

BC Hydro Site C Clean Energy Project
Terms of Reference: Regional Community Liaison Committee
FINAL June 2016

1. Introduction

In 2010, BC Hydro established the Regional and Local Government Liaison Committee (RLGC). This Regional Community Liaison Committee (RCLC) replaces the RLGC for the Site C Clean Energy Project (Project) to provide a forum for BC Hydro and elected officials to share information and discuss community interests, enquiries and potential benefits related to the Project. The RLGC met for the last time on July 16, 2014.

BC Hydro has established the RCLC during Project construction to foster dialogue between BC Hydro, Peace region local governments and First Nations. The RCLC will provide awareness of construction activities, construction schedules, local interests, enquiries and concerns, and encourage participation and input from RCLC representatives. The RCLC will be an advisory committee to BC Hydro.

2. Purpose

- 2.1.** To bring representatives from the Peace River region including regional government, local government, MLAs, and First Nations together with BC Hydro project officials in a regular forum to discuss the Project.
- 2.2.** To facilitate timely information exchange to ensure accurate information regarding the Project, in particular construction activities and schedules, mitigation measures, procurement and employment, is available to communities during Project construction.
- 2.3.** To provide a forum for BC Hydro and community representatives to discuss and address local interests, enquiries and concerns in a timely and cooperative manner, subject to financial, technical and schedule constraints.

3. Meeting Logistics

- 3.1. Chair:** RCLC meetings will be chaired by a BC Hydro senior manager for the Project.
- 3.2. Co-chair:** RCLC meetings may be co-chaired by a representative, as determined by representatives at the end of a preceding meeting. Co-chairs will bring forward specific community issues to lead discussion at the following RCLC meeting.
- 3.3. Venue:** RCLC meetings will be held in Fort St. John, but also rotate to member communities at the discretion of representatives. A venue will be recommended by the host community or BC Hydro. BC Hydro will be responsible for making the meeting arrangements (see section 5.2). Teleconference options will be provided whenever possible at the venue.
- 3.4. Schedule:** The RCLC will meet at least four times per calendar year, and up to monthly, during Project construction, as determined by the RCLC or at the call of the chair. During the first year the RCLC will meet at least six times.

3.5. Expenses: BC Hydro will pay for meeting venue costs and refreshments. BC Hydro will provide a Coordinator to manage meeting logistics and committee records, as described below.

3.6. Committee Records: BC Hydro will provide a Coordinator to manage the distribution of materials as described below (dates may vary due to statutory holidays).

3.6.1. **Agendas:** The draft Agenda will be circulated a minimum of 14 days prior to the meeting. Representatives will be able to provide comments and recommend agenda items. The final Agenda will be distributed to representatives at the meeting; however the Agenda can be adjusted at the meeting at the request of the representatives.

3.6.2. **Meeting materials:** All representatives will strive to send meeting materials 7 days in advance of meetings.

3.6.3. **Reporting:** BC Hydro and/or its contractors will provide data on employment (PRRD, BC, Rest of Canada and Aboriginal), contractors and sub-contractors, and enquiries to the RCLC.

3.6.4. **Meeting Summary:** The Coordinator or an alternate will attend meetings and prepare a draft meeting summary which will be distributed to representatives for comment. Representatives will have 7 days to provide comments and accept the summary notes after which the draft version will be deemed final and distributed to the committee. If any comments are conflicting they will be reviewed at the next RCLC meeting before a final version is distributed.

3.6.5. **Annual Report:** The Coordinator will prepare an annual report of the committee approximately 90 days after March 31 of each year covering the 12 month period prior to that date. The annual report will include the activities, materials and summary of meetings from the prior year. This will allow the report to reflect meetings held in the initial 12 months and provide three months to draft and issue the annual report.

3.6.6. **Public Posting of Records:** Meeting summaries and presentations will be posted on the Project website except those identified by the committee as sensitive or confidential. The annual report of the committee will be posted on the Project website.

3.6.7. **Reporting Templates:** Templates for regular reporting to the committee on project employment, regional business involvement, and project enquiries will be developed and shared with the Committee, and will include information on how reports will be shared by the committee with the public.

