



Northeast Roundtable

CODE OF CONDUCT AND
TERMS OF REFERENCE

Northeast Roundtable Code of Conduct and Terms of Reference

For More Information Contact

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Northeast Roundtable – Code of Conduct

This Code of Conduct will be used as a foundation for discussions and dialogue during all Roundtable meetings. The following list of core values were discussed at the first Roundtable meeting on September 26, 2018 and support a respectful and collaborative process.

- **Mutual Respect** - Everyone who walks into a Roundtable meeting is here because they share an interest in maintaining a strong community. Please use this opportunity to demonstrate respect for the process and recognize commitment by all participants to the agenda:
 - open, frank and fruitful discussions in a polite manner;
 - listen to others, no interruption of speeches; and,
 - respect of the agreed time schedule and speaking time.
- **Accountability and Scope Management** - The Roundtable has a defined scope. Commitments made to action on topics within the scope will be tracked and included in regular reporting. Topics which fall outside the scope will be identified by the Roundtable Facilitator and will be reported in meeting records for future reference.
- **Transparency** - Sharing information on an open basis wherever possible will facilitate knowledge and increased understanding of issues and topics of interest to participants.
- **Ask questions** - We are committed to working through an interest-based approach and questions help clarify issues and perspectives.
- **Listening is as important as talking** - Taking time to listen to comments at the table and different perspectives will help create greater understanding of the issues and topics.
- **Sharing and openness** - Actively participate. Creating an environment that supports and encourages the sharing of thoughts and collaborative thinking enables opportunities for resolution. Differences in opinion should not be taken personally.
- **Preparedness** - Reading advance materials and identifying questions, ideas or interests to bring forward to meetings will support being heard.



Northeast Roundtable – Terms of Reference

1. Purpose and Scope of the Roundtable

Purpose

The Northeast Roundtable (Roundtable) is a communication and engagement forum, led by the Provincial Government, to provide updates and receive input on regional and provincial land and resource initiatives.

The Roundtable originated from a request by community stakeholders for a standing multi-stakeholder forum to exchange information that has First Nation participation, broad stakeholder representation, meets regularly, and takes the time needed to establish its Terms of Reference collaboratively.

The Roundtable strives to achieve the following objectives:

1. Promote strong communication and positive relations with First Nations, local government, industry, and stakeholders.
2. Acknowledge that First Nations participate in the Roundtable as part of a shared interest in collaboration. First Nations are Rights holders and are not considered as “stakeholders” in this process.
3. Provide an engagement process that First Nations, local government, industry, and stakeholders understand, trust, and support.
4. Minimize negative impacts from land use decisions to the greatest extent possible.
5. Ensure there is a shared understanding of the engagement process.
6. Support efficient and effective engagement across a wide range of land use initiatives.
7. Support the inclusive consideration of socio-economic impacts of land use initiatives.

The Roundtable is not a public forum nor a decision-making forum.

Scope

The Roundtable serves as a communication and engagement vehicle to support discussions related to provincial and regional land and resource initiatives and assists the Provincial Government in identifying community and stakeholder interests.

Examples of provincial and regional initiatives for discussion may include but are not limited to:

- Land parcel review to support future land transfers as part of the Treaty 8 Land Entitlement and Site C Impact Benefit Agreement implementation.
- Treaty Land Entitlement (TLE) Settlement Agreement lands are under review for the following Indigenous Groups: Halfway River First Nation, West Moberly First Nations, Blueberry River First Nation, and Doig River First Nation.
- Wildlife management including the Provincial Caribou Recovery Program.
- Land measures and collaborative stewardship opportunities as part of Government to Government Agreements.



- Regional Strategic Environmental Assessment Project – Assessment of natural resource development activities in the context of meaningfully exercising Treaty 8 Rights and recommending potential management responses.
- Provincial Modernized Land Use Planning – including the Fort St. John Land and Resource Management Plan Update Project.

2. Participation

To ensure the Roundtable remains an effective forum for open dialogue, participation is by invitation. Requests for participation and/or membership are to be directed to the Provincial Lead Jason Lawson at Jason.Lawson@gov.bc.ca (250-787-3418). The Province maintains a Roundtable Participant List and participants receive agendas, meeting minutes and other relevant information by email. Participants will be asked to sign that they will uphold the Code of Conduct and Terms of Reference.

Representation

The Roundtable is intended to have representative participation from interested First Nations, local government, industry and stakeholders. Consistent participation is critical to building trust, a common working relationship and body of common knowledge that is accountable.

