

Appendix G CAB Meetings

G.1 CAB Final Terms of Reference

G.1.1 CAB Terms of Reference – May 2010

COMMUNITY ADVISORY BOARD

Terms of Reference

May 2010

Table of Contents

1	Introduction.....	2
	1.1 Mandate	2
	1.2 Purpose of the Terms of Reference.....	3
2	Scope.....	3
	2.1 Key CAB Functions	3
	2.2 Time Frame.....	3
	2.3 Geographic	3
3	CAB Philosophy.....	4
4	CAB Structure.....	4
	4.1 CAB Structure	4
	4.1.1 CAB Structure Composition.....	5
5	Membership.....	6
	5.1 Member Representation.....	6
	5.2 Member Participation	6
	5.2.1 Guests, Guests with Standing, Observers and Ex-officio Members.....	7
	5.2.2 Compensation.....	7
6	Roles & Responsibilities.....	8
	6.1 Role of the CAB	8
	6.1.1 Member Responsibilities	9
	6.1.2 Recommendations	9
	6.1.3 Role of Northern Gateway	9
	6.1.4 Communication	10
	a) Rules of Engagement.....	10
	b) Communication Strategy.....	10
7	Dispute Resolution	10
8	Term.....	11
9	CAB Working Groups.....	11
	9.1.1 Themes and Topics.....	11
	9.1.2 Technical Advisors.....	11
	Figure 1 - CAB Structure.....	12
10	Operational Guidelines - Appendix "A"	13

1 Introduction

Enbridge Northern Gateway (Northern Gateway) is undertaking an extensive community engagement program for the Enbridge Northern Gateway Pipelines Project (the Project). The community engagement program offers a wide variety of opportunities for individuals and organizations to learn about the Project and provide input including public open houses; presentations to local governments and community organizations; small group meetings; local offices in Kitimat and Terrace; and a Project toll-free number and email address.

To complement these community engagement activities, Northern Gateway has established “community advisory boards” (CABs). The CABs will be in place for the lifetime of the Project and provide opportunity for meaningful exchange among Northern Gateway, Aboriginal and non-Aboriginal communities, industry, non-participating stakeholders and the general public.

The project life cycle includes all phases of the project from conception and design, through construction, throughout the entire life of the operations of the system and including the system's decommissioning and abandonment.

1.1 Mandate

The purpose of the CAB is for participants to work collaboratively to design ways to identify Project risks; explore and design ways to ensure that negative environmental and community short and long term, cumulative and site specific impacts are eliminated, avoided, and/or minimized and/or mitigated; benefits are maximized, and legacies are fair and equitable while still retaining the commercial viability of the Project, *if* it should receive approval through a Joint Review Panel (JRP) process.

The CABs will:

- Gather, receive and process information to arrive at a common body of knowledge
- discuss common interests and concerns
- recommend improvements or enhancements to the Project
- Educate the general public

As a whole, the CAB will uphold the following core values in fulfilling its mandate:

- ❖ Accountability, responsibility, respect, transparency, fairness, integrity and empathy, forward thinking, security for future generations

Any recommendations within Northern Gateway's authority to control are open for consideration. However, not included in the CAB scope are recommendations on whether the project *should* or *should not* receive approval, a public inquiry, or broader public policy matters such as a tanker moratorium or Canada's energy policy. However, to the extent that CAB members are interested in these matters, Northern Gateway is prepared to support information sessions to arrive at a common body of knowledge.

1.2 Purpose of the Terms of Reference

The purpose of this Terms of Reference is to:

- ensure participants have a clear understanding of the purpose and scope of the CABs
- ensure participants have a clear understanding of their roles and responsibilities
- enhance the smooth functioning of CAB meetings

2 Scope

2.1 Key CAB Functions

The CAB process has been established to serve a multitude of purposes, however four broad goal areas that have been identified as common to all CABS are:

1. Communication
2. Information and Education
3. Participation
4. Community Benefits and Interests

2.2 Time Frame

The CABs will remain active throughout the life of the Project, or until the CAB members decide to disband. As a living document, the Terms of Reference will be revisited semi-annually or as needed at the discretion of the CAB.

