

Regional Community Liaison Committee Annual Report – 2016

*Site C Clean Energy Project
June 30, 2017*

Table of Contents

1.0	Background	2
1.1	Environmental Assessment Certificate Conditions	2
1.2	Community Agreements.....	3
2.0	Regional Community Liaison Committee	3
2.1	RCLC Purpose, Funding and Composition	4
2.1.1	Purpose	4
2.1.2	Funding.....	4
2.1.3	Composition.....	4
2.2	RCLC Meetings in 2016.....	5
	Appendix A: Terms of Reference	6
	Appendix B: Regional Community Liaison Committee Meeting Agendas and Meeting Summary Notes	10
	Appendix C: List of Supporting Materials.....	43
	Appendix D: RCLC Action Item Tracking Log – 2016.....	44

1.0 Background

The Site C Clean Energy Project (the Project) is a hydroelectric dam and generating station under construction in northeast B.C. Construction started in July 2015 and will be completed in 2024. The Project will help meet future electricity needs by providing 1,100 megawatts of dependable capacity, and producing about 5,100 gigawatt hours of energy each year — enough to power the equivalent of 450,000 homes per year. Once built, the Project will be a source of clean, reliable and cost-effective electricity in B.C. for more than 100 years.

The key components of the Project are:

- Access roads and a temporary construction bridge across the river, at the dam site.
- Worker accommodation at the dam site.
- Upgrades to 240, 269, 271 and Old Fort roads.
- The realignment of six segments of Highway 29.
- Two temporary cofferdams across the river to allow for construction of the earthfill dam.
- Two new 500 kilovolt transmission lines connecting Site C to the Peace Canyon Substation, within an existing right-of-way.
- Shoreline protection at Hudson's Hope, including upgrades to DA Thomas Road.
- An 800-metre roller-compacted-concrete buttress to enhance seismic protection.
- An earthfill dam, approximately 1,050 metres long and 60 metres high above the riverbed.
- A generating station with six 183 MW generating units.
- An 83-kilometre-long reservoir that will be, on average, two to three times the width of the current river.

1.1 Environmental Assessment Certificate Conditions

The Regional Community Liaison Committee (RCLC) is a key information and notification tool that is identified in the Site C Construction Communication Plan (see [Construction Environmental Management Plan, Appendix C – Construction Communication Plan, Section 3.2 Information and Notification Tools](#)). The Site C Construction Communication Plan was developed in accordance with Conditions 39, 43 and 72 of the Environmental Assessment Certificate (EAC), and guides construction communications and community relations during the construction phase of the Project. The RCLC has been implemented in order to meet the objectives set out in the Site C Construction Communication Plan.

Construction began on the Project on July 27, 2015 and the RCLC held its first meeting on March 11, 2016. The Regional Community Liaison Committee Annual Report (the Report) provides a review of the Committee meetings held from March 11, 2016 – December 31, 2016, which covers the first calendar year following the Committee's establishment.

Table 1. Overview of EAC Condition 72

Condition Number	Condition	Plan Reference
EAC Condition 72	<p>The EAC Holder must manage effective communications for the Project by implementing measures in communication plans and a business participation plan.</p> <p>The following communication and participation plans are to be developed and implemented:</p> <ul style="list-style-type: none"> • Business Participation Plan; • Construction Communication Plan; and • First Nations Communication Plan. <p>Each plan in addition to plan specific conditions identified in this document will include:</p> <ul style="list-style-type: none"> • Clear Statement of Objectives; • Audiences; • Key activities and tools; and • Annual summary reporting. 	<p>BC Hydro is meeting this condition.</p> <p>The following plans have been developed (dated June 5, 2015) and are actively being implemented.</p> <ul style="list-style-type: none"> • Business Participation Plan; • Construction Communication Plan; and • First Nations (Aboriginal) Communication Plan.

1.2 Community Agreements

BC Hydro is working with communities to reach agreements that will provide lasting benefits for residents in the Peace region. To date, BC Hydro has reached a regional legacy benefits agreement with the Peace River Regional District and its member communities and community agreements with the District of Chetwynd, City of Fort St. John, District of Hudson’s Hope and District of Taylor.

A community liaison committee was proposed in the following agreements between BC Hydro and communities in the Peace region:

- [District of Chetwynd Community Agreement](#)
- [City of Fort St. John Community Measures Agreement](#)
- [District of Taylor Community Agreement](#)

BC Hydro is meeting its commitment under these agreements by establishing the RCLC and implementing the Committee for the duration of Project construction.

2.0 Regional Community Liaison Committee

BC Hydro is engaging key municipal, regional and provincial government stakeholders to ensure they are kept up-to-date on the status of the Project. The Regional Community Liaison Committee (RCLC) replaces the Regional and Local Government Liaison Committee (RLGC) that was established in 2010. 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 municipal and regional government officials, Peace region provincial government officials and First Nations. The RCLC is an advisory forum for members to receive information about project construction, mitigation and compliance reporting, and to bring forward community interests, issues and concerns about the Project.

Six RCLC meetings were held in 2016 in Fort St. John. A list of the meetings can be found in Section 2.2.

In addition to the RCLC, BC Hydro will continue to meet directly with municipalities to implement individual community agreements and engage with key municipal staff to discuss specific issues of interest.

2.1 RCLC Purpose, Funding and Composition

The complete Terms of Reference for the Regional Community Liaison Committee (RCLC) can be found in Appendix A.

2.1.1 Purpose

The purpose of the Regional Community Liaison Committee is:

- 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.
- 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.
- 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.

2.1.2 Funding

BC Hydro pays for meeting venue costs and refreshments. BC Hydro will provide a Coordinator to manage meeting logistics and committee records.

2.1.3 Composition

The RCLC includes the following representatives. 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.