Organizations with multiple potential participants will be asked to collaborate and designate a single core representative and an alternate. Representatives can be identified based on geographic region of interest, role in the organization (e.g. the President) or another mechanism.

Representatives or an alternate are invited to attend each Roundtable. When an agenda topic requires additional expertise from an organization the representative may bring up to two additional participants. It is the responsibility of the representative to ensure alternates or additional participants have read the Terms of Reference.

Participants attending on behalf of an organization are responsible for maintaining an appropriate reporting mechanism to their membership to support transparency and information sharing.

Responsibility of Roundtable Participants

The Roundtable is an important means for communicating amongst many different First Nations, local government, industry, and stakeholders. The following key responsibilities of the Roundtable participants should be considered:

- **Commitment:** Consistent participation is key to building a foundation of trust and openness, so regular attendance by the designated representative is encouraged.
- **Planning and organization:** Ability to identify priority interests with your organization or individual impacted members and understand and work within the scope of the Roundtable.
- **Communication:** Ability and an interest in participating verbally at meetings and facilitating follow-up within the organization.
- **Curiosity and open-mindedness:** Ability to ask questions to clarify, and exhibit interest in having two-way communication; demonstrate openness in sharing information and keeping people



informed.

- **Teamwork:** Ability to work collaboratively with community members to achieve goals and to solicit inputs by genuinely valuing others' ideas and expertise; willingness to learn from others and ability to work in a multi-cultural, multi-ethnic environment; capacity to work with transparency and to build trust in colleagues.
- **Respect:** Respecting that the participants have diverse perspectives and that we are all responsible for creating a 'safe environment' where people feel free to disagree and share their opinions openly without fear of hostility or criticism.

Media

To preserve the ability of participants to engage in a 'safe' manner, media are not to be invited, nor should representatives invite an individual from the media as an alternate.

3. Roundtable Operation

Meeting Notification / Agenda

A schedule of Roundtable meeting dates will be scheduled up to six months in advance to allow for long-term planning.

A draft meeting agenda will be distributed by email at least one week prior to each meeting allowing participants the opportunity to provide comments and suggestions on the agenda topics.

Wherever possible, efforts will be made to distribute meeting materials (e.g. maps) in advance of each meeting to support effective dialogue at the meeting.

RSVP

Participants are asked to please RSVP to meeting organizer(s) to ensure the facility size is appropriate to the number of participants. Please communicate any dietary restrictions or special requests at the time of RSVP.

Access to Meeting Materials

Meeting materials shared at the Roundtable and Meeting Minutes will be made publicly available to participants online at <https://NEstakeholderroundtable.ca/> within two weeks of each meeting.

Meeting Facilitation

Meetings will be facilitated by a Contractor responsible to the Province and the facilitation style and meeting format may vary depending on the topics and number of participants.

Provincial Government experts responsible for the key topics will be invited to attend the Roundtable.

Meeting Minutes

The Chatham House Rule applies whereby participants are free to use the information received, but neither the identity nor the affiliation of the speakers may be disclosed in the minutes. Individuals may request to have their specific comments or questions attributed to them in the Minutes.

Draft minutes including questions, answers and follow up actions will be recorded and circulated to participants within one week following the meeting. Participants will have one week to provide comments prior to the minutes begin finalized and posted to the public website.

The record of revision will be appended to the meeting minutes for future reference. Follow up actions will be added to the project status templates for each initiative, and Provincial representatives will report on action items as a part of their regular update.

4. Authority of Roundtable

The Roundtable is established by the Government of British Columbia through the Ministry of Forests, Lands, Natural Resource Operations and Rural Development managed by the Provincial Lead: Jason Lawson who is accountable to the Regional Executive Director.

A Provincial Government team of regional experts from the following Provincial Natural Resource Ministries will be available to inform Roundtable engagement process:

- Ministry of Forest, Lands and Natural Resource Operations and Rural Development;
- Ministry of Energy, Mines and Petroleum Resources;
- Ministry of Environment and Climate Change Strategy; and,
- Ministry of Indigenous Relations and Reconciliation.

These Ministries are responsible for participating as experts in Roundtable discussions and responding to Roundtable actions.

5. Roundtable Schedule

The Roundtables will be scheduled as determined to be appropriate, generally every 6 – 8 weeks. A schedule of Roundtable meeting dates will be scheduled up to six months in advance to allow for long-term planning.

6. Funding

Roundtable participants volunteer their time to attend. At this time, funding for per diems and mileage is not available to Roundtable participants, however, light refreshment and lunch will be provided.