2.3 Geographic

CAB activities, recommendations and decisions will generally be based upon the geographic area commonly referred to as the Northern Gateway Proposed Pipeline and Marine Route and potentially impacted areas.

3 CAB Philosophy

The CAB members will uphold the following principles and values while participating in the CAB process:

- ▶ Being accountable, responsible, respectful, transparent and open in all CAB activities during and outside of duly convened meetings with the broader public
- ▶ Operating by general agreement striving for consensus where possible- seeing everyone's point of view, listening and deciding fairly and striving for unanimity
- ▶ Respecting each other's participation and time, proposed project timelines and being mindful of agenda and meeting timeframes
- ▶ Demonstrating integrity, empathy and respect for diversity

The CABs will implement this philosophy through the following actions:

- a) Creating a forum for cumulative learning and on-going dialogue
- b) Informing and engaging communities at the grass roots level and respecting local control over lands and resources
- c) Seeking cross-sector representation from community, environment, education and training institutions and societal organizations working collaboratively with Northern Gateway
- d) Encouraging relationship building and collaboration amongst diverse stakeholders on a broad geographic scale and engaging Aboriginal groups in the process
- e) Adopting an objective, interest-based approach to information sharing and problem-solving

4 CAB Structure

4.1 CAB Structure

The CAB structure is illustrated in Figure 1.

4.1.1 CAB Structure Composition

For manageability, effectiveness and efficiency of time and resources, participation numbers have been identified in each of the five (05) CAB regions.

The resulting composition of the CAB structure is as follows:

Regional CAB:

A maximum membership of twenty (20) per Region plus an alternate for each member, not including one (1) Northern Gateway Technical Advisor and one (1) Northern Gateway Corporate representative. In addition, a designated seat is available for each Aboriginal community within the region as part of the total CAB membership. The maximum number will be reviewed from time to time to accommodate balance of representation within the CAB.

CAB Sharing Table:

A total membership of fifteen (15) with two (2) appointees from each of the Regional CABs situated in AB North Central, Peace Country, BC North Central, BC North West, three (3) from the BC North Coastal CAB, one (1) Northern Gateway Corporate representative, one (1) Northern Gateway Technical Advisor and the final two (2) appointed by Northern Gateway through an application process.

Working Groups (Topic Specific):

Unlimited membership, however participants are required to have knowledge or expertise in the topic specific to the formation of the Group. Northern Gateway will appoint one representative for Working Group oversight and coordination.

Working Group Forum:

A total membership of twelve (12); two (2) appointees from each of the Regional CABs, one (1) Northern Gateway representative and one (01) Technical Advisor.

CAB Planning Team:

The CAB Planning Team is comprised of the Northern Gateway Coordinators, Internal Technical Specialists and a Northern Gateway Corporate Representative.

5 Membership

5.1 Member Representation

Representation is voluntary and encouraged from:

- Aboriginal communities and organizations
- local governments
- environmental non-government organizations
- non-governmental community-based organizations
- economic and labour development organizations
- social and public service providers
- other terrestrial interests such as trappers, guides and ecotourism operators, tourism, recreation, forestry, fisheries, agricultural operations, and other primary industry
- other marine interests such as marine management, fisheries, commercial, recreational and Aboriginal fisheries, aquaculture industry, marine parks and protected areas, tourism, guides and ecotourism operators, and recreation

Northern Gateway will also assign two delegates – one representing corporate interests, one representing technical interests – as equal participants in the Regional CABs and CAB Sharing Table.

5.2 Member Participation

In the event a Regional CAB or Sharing Table member misses three meetings in a row, the organization or the Regional CAB he or she represents will be asked to either reconsider its membership, or replace the member with someone more able to participate. Replacements or new applications are to be made in writing and approved by the CAB subject to the new member agreeing to:

- abide by the Terms of Reference including the Rules of Engagement and Operational Guidelines
- independently inform themselves of the CAB work to date
- accept recommendations previously made by the CAB

Where it makes sense to do so, Working Groups or Regional CABs may be jointly convened to undertake specific topics of the Regional CABs.

5.2.1 Guests, Observers and Ex-officio Members

CAB meetings are open to anyone who may wish to come and observe the proceedings. For members of the general public who may want to become more actively involved, there are multiple points of entry to the process. These entry points are included in Appendix “A” Operational Guidelines.