BC Hydro representatives (or delegate):

- Chair, Environmental, Aboriginal Relations, Public Affairs Director, Site C
- Site C Construction Management Representative
- Site C Community Relations Manager

Regional Community Liaison Committee Annual Report
Site C Clean Energy Project

- RCLC Coordinator
- Technical experts, as needed

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

- MLA, Peace River North
- MLA, Peace River South
- Blueberry River First Nation
- 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'
 - Electoral Area 'C'
 - Electoral Area 'D'
 - Electoral Area 'E'
- Village of Pouce Coupe
- Saulneau First Nation
- District of Taylor
- District of Tumbler Ridge
- West Moberly First Nation

2.2 RCLC Meetings in 2016

Six RCLC meetings were held in 2016 in Fort St. John:

- March 11, 2016
- April 22, 2016
- May 27, 2016
- June 29, 2016
- September 7, 2016
- December 7, 2016

Appendix A: Terms of Reference

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.

Appendix B: Regional Community Liaison Committee Meeting Agendas and Meeting Summary Notes

List of meetings in 2016 by date:

Date	Location
March 11, 2016*	Fort St. John
April 22, 2016	Fort St. John
May 27, 2016	Fort St. John
June 29, 2016	Fort St. John
September 7, 2016*	Fort St. John
December 7, 2016	Fort St. John

**Note: March 11, 2016 and September 7, 2016 meetings did not have agendas.*

Site C Clean Energy Project Regional Community Liaison Committee Meeting

*Meeting Summary
March 11, 2016, 11:00am to 2:00pm MST
City of Fort St. John*

Members:

Mayor Merlin Nichols, Chetwynd
CAO Doug Fleming, Chetwynd
Mayor Dale Bumstead, Dawson Creek
Mayor Lori Ackerman, Fort St. John
Acting CAO Victor Shopland, Fort St. John
Mayor Gwen Johansson, Hudson's Hope,
(Delegate for Councilor Dave Heiberg)
CAO Tom Matus, Hudson's Hope
MLA Pat Pimm, Peace River North
Minister Mike Bernier, Peace River South
Constituency Assistant Cindy Fisher, Peace
River South
Area C Director Brad Sperling, PRRD
Area B Director Karen Goodings, PRRD

Mayor Rob Fraser, Taylor
CAO Charlette McLeod, Taylor
Dave Conway, BC Hydro
Siobhan Jackson, BC Hydro
Bob Peever, BC Hydro
Nancy Pepper, BC Hydro
Edie Thome, BC Hydro

Regrets:

Area D Director Dan Rose, PRRD
Councilor Dave Heiberg, Hudson's Hope

Invited Guests:

None

1. Introductions

New BC Hydro project staff introduced themselves to the members.

- a) Edie Thome is the Director of the First Nations, Public Affairs and Environment group for the project and is the former head of the Environment and Risk Management group for BC Hydro. She has been with BC Hydro for approximately 10 years.
- b) Bob Peever is the Construction Manager for the project. He has moved to Fort St. John with his family for the project and has an extensive history in construction but is new to BC Hydro.

2. Opening

- a) Thank you to all attendees for coming to this first meeting. Edie Thome offered to Chair until the Terms of Reference for the committee are finalised.
- b) An agenda was not prepared so that the members could determine how best to use the first meeting. The Chair suggested we discuss the purpose of the committee, discuss the terms of reference for the committee, and if time permits BC Hydro would provide a project briefing (materials were sent in advance on March 10th so attendees could review prior to the meeting).

3. Discussion of Purpose of the Committee

- a) Provide trusted and timely information to help members keep their constituents informed, answer questions and prevent false information from spreading.
- b) Share information between members about the types of enquiries received and how BC Hydro has responded, recognizing that members may also receive similar enquiries.
- c) Act as a forum for members to raise issues important to the local area, get consistent facts and answers to share with their communities and enable proactive, broad communications to the community based on local interests.
- d) Invite project contractors to attend as invited guests so they can discuss their work and hear directly from members about issues of concern to local communities.
- e) The committee formed during the construction of the new Fort St. John Hospital is a good model and similar reporting of employment information would be valuable for members to have.

4. Discussion of current issues for members

- a) Multiple members want to ensure access to procurement opportunities from the large project contractors for local businesses, including how contracts can be packaged for smaller local businesses to successfully compete for them against larger companies.
- b) Some contractors have been responsive to requests for meetings but others haven't. It is important for the local business and economic development organizations to have good relationships with the Site C contractors.

Action: The draft Terms of Reference will include the process for the committee, through BC Hydro, to invite project contractors to future meetings for contractors to hear directly from members about how procurement decisions are impacting the local communities and other concerns. BC Hydro will invite decision makers from key contractors to the next meeting.

- c) Chetwynd wants to ensure equal access for workers from the Chetwynd area who want to drive to work daily via the south bank route

Action: BC Hydro will follow-up directly with Chetwynd about access from the south bank at the council meeting on March 21, 2016.

- d) Many members hear the same enquiries or questions. There needs to be a better system for BC Hydro to keep members informed about what enquiries are being submitted and how they are being answered so that they can share that information.
- e) It is important for the members to know what mitigation is being applied in response to enquiries like noise or traffic. Engine braking by trucks is currently something which is being reported as an issue by local residents on 271 Road, Old Fort Road and 240 Road.
- f) BC Hydro shared its enquiry approach, including a "Submit an Enquiry" form on the Site C website as well as calling or sending an email to sitec@bchydro.com. It would be helpful if all members could ask people to submit their enquiries through the website, by e-mail or by the 1-888 phone line to enable BC Hydro to track them more efficiently.
 - a. In order to be able to solve day to day issues and hold contractors accountable, it is helpful to receive as much detail as possible with the enquiry to help project staff track down the source of the problem. With noise enquiries, receiving detailed information about the location, duration, time and type of noise makes it possible to find the contractor whose work was involved and help them identify which work was causing the noise that was the problem.
 - b. Nancy demonstrated how to find the enquiry form on the Site C website at the bottom of the homepage and described that immediately upon submitting the

form, the submitter receives an email confirming receipt and that a project staff member will be in touch once submitted. Bob shared examples of how he has been able to resolve complaints directly with contractors when he has details to support the complaint.

- c. BC Hydro tracks the number of enquiries that are submitted and what they are about. Primarily they are about employment and business opportunities.

Action: BC Hydro will bring to the next RCLC meeting an overview of the current public communication channels, including the enquiry process, to review with members to identify any gaps and determine how the results and responses can be regularly shared with members.

