

## **TERMS OF REFERENCE PEACE RIVER/WILLISTON RESERVOIR ADVISORY COMMITTEE**

### **Purpose**

- The Peace River/Williston Reservoir Advisory Committee (the “Committee”) serves a very important role in providing advice and in facilitating two-way communications between the Peace/Williston community and BC Hydro.
- The Committee will function at a strategic level and will not serve as a reviewer of individual management decisions or as arbiters of disputes over individual customer transactions.
- The Board and senior management will respond to the Committee’s advice.<sup>1</sup> The Committee will not directly ask BC Hydro staff to act on recommendations.<sup>2</sup>

### **Composition and Administration**

#### **Membership**

- The Committee members and the Committee Chair will be appointed by the Board of Directors.
- Committee membership will provide for equitable representation of geographical and special interests within the region covered by the Committee.
- At the discretion of the Board of Directors, members will normally be appointed to serve for an unspecified term.

#### **Meetings**

- The Committee will meet from four to six times per year.
- Meeting agendas will be set 30 days in advance of any meeting. Committee representatives and BC Hydro will jointly determine the content of the agenda.
- Agenda items may be referred by the Board of Directors or Management or proposed by the Committee members.
- Meetings will be held at varying locations in communities in the Peace and Williston basin. At the discretion of the Chair, no more than one meeting each year may be held at another location within the Province.
- Meetings will normally be open to the community and community access will be encouraged, except in cases where confidentiality requires in-camera discussion at the discretion of the Committee Chair.

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<sup>1</sup>**Advice:** Identifies issues, flags who is concerned, identifies gaps in communication and consultation, suggests who should be consulted and engaged in dialogue, suggests factors Hydro needs to consider, may suggest technical information that should be accessed. May suggest alternatives that should be studied and considered.

<sup>2</sup>**Recommendations:** Determine actions that should be taken. Recommendations occur at the end of a process that includes gathering data, conducting scientific study, public consultation, evaluation of alternatives for costs, benefits, risks and impacts, comparison to Hydro and provincial government policy, etc.

### **Committee Member Responsibilities**

Committee members are responsible for:

- a) Regularly attending scheduled meetings and preparing for meetings.
- b) Actively participating in Committee discussions and activities.
- c) Developing a clear understanding of the:
  - I. purpose and objectives of the Committee – it must be clear from the beginning what issues are or are not on the table;
  - II. the ground rules and operating guidelines
- d) Seeking input and opinion from their communities and/or special interests and reporting to each meeting of the Committee on relevant issues.
- e) Reporting back to their community or special interest on Committee discussions and activities.
- f) Providing candid evaluations of BC Hydro's programs, policies and procedures.
- g) Developing practical and workable advice for BC Hydro's consideration.
- h) Respecting confidentiality of certain information as may be required from time to time.
- i) Participating in training that may enhance their abilities to serve on the Committee.
- j) Submitting an expense claim form, together with applicable receipts, detailing all disbursement of expenses claimed in support of Committee activities.

### **BC Hydro Responsibilities**

Senior management supports the objectives of the Committee and is accessible to the Committee. BC Hydro is responsible for:

- a) Providing Committee members with adequate background and timely information on relevant issues.
- b) Scheduling regular meetings and ensuring appropriate Hydro representatives are present.
- c) Responding in a timely manner to Committee questions and advice.
- d) Properly evaluating advice and implementing actions determined to be in the best interests of customers, the public and BC Hydro.
- e) Paying all reasonable travel, meals and incidental expenses of the members.
- f) Paying an honorarium to Committee members for each meeting attended.
- g) Providing administrative support as required.

### **Duties and Responsibilities**

The Committee will:

- a) Serve as a forum for dialogue between Directors and community interests.
- b) Complement BC Hydro's public consultation process in the Peace/Williston region.
- c) Gain community insight and input regarding current and future issues and their impacts on customers, the environment and the Corporation.
- d) Identify positive ways for responding to community needs and concerns.
- e) Become familiar enough with the realities of BC Hydro's business to advise on policies and procedures and to suggest means of supporting the Board's Strategic Plan in the Peace/Williston region.

**Accountability**

- Minutes of the Committee's meetings will be provided to the Board of Directors on a timely basis.
- Advice on policy issues will be referred to the Board of Directors by the Committee Chair, either directly or through the CEO.
- Advice on specific operational activities will be referred by the Committee Chair to the applicable member of the executive team, or to the CEO.