Government agencies and Aboriginal organizations not wishing to join the CAB process are also invited to attend meetings as ex-officio members, guests or observers as well as volunteer for CAB Working Groups as long as they agree to abide by these Terms of Reference, including adhering to the Rules of Engagement. For logistical planning purposes, anyone wishing to attend a CAB meeting should notify the CAB Planning Team of their attendance in advance.

- | | |
|-----------------------|---|
| Guests: | Individuals or groups that are invited by the CAB membership to make a presentation or share their expertise on various CAB topics. |
| Guests with Standing: | CAB members attending a CAB meeting outside of their usual geographic location. Visiting members will have opportunity to participate in the discussion with the host region but will not participate in the decision making process. |
| Observer: | Anyone who attends a CAB meeting to observe the proceedings. Observers cannot make contributions to discussions or decisions while the meeting is in progress but may be given opportunity to speak upon completion of agenda items. |
| Ex-officio: | Government officials, technicians or Aboriginal delegates that may attend meetings from time to time to share their expertise but are not part of the decision making process. |

5.2.2 Compensation

If attending the CAB meeting is not within your normal course of business (i.e., your time to attend was not paid by your organization or Aboriginal group), travel and meal expenses will be reimbursed by Northern Gateway for one (1) person per organization or Aboriginal group per regional CAB meeting.

A \$25 per diem, to a maximum of two (2) days, is available for meals while travelling to and from the CAB meeting. A receipt is not required when submitting a per diem claim.

Reimbursement of approved expenses outside of travel costs up to a maximum of \$250 per attendee per organization or Aboriginal group per regional CAB meeting is offered if not reimbursed by the organization you're representing.

6 Roles & Responsibilities

6.1 Role of the CAB

1. Communication

- Developing messaging strategies for both internal (CAB) and external audiences
- Ensuring communication flow is two way

2. Information and Education

- Being informed on the project and informing others on the CAB process
- Sharing knowledge and expertise and learning from others
- Being responsible to seek additional information where gaps exist
- Disseminating information

3. Participation

- Relationship building and networking
- Developing and overseeing workplan tasks
- Providing multiple, ongoing ways of entering the process
- Managing financial resources
- Making recommendations to CAB Planning Team

4. Community Benefits and Interests

- Balancing economic benefit, environmental quality and community sustainability, social responsibility including education and training opportunities
- Explore minimizing impacts and maximizing benefits
- Ensuring that benefits are realized at the local level

6.1.1 Member Responsibilities

- Regularly attend and participate in CAB meetings.
- Actively participate in meeting discussions.
- Represent the views of their constituents and have authority to speak on their behalf, clearly distinguishing when they are speaking on behalf of their constituents, for the public, or presenting their own point of view.
- Be accountable to the constituents being represented, keeping them informed on the progress of the CABs, acquainting them with the issues being discussed, and gathering opinions in advance of the meeting.

6.1.2 Recommendations

Representatives from the Regional CAB s will present recommendations along with other information relevant for consideration. After general discussion, the Regional CAB will deliberate on the recommendation making modifications as necessary. If there is consensus, the recommendation will be advanced to the CAB Planning Team. If general agreement is not possible, the recommendation(s) will be forwarded to Northern Gateway along with a written rationale for opposing and attribution.

Consensus is defined as striving for unanimity, but moving forward based on general agreement, or being able to live with the recommendation but with some reservation.

On occasion some participants may have to take recommendations back to their constituencies, or to a higher decision-making authority. In this case, recommendations will be tabled and brought forward at a future meeting for a final decision.

6.1.3 Role of the Northern Gateway

Northern Gateway will be responsible to ensure a timely review of the recommendations and to report on progress at each meeting. A written response including rationale will be provided for recommendations not receiving approval.