Action: BC Hydro to look at moving the enquiry form button from the bottom of the Site C homepage to the top to make it easier to find.

Action: BC Hydro to look into developing enquiry cards that could be distributed to members for their offices for people to fill out and then submit through the enquiry tracking system.

Action: Members will encourage people who approach them with questions or enquiries to submit the enquiry via the Site C website enquiry form to BC Hydro or via email at sitec@bchydro.com or with plenty of detail to help BC Hydro address the enquiry.

- g) The project needs to develop policies and work on being a “polite good neighbour” in their interactions with the local communities; some projects have strong policies on this where there is a real emphasis with subcontractors and workers that they are expected to be model citizens. For many locals their main interaction will be with project vehicles on public roads, so it would be valuable for the public to be able to identify all vehicles associated with the project.

Action: BC Hydro will bring a draft list of principles for project workers and contractors, which reflect the reputation BC Hydro wants for the Site C Project as a whole, for discussion.

- h) Fort St. John would like to discuss the work on the widening of Old Fort Road now that the jurisdiction for part of the road has changed.

Action: BC Hydro will follow-up directly with Fort St. John and the Ministry of Transportation and Infrastructure about this issue.

- i) Members receive lots of questions about how many people are being hired and how many are from the Peace and how many from BC.

Action: BC Hydro to bring a list of what information is being requested from contractors to review with members for discussion.

Action: BC Hydro to share current data at the next meeting on jobs, enquiries, and construction and contracting progress to date and a 3-6 month outlook.

5. Project Briefing Presentation

- a) Bob Peever provided a construction update following the slides in the briefing presentation sent on March 10, 2016.
- b) Bob explained how he is personally dealing with issues like traffic enquiries by personally talking to the manager or owner about issues. He gave several examples and emphasized the importance of receiving information along with enquiries, for example, if there is a problem with vehicles speeding, it is important for any identifying information about the vehicles to be submitted with the enquiry so he can find the responsible party and deal with the issue.

- c) Bob is also hiring staff now for construction management positions based in Fort St. John. There is a high level of interest and, after qualifications, he is focused on hiring locally or hiring people who will move to the area and become locals.
- d) Dave Conway presented the employment and procurement slides in the presentation. BC Hydro explained that while over 10,000 people either attended job fairs or submitted resumes, only approximately 600 jobs are currently available. There will be more jobs as construction continues.
- e) To allow sufficient time for discussion of the Terms of Reference, the rest of the project briefing was not presented in the meeting. If RCLC have questions they are encouraged to follow up directly with BC Hydro.

6. Discussion of Committee Terms of Reference

The committee discussed topics which will be reflected in the draft Terms of Reference to be reviewed at the next meeting. The topics discussed included:

- a) Term of committee
- b) Meeting locations and teleconference options
- c) Meeting frequency
- d) Members and delegation
- e) Presentations
- f) Invited Guests
- g) Communications
- h) Resources for meetings
- i) Chair role and responsibilities
- j) Role of members

7. Next Meeting

The tentative date for the next meeting is Friday, April 22nd from 11:00am to 2:00pm. The meeting is proposed to be hosted by Bob Peever at BC Hydro's construction offices at the dam site.

Site C Clean Energy Project
Regional Community Liaison Committee

Friday, April 22, 2016
9:30am – 12:00pm (Lunch will be served from 12:00 – 12:30pm)
Scotty Room, Pomeroy Hotel, 11308 Alaska Road, Fort St. John

AGENDA

Time	Topic	Lead
9:30 to 9:50	Welcome Introductions Invited guest: BC Hydro CEO Jessica McDonald	Edie Thome
9:50 to 10:20	Agenda Review Action Log Update BC Hydro Update <ul style="list-style-type: none">○ Construction and Procurement Update<ul style="list-style-type: none">▪ Peace River Hydro Partners representatives▪ ATCO Two Rivers Lodging representative○ Public communications channels<ul style="list-style-type: none">▪ Public enquiries○ Community Concerns<ul style="list-style-type: none">▪ Dam site activities & aviation▪ Fort St. John Community Consultation Office	Edie Thome & Bob Peever
10:20 to 10:50	Roundtable	All participants
10:50 to 11:00	Break	
11:00 to 11:45	Terms of Reference Discuss draft TOR	Edie Thome
11:45 to 12:00	Next Steps Next Meeting Date Next Meeting Agenda Topics Site Tour	Edie Thome
12:00-12:30	Lunch	

Site C Clean Energy Project

Regional Community Liaison Committee Meeting

Meeting Summary
April 22, 2016, 9:30am to 12:00pm MST
Fort St. John

ATTENDEES <i>Regional Community Liaison Committee Members</i>	Mayor Merlin Nichols, Chetwynd Doug Fleming, CAO, Chetwynd Mayor Dale Bumstead, Dawson Creek Mayor Lori Ackerman, Fort St. John Councillor Larry Evans, Fort St. John Councillor Byron Stewart, Fort St. John Dianne Hunter, City Manager, Fort St. John Councillor Dave Heiberg, Hudson's Hope Tom Matus, CAO, Hudson's Hope Mark Diffin, Land Referral Office Manager, McLeod Lake Indian Band MLA Pat Pimm, Peace River North Area B Director Karen Goodings, Peace River Regional District Area C Director Brad Sperling, Peace River Regional District Area D Director Leonard Hiebert, Peace River Regional District Area E Director Dan Rose, Peace River Regional District Councillor Andre Lavoie, Pouce Coupe Mayor Rob Fraser, Taylor Dave Conway, BC Hydro Melanie Dame, BC Hydro Siobhan Jackson, BC Hydro Bob Peever, BC Hydro Edie Thome, BC Hydro
ABSENT WITH REGRET	MLA Mike Bernier, Peace River South Cindy Fisher, Constituency Assistant, Peace River South
INVITED GUESTS	Jessica McDonald, President and CEO, BC Hydro Danielle van Huizen, BC Hydro Mike Bebbington, Peace River Hydro Partners John McPherson, Peace River Hydro Partners CK Jang, Peace River Hydro Partners Ardith Brule, Peace River Hydro Partners Amber Harding, Peace River Hydro Partners Danielle Hartley, ATCO Two Rivers Lodging

1. Introductions

Committee members and invited guests introduced themselves.