3.7. Communications and Confidentiality

3.7.1. **Media Spokesperson:** The BC Hydro Site C Community Relations Manager will be the BC Hydro media spokesperson on issues relating to the RCLC. BC Hydro will not speak on behalf of representatives and any joint announcements or releases will be reviewed by all RCLC representatives prior to issuance.

3.7.2. **Confidentiality:** The general public and the media are not permitted to attend meetings. To foster open dialogue between representatives, information shared during general discussions of the committee will be kept confidential. BC Hydro project updates, project information (including data on employment and contractors/sub-contractors) and enquiry responses (with identifying information removed) shall not be considered confidential unless indicated.

4. Membership

The RCLC will include the following representatives, which may change as staffing, roles or elected officials change. Committee representatives may designate another elected representative as a delegate, if they are unable to attend. Members of the committee are those representatives who respond to the invitation to participate in the RCLC and attend meetings regularly or send a delegate.

4.1. BC Hydro representatives (or delegate):

- Chair, Environmental, Aboriginal Relations, Public Affairs Director, Site C
- Site C Construction Management Representative
- Site C Community Relations Manager
- RCLC Coordinator
- Technical experts as needed

4.2. Community representatives (Mayor, Chief or other elected delegate):

- MLA for Peace River North
- MLA for Peace River South
- Blueberry River First Nations
- District of Chetwynd
- City of Dawson Creek
- Doig River First Nation
- City of Fort St. John
- Halfway River First Nation
- District of Hudson's Hope
- McLeod Lake Indian Band
- Peace River Regional District
 - Electoral Area 'B', Peace River Regional District
 - Electoral Area 'C', Peace River Regional District
 - Electoral Area 'D', Peace River Regional District
 - Electoral Area 'E', Peace River Regional District
- Village of Pouce Coupe
- Saulteau First Nations
- District of Taylor
- District of Tumbler Ridge
- West Moberly First Nations

4.3. Invited Guests

- 4.3.1. Each community may appoint one senior staff person, for example, the Chief Administrative Officer, to observe RCLC meetings and to provide support to the representative.
- 4.3.2. Representatives may invite additional staff or technical advisors to RCLC meetings, to deal with certain agenda items, with prior discussion and agreement of the Chair. The Chair will advise the RCLC of any invited guests through issuance of the final agenda in advance of the meeting the purpose or role of the technical advisor.
- 4.3.3. Public requests to attend or present to the RCLC will be referred to their respective elected representatives who can bring their interests, enquiries or concerns to the RCLC.

4.4. Duration of the RCLC

- 4.4.1. The RCLC will meet throughout the construction of the Project. Prior to operations, the RCLC will discuss options for liaison during Project operations, including potential to merge this committee with other BC Hydro local committees.

5. Summary of Responsibilities

5.1. BC Hydro Chair will:

- 5.1.1. facilitate discussion to achieve committee purposes and to promote a balance of views
- 5.1.2. seek input from RCLC, make recommendations to Project team members and report on how RCLC feedback has been taken into consideration
- 5.1.3. guide the development of the meeting agendas, reflecting the input received from representatives (see section 4.4)
- 5.1.4. assign a BC Hydro Coordinator as a resource to the RCLC

5.2. BC Hydro Coordinator will:

- 5.2.1. arrange and ensure representatives are notified of RCLC meeting dates and location
- 5.2.2. manage records as described above (section 3.6)
- 5.2.3. arrange meeting venues and logistics

5.3. Elected members will:

- 5.3.1. attend meetings, suggest agenda items and actively participate in discussions
- 5.3.2. report enquiries, interests and concerns of their community or constituency to the RCLC related to the construction of the Project, including public requests referred to them (section 4.3.3)
- 5.3.3. communicate to their community or constituency in a timely manner about Project information shared at the RCLC and distribute meeting materials to their organizations as needed

5.4. Decision-Authority

- 5.4.1. BC Hydro is legally responsible for decisions regarding the development and implementation of the Project.
- 5.4.2. The RCLC is an information-sharing committee and is advisory to BC Hydro. BC Hydro will take into consideration the input from the RCLC with respect to the Project.