6.1.4 Communication

a) Rules of Engagement

Members of the CAB, guests, observers and ex-officio members agree to follow the Rules of Engagement during their participation in CAB meetings. The Rules of Engagement are set out to:

1. Challenge ideas, not people; be positive, open and solution oriented
2. Participate and listen generously, ensuring that everyone gets heard
3. Stay focused and in the process, holding one conversation at a time
4. Encourage new ideas and build on the ideas of others; be willing to see situations from a perspective other than your own
5. Observe time limits; stick to the agenda

b) Communication Strategy

Each Regional CAB will be responsible to develop a Communication Strategy that will support the mandate, philosophy, functions and role of the CAB and that identifies the following:

1. Audiences
(CABs, Northern Gateway, non-participating stakeholders, general public)
2. Methodology
3. Common messaging
4. Media

7 Dispute Resolution

CAB members, guests and ex-officio members agree to resolve disputes in the following manner:

1. Adhere to Rules of Engagement
2. Maintain CAB Philosophy
3. Keep track of issues as they arise and commit to working toward resolution
4. Use empathy and genuineness
5. Seek common ground
6. Provide venue for individual members to resolve disputes away from the group

In the event a dispute cannot be resolved, members will agree to disagree and provide a written rationale on their viewpoint which will form part of the meeting record.

8 Term

Membership in the Regional CAB will be 1-3 years, staggered with an option for renewal. The term of membership in the CAB Sharing Table will correspond with the appointed member's term at the regional level. (Also see Section 5.2 Membership)

9 CAB Working Groups

CAB Working Groups will be organized around the themes identified at the CAB exploratory meetings and other themes identified and approved by the CAB. The primary function of the Working Groups is to carry out assigned tasks that have been identified in a workplan that has been developed and approved by the Regional CAB and report back to the Regional CAB on progress and outcomes.

9.1.1 Themes and Topics

The overarching themes that will be applied to the work of the Regional CABs and form the basis for Working Groups establishment are defined as:

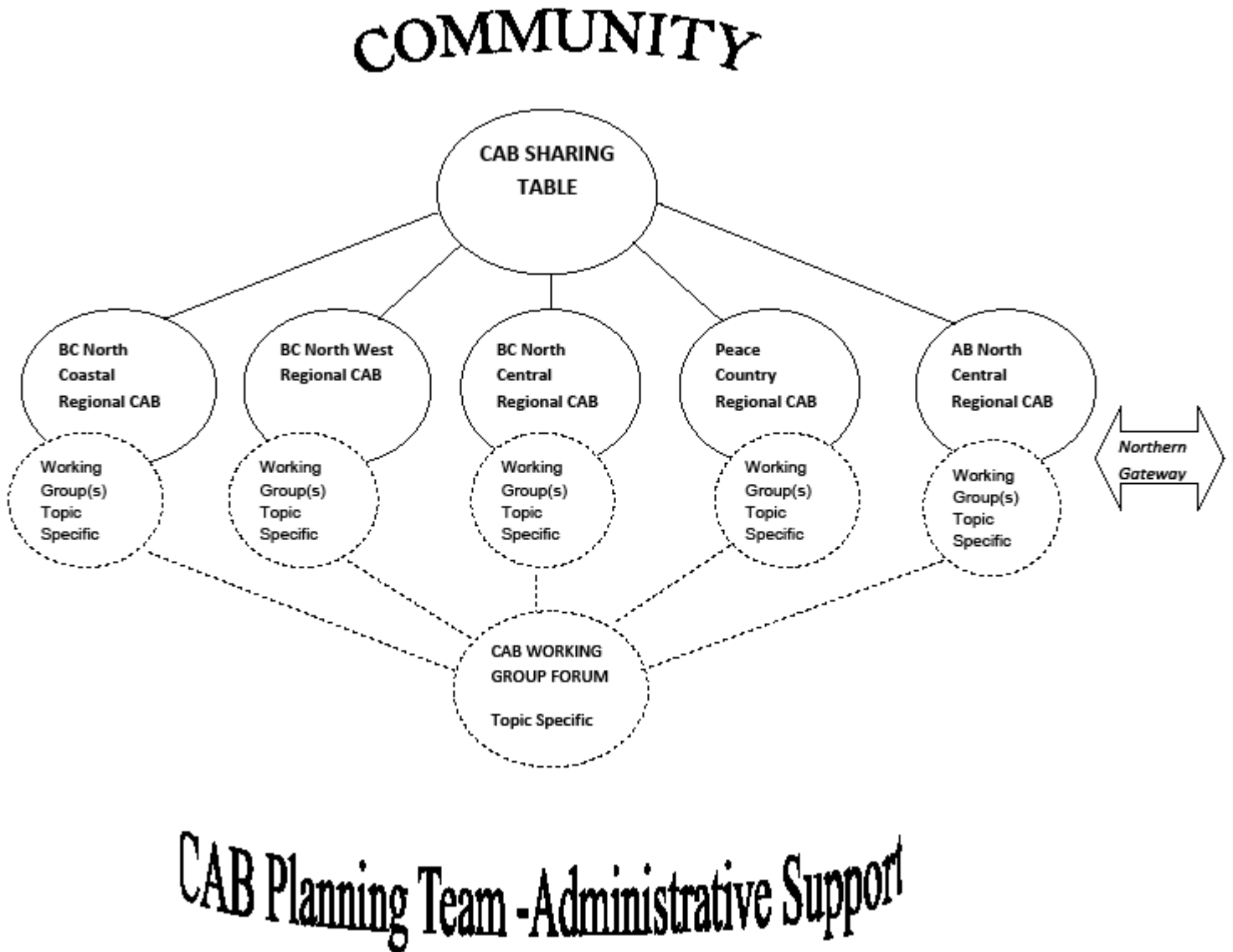
- 1) **Environmental**
- 2) **Social**
- 3) **Economic**
- 4) **Cultural**