- c) As a follow up to action items from the March 11, 2016 meeting, invited guests included Jessica McDonald, President and CEO of BC Hydro and representatives from Peace River Hydro Partners, the main civil works contractor, and ATCO Two Rivers Lodging, the worker accommodation contractor.

2. Opening / Welcome / Agenda

- c) Jessica McDonald welcomed everyone, noting that BC Hydro values their engagement in the committee. The committee will help BC Hydro and the communities become more closely linked, handle any issues as they arise and ensure communities get the information they need.
- d) Members asked for clarification on the managed open site labour model for the project, as many are hearing concerns from local workers and contractors about the unions working with the project contractors.
- e) Members were interested in receiving more information on sub-contracting opportunities for local companies, with context around First Nations joint ventures, and asked for information about direct awards to First Nations, including a list of what work has been direct awarded. Members would also like to know how the recent Supreme Court decision recognizing Metis and non-status Indians would affect BC Hydro's direct awards for Site C.
- f) Members asked Jessica McDonald about the long-term role of the committee.
- g) BC Hydro addressed the questions and concerns of the members:
 - a. Site C will have a managed open site and there will be a mix of union and non-union workers on the project. The contractors will decide how to best meet their guarantee to BC Hydro to deliver their work on time and on budget. Work is already occurring on site with non-traditional unions, traditional unions and non-union workers. BC Hydro has an opportunity to address how contractors and workers communicate with each other on these issues.
 - b. There are direct award commitments within the agreements that BC Hydro is making with First Nations regarding Site C. There have been a number of direct awards in the early works, as there was a strong alignment with the capability within the First Nations and the type of work available. To qualify for a direct award, it must be an Aboriginal company, which BC Hydro currently defines as a company that has at least a 51% Aboriginal ownership. These may be joint ventures with non-Aboriginal companies. However, there will continue to be opportunities for local businesses.

Action: BC Hydro will look into creating a list of the work that has been direct awarded.

Action: BC Hydro will address how the recent Supreme Court decision recognizing Metis and non-status Indians will affect BC Hydro's direct awards for Site C at a future meeting.

- c. Jessica McDonald noted that it is important for the committee to have a discussion on the long term role of the committee, and how communities will continue to be engaged after the eight years of construction.
- h) Edie Thome provided an overview of the agenda, noting that in addition to discussion with the contractors in attendance and reviewing the Terms of Reference, there would be time to address any other items of interest.

3. Discussion with Peace River Hydro Partners and ATCO Two Rivers Lodging

- f) Peace River Hydro Partners (PRHP) addressed member's questions about the unions they work with, noting that all types of workers are welcome on site. PRHP will have a Labour Relations representative on site shortly and any issues or concerns related to the unions or members can be reported to that representative. PRHP works with their unions to ensure they understand that the project is an open-managed site.
- g) PRHP clarified that Aboriginal joint ventures or companies are not a requirement to gain work on the project and that there are plenty of opportunities for local companies, Aboriginal companies and joint venture companies.
- h) Members would like to know how workers and contractors receive information on handling certain types of situations with the unions.
 - a. PRHP will provide this type of information in a site orientation.
 - b. BC Hydro recognizes that there is a need to connect contractors and government representatives directly to address issues immediately.
- i) Ensuring there are opportunities on the project for local workers and contractors is a concern for many members and it is important to know how many locals are working on the project.
 - a. PRHP clarified that they are able to hire who they want and are hiring local workers. PRHP provides monthly reports on their job numbers to BC Hydro, which includes information on where the workers are from.

Action: BC Hydro will share data on jobs, including information on the number of workers from the Peace River Regional District, with the committee.

Action: BC Hydro will look into including a section on reporting in the Terms of Reference.

- j) ATCO Two Rivers Lodging provided information on the job and business opportunities that are available. They are looking to hire local workers and encourage their sub-contractors to hire local and Aboriginal workers.
- k) ATCO Two Rivers Lodging addressed questions about how they approached procurement of local fire service for the worker accommodation camp.
- l) ATCO Two Rivers Lodging addressed questions about the hauling of water and sewer along 273 Road, which will end shortly once the on-site water and sewer infrastructure is completed.
- m) Members are concerned about the information that ATCO Two Rivers Lodging is providing to local contractors about unions.
 - a. In relation to the unions that ATCO Two Rivers Lodging is working with, they have agreements around how workers are hired, and noted that sub-contractors are not obliged to be unionized.
- n) Members asked that ATCO Two Rivers Lodging share their monthly job numbers.
- o) Members also asked that ATCO Two Rivers Lodging meet directly with the North Peace Economic Development Commission to discuss business opportunities and the Peace River Regional District's Area C Director to discuss the worker accommodation camp's water and sewer infrastructure.

Action: BC Hydro will share data on jobs, including information on the number of workers from the Peace River Regional District, with the committee.

Action: ATCO Two Rivers Lodging will arrange to meet with the North Peace Economic Development Commission to discuss business and sub-contracting opportunities.

Action: ATCO Two Rivers Lodging will arrange to meet with the Peace River Regional District's Area C Director to discuss the worker accommodation camp's water and sewer infrastructure.

4. Discussion of current issues

- j) At the request of members, two items were added to the agenda:
 - a. Dam site activities and aviation restrictions
 - b. The status of the Fort St. John Community Consultation Office
- k) Bob Peever explained that he initiated a Notice to Airmen (NOTAM) due to safety concerns around the dam site. He explained that there will be drilling and blasting at the dam site, as well as in Wuthrich quarry and the West Pine quarry. The NOTAM that was initiated has been lifted but BC Hydro will continue to investigate when NOTAMs may be needed due to public and worker safety issues.
- l) Members commented that they heard concerns from the public about the NOTAM being too broad and that it covered a blanket period of time, i.e. for the duration of construction. There is also concern about the impacts that NOTAMs could have on commercial operators. Members would like more details on how BC Hydro will understand and address the impacts of NOTAMs.

