

Trans Mountain Expansion Project (TMX) Indigenous Advisory and Monitoring Committee

Meeting Procedures

PURPOSE

The purpose of this document is to identify and establish principles and procedures for conducting TMX Indigenous Advisory and Monitoring Committee (IAMC) meetings, including:

- Key principles that will enable culturally appropriate approaches to meetings and guide the roles of meeting participants.
- Procedures for facilitating and participating in discussions and decision-making.
- Clarifying the roles of non-member participants, support staff, and observers who may attend and participate in meetings.

MEETING PARTICIPANTS

1. Co-chairs

“The work of the Committee is facilitated by two co-chairs, one of whom is a member of, and is appointed by, the Indigenous Caucus, and the other of whom is the Committee member representing NRCan” (Terms of Reference, sec. 27).

2. Committee members and alternates

The Committee will have 19 appointed members: 13 representatives of Indigenous Communities and 6 senior federal representatives (Terms of Reference, sec. 24).

As outlined in the Terms of Reference, “Committee members may send an alternate to a meeting where the member is unable to attend. It is understood that, because of the importance of maintaining continuity, sending alternates is to be done only on an exceptional basis” (sec. 29).

When an alternate attends a meeting in the place of a Committee member, they will have the same roles and responsibilities of that member.

3. Non-member participants

“Other individuals and representatives may, with the consent of the Committee, be invited to attend Committee meetings, including representatives from Indigenous Communities, Kinder Morgan, other federal or provincial departments, ministries or agencies, municipal governments, the Port of Vancouver, and others” (Terms of Reference, sec. 26).

Non-member participants may include subcommittee members or other invited guests. The attendance

of non-member participants/guests is generally limited to those who are required to make presentations or speak to items on the agenda. Non-member participants may be asked to attend a portion of the meeting if their role is limited to a specific item on the agenda.

Observers may attend an IAMC meeting, however this must be agreed to in advance of the meeting by the Committee (or by the co-chairs on behalf of the Committee). Observers may be asked to attend a portion of the meeting. Observers will not be called on by the co-chairs to participate in discussions at Committee meetings, except under exceptional circumstances.

4. Support staff

- a. **Secretariat support:** The Committee is supported by a secretariat established within NRCan (Terms of Reference, sec. 46), as well as by NEB leads for the IAMC. Secretariat staff and NEB leads will attend Committee meetings as required to provide support and be able to implement the decisions of the Committee.
- b. **Caucus support:** Resources allocated to the Indigenous Caucus will comprise two staff positions (sec. 35). Caucus support staff may attend Committee meetings as required by decision of the Indigenous Caucus.

The attendance of support staff should be limited to those who are required to make presentations, speak to items on the agenda and/or provide support to implement decisions of the Committee. Support staff may be asked to attend a portion of the meeting if their role is limited to a specific item on the agenda.

KEY PRINCIPLES

The following guiding principles are foundational to the conduct of meetings:

- The purpose of IAMC meetings is for appointed Committee members to receive information and updates from non-member participants and support staff, have a forum to discuss issues amongst themselves, and make decisions.
- The IAMC is “a forum for collaborative problem solving, priority setting and innovation. Committee members approach their work with openness to the concerns and perspectives of other members” (Terms of Reference, sec. 11).
- The IAMC will “deal with issues and resolve disputes using a consensus model” (sec. 60).
- In an effort to encourage cultural respect, learning and collaboration, the Committee will encourage the integration of traditional Indigenous practices that may be relevant to its work and gatherings. This includes opening meetings with a welcome and/or other protocol from an Indigenous elder or other Indigenous community member.

MEETING PROCEDURES

1. Quorum

A quorum for Committee meetings requires: (a) the attendance of at least 50% of the Committee, which must include the representatives of NRCan and the NEB; and (b) that the majority of the attendees of the meeting are Indigenous Caucus members (Terms of Reference, sec. 28).

2. Facilitation

The appointed co-chairs will facilitate all IAMC meetings, unless they delegate facilitation responsibilities for part or all of a meeting to other individual(s).

3. Consensus model

Decisions will be made by consensus of the Committee:

- “Consensus means the general agreement of all Committee members on a course of action. Consensus does not require concurrence on every point, but rather broad agreement on the general approach and willingness to accept the overall course of action. Points of disagreement may be identified along with an explanation as to why agreement on those points has not been possible. In order to ensure the broadest possible consideration of options and possibilities, all suggestions are considered tentative until consensus is achieved on the overall course of action” (Terms of Reference, sec. 62).

4. Decision-making and discussion

The following procedures will guide the facilitation of Committee meetings and the participation of attendees in decision-making and discussion:

- A Committee member (including co-chairs) can propose a decision or action, and they have the first chance to speak to it.
- Committee members who wish to speak to the proposal will raise their hand and the co-chairs will call on members to speak.
 - Committee members who have not had a chance to speak yet will be given priority by the co-chairs.
 - Non-member participants and support staff with specific knowledge on the topic may also participate in the discussion.
 - The discussion should be related to the pending decision. The co-chairs will ask for unrelated discussion to be tabled for a future discussion.
 - Committee members may propose an amendment to the proposed decision or action.
- At the conclusion of the discussion, the co-chairs will summarize the proposed decision or action and ask if there is a consensus or ask for confirmation that there is no disagreement on the decision. If there is a consensus, the co-chairs will confirm the decision has been made.

- If there is no consensus, the co-chairs can choose to continue the discussion with a new proposed decision or action, or they can choose to table the discussion to be considered later in the meeting or at another time.
- Brevity and respect for the time of Committee members and guests is encouraged.
 - Where members have detailed/extensive questions, concerns or interventions that cannot be accommodated within the time allocated for items, co-chairs may suggest extending the time or facilitating alternate means of addressing the item (e.g., taking discussions offline).
- When an issue is presented for discussion rather than decision, the same guidelines for discussion will apply.

5. Technical capacity

The secretariat will explore videoconferencing and other options to enable Committee members to effectively participate in meetings in instances where in person attendance is not possible.