Each theme will be viewed through a sustainability lens, recognizing the interconnectedness and potential effect each theme area has on the other.

9.1.2 Technical Advisors

As the Regional CABs work their way through various themes, technical specialists will be made available to explain material in their areas of expertise in more detail or provide information. Technical advisors may be internal or external. Requests for additional technical expertise will be considered at the discretion of the Northern Gateway Steering Committee. Northern Gateway will respond to requests for additional expertise in writing that will be distributed at a future meeting within an agreed upon time frame.

Figure 1 - CAB Structure



10 Operational Guidelines - Appendix "A"

Operational Guidelines are attached as Appendix "A" to the Terms of Reference and may be revised from time to time as part of the workplan function of the Regional CAB.

G.1.2 CAB Operational Guidelines – May 2010

COMMUNITY ADVISORY BOARD

Operational Guidelines

May 2010

Table of Contents

1	Introduction	1
2	Regional CAB	2
	2.1 Workplans.....	2
	2.2 Communication Strategies	2
3	Public Communication	3
	3.1 Media.....	3
4	CAB Planning Team.....	3
	4.1 Contact Person	3
	4.2 Standard Agenda Items	4
	4.2.1 Regional CAB.....	4
	4.2.2 CAB Sharing Table	4
	4.3 CAB Documentation	4
	4.3.1 CAB Membership	4
	4.3.2 CAB Meeting Summaries	5
	4.3.3 Other Documentation.....	5
5	Working Groups	5
6	Operating Norms	6
	6.1 Conduct.....	6
	6.2 Business	6
	6.3 Decision Making.....	6
	6.4 Notice of Meetings	7
	6.5 Meeting by Telephone.....	7
	6.6 Meeting Frequency and Duration	7
	6.6.1 Meeting Attendance	8
	6.6.2 Notification of Failure to Attend.....	8
	6.7 Meeting Locations	8
	6.8 Membership Location.....	9

1 Introduction

Northern Gateway is committed to an open forum for transparent and meaningful engagement. The CABs were created by Northern Gateway in response to a desire by stakeholders, Aboriginal peoples and interested parties for a manageable forum to share information about the proposed pipeline project with other members of the community as well as with representatives from Northern Gateway. Through regional CABs and topic-specific working groups, the CAB process affords ongoing in-depth discussion and collaborative problem-solving reflecting the values and interests of the collective.

The CAB process is a complement to the many existing engagement initiatives for the proposed pipeline project, including community open houses, local presentations and meetings, career and employment workshops, and the establishment of local offices, a project website and toll-free number.

The purpose of the CAB is for participants to work collaboratively to design ways to identify Project risks; explore and design ways to ensure that negative environmental and community short and long term, cumulative and site specific impacts are eliminated, avoided, and/or minimized and/or mitigated; benefits are maximized, and legacies are fair and equitable while still retaining the commercial viability of the Project, *if* it should receive approval through a Joint Review Panel (JRP) process.