Action: BC Hydro will communicate to the committee when an application is made for a NOTAM, what the application is for and what BC Hydro receives.

- m) Members have heard concerns from the public that they are not able to access the Community Consultation Office due to the door being locked.
- n) Edie Thome provided information on the status of the Fort St. John Community Consultation Office, noting that many of the workers in the office have relocated to the construction site office. BC Hydro is exploring if the Community Consultation Office will remain in its current space, but is committed to finding a solution that balances the need for public availability and interaction with safety and security concerns.

5. Review of Action Items

- f) Members asked for changes to be made to the action item log, including the addition of more details related to the outcome or solution for an action item, as well as ensuring that any follow up discussions related to actions are conducted with all appropriate members.

Action: BC Hydro will update the Action Item Log to incorporate more details in the outcome and solutions to the actions.

Action: BC Hydro will provide an update to the Peace River Regional District's Area E director on the south bank access to the dam site area.

Action: BC Hydro will provide information to the Peace River Regional District's Area C director on the work on the widening of Old Fort Road, as the jurisdiction for part of the road has changed.

6. Discussion of Committee Terms of Reference

The committee discussed the draft Terms of Reference, which will be updated for review and finalization at the next meeting. The topics that were discussed and to be revised include:

- k) Procedure for reporting
- l) Meeting locations and teleconference options
- m) Communications
- n) Chair or co-chair role and responsibilities

7. Next Meeting

The date for the next meeting is Friday, May 27 from 10:00am to 2:00pm. The meeting will be held in Fort St. John with the venue to be determined.

Site C Clean Energy Project
Regional Community Liaison Committee

Friday, May 27, 2016
10:00am – 2:00pm
Casual lunch will be served 12:00 – 12:30pm

Grand II, Northern Grand Hotel, 9830 – 100 Avenue, Fort St. John

AGENDA

- 1. Welcome / Review of Agenda**
- 2. Action Items from Last Meeting – Review**
- 3. Reporting**
 - Jobs
 - Businesses: Project contractors, sub-contractors, union affiliations
- 4. Project Update**
 - Construction update
 - Public communications channels and enquiries process/report
- 5. Community Concerns and Solutions Discussion**
 - Community Consultation Office
 - Update on the Shuttle Bus Service
 - Update on the status of the 50 housing units
 - Erosion
- 6. Roundtable**
- 7. Next Steps**
 - Next meeting date
 - Next meeting agenda items
 - Site tour

Site C Clean Energy Project

Regional Community Liaison Committee Meeting

Meeting Summary
 May 27, 2016, 10:15am to 1:45pm MST
 Fort St. John

ATTENDEES <i>Regional Community Liaison Committee Members</i>	<p>Mayor Merlin Nichols, Chetwynd Doug Fleming, CAO, Chetwynd Dianne Hunter, City Manager, Fort St. John (Left 12:30pm) Councillor Dave Heiberg, Hudson's Hope Tom Matus, CAO, Hudson's Hope MLA Pat Pimm, Peace River North Georgia Green, Constituency Assistant, Peace River North Area B Director Karen Goodings, Peace River Regional District Area C Director Brad Sperling, Peace River Regional District Area E Director Dan Rose, Peace River Regional District Councillor Andre Lavoie, Pouce Coupe Mayor Rob Fraser, Taylor Charlette McLeod, Taylor Edie Thome, BC Hydro Nancy Pepper, BC Hydro</p>
ABSENT WITH REGRET	<p>MLA Mike Bernier, Peace River South Cindy Fisher, Constituency Assistant, Peace River South Mayor Dale Bumstead, Dawson Creek Mayor Lori Ackerman, Fort St. John Councillor Larry Evans, Fort St. John Councillor Byron Stewart, Fort St. John Mark Diffin, Land Referral Office Manager, McLeod Lake Indian Band Area D Director Leonard Hiebert, Peace River Regional District Dave Conway, BC Hydro Siobhan Jackson, BC Hydro Bob Peever, BC Hydro</p>
INVITED GUESTS	<p>Mike Bebbington, Peace River Hydro Partners (Left 11:00am) John McPherson, Peace River Hydro Partners (Left 11:00am) Amber Harding, Peace River Hydro Partners (Left noon) Jim Shilling, Peace River Hydro Partners (Left noon)</p>

Documents Distributed

May 27, 2016 Meeting Agenda

Site C Local and Regional Businesses (June 2015 – March 2016)

Public Enquires: Site C Project contact sheet

Action Items Tracking Log – May 26, 2016

Terms of Reference: Regional Community Liaison Committee Draft May 19, 2016

BC Hydro Site C Public Enquiries April 2016 Report

1. Opening / Welcome / Agenda

- i) Review of Agenda and request for any additional items by Edie Thome.

Discussion with Peace River Hydro Partners

- p) Peace River Hydro Partners (PRHP) provided an update on the following:
 - a. They are now the Prime contractor for the left (north) bank except the worker accommodation area and they will take over as Prime contractor for the right (south) bank on June 1.
 - b. They are planning to start work in two areas on June 1 and the next 4-6 weeks will be a ramp up of employees. Employees are completing orientation requirements so they can start work immediately.
 - c. PRHP has good neighbour/courtesy policies for their workforce, which are part of their worker orientation.
- q) Members asked PRHP if they could follow-up with applicants who have submitted their resumes, particularly locals. PRHP shared that they have a database of approximately 11,000 resumes with approximately 400 workers pre-qualified from that list. They don't have the capacity to follow-up with thousands of applicants. They keep the resumes in their database for future positions.
- r) Members wanted to see the monthly local employment numbers from PRHP and feel that receiving this information is very important.

Action: PRHP will present to the RCLC on their good neighbour/worker courtesy policies at the next meeting on June 29.

