Decision-Making Process. The Committee will strive to reach decisions by full consensus. Where the Committee is unable to achieve full consensus, decisions will be made where not more than one person present descends from the supporting decision.
19. Voting. In the event that the Committee cannot reach consensus, the operating principles of quorum will be followed as set out Schedule C of the Agreement.