The CABs will:

- Gather, receive and process information to arrive at a common body of knowledge
- discuss common interests and concerns
- recommend improvements or enhancements to the Project
- Educate the general public

As a whole, the CAB will uphold the following core values in fulfilling its mandate:

- ❖ Accountability, responsibility, respect, transparency, fairness, integrity and empathy, forward thinking, security for future generations

Members of the general public or observers (as defined in the Terms of Reference) who are not CAB members can participate in many of the engagement activities or volunteer for CAB activities that are of particular interest to them through involvement in a CAB working group.

The Operational Guidelines contained within this document are an attachment to the Community Advisory Board (CAB) Terms of Reference, but can be updated and revised as required as a standalone document. The purpose of the Operational Guidelines is to provide a consistent and agreed upon basis through which the work of the CABs will be carried out and documented.

2 Regional CAB

2.1 Workplans

Each Regional CAB will be responsible to develop and implement a workplan that clearly identifies theme areas, tasks, assignment of responsibility, timelines and anticipated results or outcomes. Workplans will be shared with the CAB Sharing Table to determine if there is opportunity for collaboration or partnering on identified workplan tasks.

2.2 Communication Strategies

Each Regional CAB will be responsible to develop and implement a Communication Strategy that clearly identifies target audience, methodology and common messaging. Communication Strategies will be shared with the CAB Sharing Table and may form part of a broader Communication Plan to educate and inform non-participating stakeholders and the general public.

(a) Methodology

Methodology for communication may include but not be limited to:

- Key Messages and Frequently Asked Questions
- News/press releases from the CAB
- Multi-media –newsletters in “plain and clear language” (Provincial literacy program guidelines), internet/website (links, blog, Share Points, Google Analytics, Webinar, games), 800 phone line for CAB
- Summaries from CAB meetings
- Independent CAB technology for people/groups to access information and provide input
- Involving charitable organizations
- Town Hall meetings
- Speaker series
- Information forums and open houses
- Networking and CAB information sharing- “cross-pollination”
- Public engagement – coordinated and controlled
- Suggestion box

3 Public Communication

Non-participants and the general public will be kept informed of Regional CAB and Sharing Table activities through the meeting summaries posted on the CAB website and through other documentation as directed by the Regional CAB s and the CAB Sharing Table. Public Communication will be further defined as part of the Regional CAB Communication Strategy.

3.1 Media

Regional CABs may opt to include media as part of their Communication Strategy, however generally media representatives will not be present at CAB meetings to create a safe environment for free and open dialogue without fear of comments being misrepresented or taken out of context.

4 CAB Planning Team

Northern Gateway will facilitate the planning and coordination of the CAB process, and will work closely with the Facilitator and technical experts. The CAB Planning Team, comprised of Northern Gateway coordinator(s), technical specialists and a corporate representative, in concert with the CAB, will be responsible for setting the agenda and planning the details for each Regional CAB and Sharing Table meeting; supporting the Regional CABs and Sharing Table; managing the administrative aspects of the process; notifying participants of meetings, and collecting and distributing information packages.

Members of the CAB Planning Team will attend meetings as required to provide administrative and technical support and any information regarding progress, approval or non-approval of proposed CAB activities.

4.1 Contact Person

All inquiries about the CAB process are to be directed to any member of the CAB Planning Team. CAB members are encouraged to communicate the activities of the CAB to their constituents.

Enbridge Northern Gateway Pipelines CAB Planning Team

240 City Centre, Kitimat, BC V8C 1T6

Tel: 250-635-3153 Fax: 250-632-5783

cab@northerngateway.ca

www.northerngateway.ca

4.2 Standard Agenda Items

Standard agenda items may include, but not be limited to, the following:

4.2.1 Regional CAB

- Review of previous meeting summary and other housekeeping matters
- Northern Gateway/JRP Project updates
- Update on other CABs
- Update on status of recommendations
- Revisit tabled recommendations
- Updates on Regional CAB progress
- Regional CAB presentations, recommendations and opportunity for information sharing
- Confirm next meeting date
- Question and answer period for observers (at the discretion of the CAB)