2. Discussion of current issues

- o) Members asked if someone from Morgan Construction could attend the next meeting. BC Hydro shared that Morgan will be finishing their work on-site as of June 30, so there is very limited value in inviting them to the next meeting. Morgan will not be invited to the next meeting.
- p) Employment Numbers
 - a. Members want employment numbers each month, broken down by contractor and PRRD, B.C., rest of Canada and Aboriginal workers. The information should be current and provided on a regular schedule, starting as soon as possible.
 - b. Edie Thome explained that BC Hydro is working to make the process for reporting employment numbers faster. Currently data is consolidated about 2 weeks after the end of the month and then goes through the data verification and approval process. BC Hydro is working to verify the employment information and get approval to release it.
- q) Workers Eligible to Stay in Camp

Regional Community Liaison Committee Annual Report
Site C Clean Energy Project

- a. Members asked about a communication from Dave Conway on what workers would be given the option to stay in the worker accommodation lodge and what contractors would not have the option to put workers in the lodge.
- b. Nancy Pepper shared that not all Project Contractors may have access to the lodge for their workforce, as not all work is located at the dam site. Examples are the Hudson's Hope shoreline protection work or some environmental work.
- r) BC Hydro Site C Consultation Office in Fort St. John
 - a. Edie Thome explained that BC Hydro is working on a plan for a space which will support staff safety while providing public access.
 - b. Members stated that they felt that in the absence of the BC Hydro office being open, the public were going to the Fort St. John city office and the Peace River North MLA office and this placed a burden on them due to the Project.
 - c. Members suggested that the Consultation office should have a computer that people could use to submit their resumes for jobs because many people don't have access to the internet.
 - d. PRHP stated that people could drop off their resumes from 8:00am to 5:00pm, Monday – Friday, at PRHP's office located in the Western Financial Building (10504 – 100th Ave, Fort St. John, Phone 250-263-9920).
- s) BC Hydro Staff Reorganization
 - a. A variety of changes have been implemented to improve internal processes and also as part of the mitigation for the order regarding erosion which was issued in March 2016.
 - i. Siobhan Jackson is now the Manager of Public Affairs and Community Relations.
 - ii. Charlie Weiler will manage the Aboriginal Relations team.
 - iii. Greg Scarborough will manage the reconfigured Environment team which will now include the expanded on-site environmental monitoring staff and the environmental staff in the lower mainland.
- t) Public Enquiries Information Sheet
 - a. Edie Thome explained that the sheets can help the public contact BC Hydro; we would appreciate if members can help provide this information to the public.
- u) List of Local and Regional Business
 - a. Nancy Pepper explained that this list captures companies in the PRRD that have been subcontracted or engaged to provide goods and services to the major contractors on Site C.
 - b. A member asked if there was a list for the rest of British Columbia or if the list could be sorted by contractor.
 - c. Nancy Pepper stated that the information was not being captured which would provide a B.C. list.
 - d. A member asked if A.L. Sims was only hiring workers from Prince George.
- v) The Area C Director asked about his request for support for the clean-up of the lookout. Edie Thome asked that he follow-up with Dave Conway for a response.
- w) Pouce Coupe's member shared that he would be the alternate in the future and their Mayor would be the primary member.

Action: Siobhan Jackson will provide an update at the next meeting about the channels of communication.

Action: BC Hydro will look into the potential to categorize the local and regional business list by ATCO Two Rivers, PRHP and other major contractors.

Action: BC Hydro agreed to request a list of A.L. Sims' subcontractors for public roads.

Action: Taylor asked that the enquiries sheet be provided to them in a Word document for ease of posting to their website.

Action: MLA Pimm will send his summary of the May 27 meeting to Nancy Pepper for distribution to the Committee.

3. Review of Action Items

- g) 2016-006 BC Hydro shared an information sheet for members to use to direct the public to BC Hydro for enquiries.
- h) 2016-013 Members asked for more information about how direct awards were issued.
 - a. PRHP shared that their process is still under development.
 - b. Edie Thome shared that BC Hydro uses Request for Qualifications to pre-qualify companies for smaller pieces of work because bidding on small pieces of work places too large of a burden on businesses. BC Hydro also works to implement direct awards with companies with qualifying First Nations partnerships.
- i) 2016-014 Edie Thome shared that it was still early days in understanding the decision but that likely any changes from the decision would be across BC Hydro rather than just the Site C Project.
- j) 2016-016 Members of the NPEDC reported that their meeting with ATCO went well and the relationship is now moving forward.
- k) 2016-017 The Area C Director was not satisfied with ATCO Two Rivers Lodging's plans for the worker accommodation sewage system and requests further follow-up with BC Hydro.
- l) 2016-019 Members asked for changes to be made to the action item log, including the addition of more details related to the outcome or solution for an action item.

Action: BC Hydro will sort the Action Item list so that Complete Measures are at the bottom.

Action: BC Hydro will provide the PRRD employment numbers as soon as they are available instead of waiting for the next meeting. BC Hydro will also identify the date on which employment information will usually be publically available.

Action: BC Hydro will develop a template for sharing more information about the results of actions as the results of some actions cannot be summarized concisely to fit in the log format.

Action: BC Hydro will follow-up with the Area C Director after speaking with ATCO Two Rivers Lodging about their plans for sewage if there is a problem with the on-site system.

4. Discussion of Committee Terms of Reference

The committee discussed the May 19, 2016 draft Terms of Reference. The topics that were discussed and to be revised include:

- o) Add in a reference in section 3.6.3 that the employment data will include (PRRD, B.C., Canada and Aboriginal.
- p) Add "at the call of the chair" to section 3.4 for meeting frequency.

5. Presentation

- a) A member asked if PRHP was planning to hire drivers or drivers and equipment locally.
 - a. Edie Thome stated that BC Hydro may be hiring local operators and their equipment for some of the other contracts.

- b) The section 34 (a) Order that was issued by the Environmental Assessment Office (EAO) on April 4, 2016 regarding water management and erosion in the L3 area on-site was an issue that BC Hydro had already identified with the contractor.
 - a. The L3 area is a ravine which is being infilled with surplus excavated material. A non-classified drainage exists at the bottom of the ravine which eventually connects with potential fish habitat downstream of the worksite before connecting with the Peace River. With the early onset of spring conditions, the EAO was concerned that potential harm to these downstream environments could result if additional measures were not implemented.
 - b. Measures were already being implemented to address the problem when the Order was issued and BC Hydro has submitted a plan and is reporting on progress to the EAO.
 - c. BC Hydro also hired additional staff for environmental monitoring and has moved a senior position to Fort St. John.
 - d. Contracts are being updated to reflect the new standards.
 - e. Monitoring was on-going for the Peace River during the period of non-compliance and the monitoring results from above and below the dam site did not indicate that there was an impact on the Peace River.
- c) The Heritage committee requested that BC Hydro leave some of the eagle nests in place and eagles are using the nests again despite their proximity to the construction site.
- d) Members asked questions about what accommodation was being offered to what First Nations.
- e) Members asked if personal lawsuits were being pursued by BC Hydro as was stated in recent media articles.
 - a. Edie Thome summarized that the injunctions preventing persons from physically blocking construction remain in effect but BC Hydro respects the right to protest and has created safe protest zones both near the entrance to the Site C Project and outside their headquarters building in Vancouver, where protestors can gather during daylight hours to express themselves.
- f) Nancy Pepper shared that the leisure shuttle which would connect workers staying at the lodge with the community's goods and services. The shuttle will start with Phase 3 of the lodge. The route and timing will vary based on use and ridership; however it will start with approximately ten daily one-hour loops between the lodge and Fort St. John.
 - a. Members asked if there was a curfew for workers returning to site.
 - b. Edie Thome stated that while there are quiet hours in the lodge, the gate is not "locked".
 - c. Members asked if there was an opportunity to promote recreation facilities in Taylor as well as Fort St. John.
- g) The Fort St. John Housing project is anticipated for targeted for occupancy in spring 2018. BC Hydro and BC Housing are working to develop a contract for implementation of the development. BC Hydro will provide an update at future meetings.

Action: BC Hydro will ask PRHP to discuss their approach for procuring or hiring equipment and drivers at the next meeting.

Action: BC Hydro will use larger font in the presentations to make it more readable.

Action: BC Hydro will identify when the "half-way" point for awarding Project contracts will be reached and if it will be after the Generating Station and Spillways contract is complete.

Action: BC Hydro will send its public statement regarding lawsuits and protests from Dave Conway to the members.

Regional Community Liaison Committee Annual Report
Site C Clean Energy Project

Action: BC Hydro will connect Taylor staff with ATCO Two Rivers Lodging to support Taylor in sharing information about their recreation facilities and activities.

Action: BC Hydro will provide an update on the Fort St. John Housing Project once further detail is available.

6. Next Meeting

The date for the next meeting is Wednesday, June 29 from 10:00am to 2:00pm. BC Hydro will try to arrange for the meeting to occur at the Construction Office. BC Hydro will arrange a carpool location in the City to meet up before going to site.

Site C Clean Energy Project
Regional Community Liaison Committee

Wednesday, June 29, 2016
10:00am – 2:00pm
Lunch will be served 11:30am – 12:00pm

Site C Construction Office, Fort St. John

Please note that the Committee will carpool from the Rona parking lot in Fort St. John (11611 Alaska Highway), to the Site C Construction Office, at **9:30am.*

AGENDA

- | | |
|---|------------------|
| 1. Depart Rona parking lot | 9:30 AM |
| 2. Tour of Two Rivers Lodge (Worker Accommodation) | 10:00 – 11:15 AM |
| 3. Working Lunch | |
| • <i>If you are attending the meeting via teleconference, please dial-in at this time</i> | 11:30 AM |
| 4. Review of Agenda & Action Items | 11:40 AM |
| 5. BC Hydro Project Update | |
| • Construction Update | 11:50 AM |
| • Jobs and Businesses Update | |
| 6. Contractor Update | |
| • ATCO Two Rivers Lodging | 12:20 PM |
| • Peace River Hydro Partners | |
| 7. Communications Channels & Public Enquiries report | 12:50 PM |
| 8. Community Concerns and Solutions Discussion | |
| • Update on south bank viewpoint (Mayor Merlin Nichols) | 1:00 PM |
| 9. Roundtable | 1:15 PM |
| 10. Terms of Reference – Handout final version | 1:50 PM |
| 11. Next Steps | |
| • Next meeting date | 1:55 PM |
| • Next meeting agenda items | |

Site C Clean Energy Project

Regional Community Liaison Committee Meeting

Meeting Summary
June 29, 2016, 10:15am to 1:45pm MST
Fort St. John

ATTENDEES <i>Regional Community Liaison Committee Members</i>	Mayor Merlin Nichols, Chetwynd Mayor Dale Bumstead, Dawson Creek (By Phone) Cec Heron, Doig River First Nation Mayor Lori Ackerman, Fort St. John Councillor Dave Heiberg, Hudson's Hope Tom Matus, CAO, Hudson's Hope MLA Pat Pimm, Peace River North Area B Director Karen Goodings, Peace River Regional District (By Phone) Area C Director Brad Sperling, Peace River Regional District Area E Director Dan Rose, Peace River Regional District Mayor Lorraine Michetti, Pouce Coupe Councillor Andre Lavoie, Pouce Coupe Mayor Rob Fraser, Taylor Charlette McLeod, Taylor Edie Thome, BC Hydro Bob Peever, BC Hydro Siobhan Jackson, BC Hydro Dave Conway, BC Hydro Nancy Pepper, BC Hydro
ABSENT WITH REGRET	Doug Fleming, CAO, Chetwynd Dianne Hunter, City Manager, Fort St. John Mark Diffin, Land Referral Office Manager, McLeod Lake Indian Band Georgia Green, Constituency Assistant, Peace River North MLA Mike Bernier, Peace River South Cindy Fisher, Constituency Assistant, Peace River South Councillor Larry Evans, Fort St. John Councillor Byron Stewart, Fort St. John Area D Director Leonard Hiebert, Peace River Regional District
INVITED GUESTS	Danielle Hartley, ATCO Amber Harding, Peace River Hydro Partners Jim Shilling, Peace River Hydro Partners

Documents Distributed

June 29, 2016 Meeting Agenda

Action Items Tracking Log – June 29, 2016

Terms of Reference: Regional Community Liaison Committee Final June 2016

BC Hydro Site C Public Enquiries May 2016 Report

BC Hydro Presentation – June 29, 2016

BC Hydro Communication Channels – June 29, 2016

ATCO Presentation (June 29, 2016)

PRHP Presentation (June 29, 2016)

1. Tour of Phase 2 of the Worker Accommodation Lodge

Committee members participated in a tour of Phase 2 of the worker accommodation lodge led by Glenda Carson, BC Hydro. The tour included the following: dining room, health clinic, handicap accessible room, standard room, cardio and weight room, mud room and guest entrance, lounge, and recreation areas.