4.2.2 CAB Sharing Table

- Review of previous meeting summary and other housekeeping matters
- Northern Gateway/JRP Project updates
- Update on Regional CAB s
- Update on status of forwarded recommendations
- Revisit tabled recommendations
- Updates on Regional CAB progress
- CAB Sharing Table presentations and new recommendations
- Confirm next meeting date

4.3 CAB Documentation

4.3.1 CAB Membership

The Community Advisory Board supports the principles of inclusion and maintaining an open door policy. In addition to broad organizational and cross-sectoral representation, the CAB welcomes participation from members of the general public who are not affiliated with an organization.

Membership on the Regional CAB will be formalized by way of a form letter submitted to the CAB Planning Team stating the name of the individual, the CAB region for which their membership will apply, their alternate, and if applicable the organization or group they represent. Those wishing to be members of the initial CAB composition should submit their letters on or before March 31, 2010.

To ensure optimal participation and representation in each Regional CAB, and in keeping with the CAB Structure Composition defined in the Terms of Reference (Section 4.1.1), organizations cannot appoint more than one (1) person and his or her alternate to sit on their Regional CAB. Once the CAB membership has reached its maximum number of twenty (20), new requests will be responded to in writing by a member of the CAB Planning Team on behalf of the CAB, advising that the seats on the CAB are currently filled but that they will be notified should a seat become available or if membership is expanded as a result of a Terms of Reference review.

A record of membership correspondence and decisions will be maintained by the CAB Planning Team as part of the meeting summary.

Membership at the CAB Sharing Table will be determined by each Regional CAB.

4.3.2 CAB Meeting Summaries

Meeting summaries will include:

- A summary of the general discussion without attribution
- A running list of recommendations indicating status and timelines
- Other decisions and action items

Meeting summaries will be distributed to CAB members two weeks post session round and posted on the CAB website.

4.3.3 Other Documentation

The CAB process will be documented in the Project filing, reflecting work-to-date including recommendations if there are any at that time.

5 Working Groups

As per the Terms of Reference, the primary function of the Working Groups is to carry out specific assigned tasks that have been identified in a workplan that has been developed and approved by the Regional CAB and report back to the Regional CAB on progress and outcomes. The activities undertaken by a Working Group will occur in one of the four overarching theme areas that will be applied to the work of the Regional CABs and which form the basis for a Working Group. The themes are defined as:

- a) Environmental
- b) Social
- c) Economic
- d) Cultural

As per the Terms of Reference, each theme will be viewed through a sustainability lens, recognizing the interconnectedness and potential effect each theme area has on the other.

Working Groups will appoint a Chairperson or Spokesperson to report to the CAB and the CAB Planning Team Leader on their behalf. Working Groups will be overseen, coordinated and facilitated by the CAB Planning Team Leader.

6 Operating Norms

6.1 Conduct

All participants involved in the CAB process in any manner agree to:

- Abide by the Rules of Engagement as set out in the Terms of Reference including the Operational Guidelines set out herein
- Start and end meetings on time
- Attend regularly and come prepared
- Act in “good faith” in all aspects of the process
- Avoid disruption of meetings (e.g., use of cell phones, caucusing at the table, etc.)
- No electronic or videotaping of the meetings
- Strive for consensus

6.2 Business

As the first order of business the Regional CAB and CAB Sharing Table will determine the process by which the meeting will be lead. Options for this may include, but are not limited to:

- Chairperson or Co-chair (by appointment)
- Chairperson (by rotation)
- Spokesperson (by appointment as needed for a specific purpose)
- Facilitator (depending on available resources)

Regional CAB and CAB Sharing Table business will be carried out based upon an agreed upon agenda that includes the standard agenda items identified in section 2.2 of the Operational Guidelines. New business may be added to the agenda at the start of the meeting prior to the agenda being adopted by the membership, provided there is adequate information and support to proceed with the new item.

6.3 Decision Making

The CAB operates with an inclusive process of decision-making by consensus. For the CAB, a positive decision-making outcome can be general agreement, with the

optimal goal being unanimity. As per the Terms of Reference, general agreement is defined as “being able to live with the recommendation, but with some reservation.”

The Chair of any meeting, in striving to achieve consensus, will endeavour, in good faith, to ensure that all members present are provided with the opportunity to be heard on all issues. If a consensus decision is reached by the CAB, the decision shall be recorded as a unanimous vote of the CAB. In the absence of a consensus decision having been arrived at within a reasonable timeframe, as determined by the Chair, the Chair shall call for a vote.

6.4 Notice of Meetings

Notice of unscheduled meetings shall be delivered via email or telephone to each member not less than four (4) days before the meeting is to take place. Notice of regularly scheduled meetings will be sent via email or mail to each member not less than fourteen (14) days before the meeting is to take place. Meeting dates for the Regional CABs and the CAB Sharing Table will be set annually.

6.5 Meeting by Telephone

With the agreement of all the members of the CAB, a meeting of the CAB or of a Working Group of the CAB may occur by means of teleconference or other communications facilities that will permit all persons participating in the meeting to hear each other. A member participating in such a meeting by these means is deemed to be present at the meeting. Consent shall be effective provided it is given before the meeting to which it relates and may be given with respect to all meetings of the CAB and of Working Groups of the CAB within a specified period.

6.6 Meeting Frequency and Duration

The Regional CAB s will meet quarterly and the CAB Sharing Table will meet semi-annually. The default duration will be one day but is dependent on the number of presentations and recommendations to be reviewed. Each group will establish its own meeting schedule annually.

Working Groups will be formed for a specific purpose and disbanded once the task is complete. The sharing function of the Working Group, or the CAB Working Group Forum, is to conduct and/or access research and gather information as required to inform discussions and decisions at Regional CAB meetings. Working Groups and the Working Group Forum will meet on an as-needed basis, either in-person or remotely.

Meeting frequency will be determined by the group in collaboration with the CAB Planning Team Leader who will be responsible for Working Group oversight and coordination.

6.6.1 Meeting Attendance

Members of the Regional CAB and CAB Sharing Table are expected to attend meetings on a regular basis and to come to meetings fully prepared by reviewing materials in advance. To ensure optimal participation and representation in the CAB process, members will also identify an alternate to represent him/her if unable to attend a meeting, or on issues where an alternate has more relevant knowledge or experience. Members will ensure the alternate is familiar with the discussions and recommendations to date, will abide by the Terms of Reference, and is aware of the expectation to brief the member on their return.

6.6.2 Notification of Failure to Attend

As per the Terms of Reference, if a Regional CAB Member or CAB Sharing Table member misses three meetings in a row, the organization or the Regional CAB he or she represents will be asked to either reconsider its membership, or replace the member with someone more able to participate. Notice will be sent in writing at the direction of the regional CAB or CAB Sharing Table through the CAB Planning Team to the mailing address provided by the absent member.

Members who no longer want to participate are not required to provide notice, however for clarity and as a courtesy to fellow CAB members it is requested that notice be provided in writing.

6.7 Meeting Locations

Locations for the Regional CABs and the CAB Sharing Table will be set annually in conjunction with the meeting schedule. CABs operate within five broad geographic areas defined as:

- 1) BC North Coastal *
- 2) BC North West
- 3) BC North Central
- 4) Peace Country
- 5) AB North Central

* BC North Coastal Region, including Pacific Inland and Haida Gwaii, will focus primarily on marine issues, with the option to discuss terrestrial issues.

Within these geographic areas, the CAB membership, in concert with the CAB Planning Team, has the ability to request specific meeting locations from Northern Gateway. Considerations that may factor into the decision of location may include, but are not limited to the following:

- Where it may create an overlap or duplication;
- Where there is no consensus of the group for the proposed location;
- If there are politically-sensitive or mitigating factors to be considered;
- Where financial resources are not available to accommodate the request.

The CAB Sharing Table and the CAB Working Group Forum may meet within or outside of the identified geographic areas from time to time at the discretion of Northern Gateway to minimize travel costs and maximize time efficiencies.

6.8 Membership Location

Membership attachment to CAB regions will be confirmed upon formalization of the membership. CAB members wishing to attend meetings outside of their region may do so however attendance at alternate regional meetings will be as a Guest with Standing, with opportunity to participate in the discussion but without input into the decision making process at the host region.