2. Opening / Welcome / Agenda

- a) Review of Agenda and request for any additional items by Edie Thome.

3. Review of Action Items

- a) 2016-019 There will be a longer document on the RCLC SharePoint site which will be linked to the action log so that longer pieces of information can be shared there. Logins for each community will be sent out to the SharePoint site.
- b) 2016-035 BCH and BC Housing are close to signing a contract for BC Housing to build the 50 unit building. BC Housing will own and operate the units.
 - a. Members asked about which sites are being considered; members from Fort St. John shared that City staff had looked at options with BC Housing and was helping connect them with non-profits who would be interested in operating the affordable housing units.
- c) 2016-007 Will be moved to Complete status in the log, this topic can be discussed again later if changes are needed.
- d) 2016-011 BC Hydro has Peace River Regional District (PRRD) employment numbers to share with members on a confidential basis until publicly posted.
- e) 2016-018 No update at this time on this action.

4. BC Hydro Project Update

Bob Peever discussed the following works and activities using the [North Bank Map](#) on the Site C project website (sitecproject.com).

- a) North bank for materials excavation and placement.
 - a. A member asked for clarification regarding when work would begin on diversion tunnels based on permitting timelines.
 - b. Bob Peever clarified that the current work is to stabilize the bank before the diversion tunnel work. The diversion tunnel work will begin at a later date, after other permits are received. There will be 15 “leaves to commence” for the different stages of work over the course of construction and BC Hydro and its

contractors are currently working on Leave #2 and are working on applying for Leave #3.

- b) Work on a bridge over the Moberly, along with additional clearing, will start when permits are received.
- c) Clearing of the reservoir up to Cache Creek will start in 2017 to support the Highway 29 construction timeline commencing in 2017. Additional stages of clearing will happen over the next 6 years as construction advances.
 - a. A member asked what size of trees would be cut. Bob Peever and Siobhan Jackson shared that the Clearing Plan calls for the removal of most merchantable timber and some smaller trees which would intrude into the boating zone. Retaining vegetation which would not interfere with boating provides aquatic habitat and supports aquatic environment based on past experience. Vegetation would not be removed on Terrain Class 5 steep slopes to avoid adding to slope instability issues on these steep slopes.
- d) On the 85th Ave Industrial Lands, impervious till for the dam's center will be moved by conveyor to reduce truck traffic on north bank roads.
- e) There is an air quality station at 85th Ave and another will be located at the worker accommodation facility.
 - a. Siobhan Jackson shared that air quality data collected for Site C by BC Hydro is posted on the BC Ministry of Environment's website as part of their real-time monitoring network. The stations monitor particulate matter, specifically PM^{2.5} and PM¹⁰. These were identified in the Environmental Assessment as a potential risk to human health.
- f) A member asked about who was funding construction on the north bank roads and if the Ministry of Transportation and Infrastructure (MoTI) was taking over responsibility for maintaining the roads.
 - a. Bob Peever shared that BC Hydro is funding the capital cost of the road work and MoTI will take over maintenance after construction.

Bob Peever discussed the following works and activities using the [South Bank Map](#) on the Site C project website (siteproject.com).

- g) Gravels will primarily be sourced from the south bench.
- h) Riprap will come from West Pine via rail from the MoTI quarry.
- i) Of the clearing on the south side, about 95% of the logs were delivered for processing to facilities in Fort St. John.
- j) A temporary substation and distribution lines to feed equipment will be constructed, along with a repeater to improve communications.
- k) There will be a one (1) km long tunnel.
 - a. Members asked about the purpose of the tunnel. Bob Peever shared that the tunnel would intercept and drain water away from the bedrock on which the roller compacted concrete buttress would be located.
- l) Closure berms have been constructed on the backchannel and dewatering and fish salvage is ongoing as required.
- m) Factories built on the south bank will build the large components for the project, including the very large penstocks, spillway gates, cranes and generating station equipment.

General Construction Discussion

- n) A member asked about dust on site and how it was being managed.
 - a. Bob Peever shared that dust is a challenge on the site and BC Hydro just sent out a notice to all contractors to implement more mitigation measures. BC Hydro

- does monitoring around the site and while some results have been too high, BC Hydro is working with contractors to decrease dust.
- b. Another member asked if Taylor had seen any changes in air quality. A member from Taylor shared that they haven't seen any changes.
 - c. Bob Peever identified that there are climate stations at site which are tracking air quality and usually exceedances are noted when there are high winds. Contractors also have silica management plans. Siobhan Jackson also shared that air quality monitoring stations outside the dam site area is collected.
- o) A member asked about what steps were being taken to reduce the potential of the spread of invasive weeds from vehicles moving around and outside of the region.
- a. Siobhan Jackson shared that the Construction Environmental Management Plan requires that steps be taken to reduce the potential spread of invasive weeds due to vehicles and contractors are implementing the requirement.
- p) A member asked about how greenhouse gas emissions (GHGs) from vehicles are being tracked.
- a. Siobhan Jackson stated that contractors report on their GHG emissions to BC Hydro, and BC Hydro reports GHG emissions in accordance with provincial and federal requirements. Models show that GHG emissions from the Site C reservoir will be relatively low in comparison to tropical reservoirs due to relatively low biomass and boreal climate. On a per unit energy basis Site C will produce GHG emissions similar to other renewables such as wind.

Action: BC Hydro to include a link to the [Construction Environmental Management Plan](#) in the meeting summary. Please see section 4.15 Vegetation and Invasive Plan Management.

Action: BC Hydro will also check if there have been any incidents reported by environmental monitors related to invasive plants.

Edie Thome reviewed the employment, procurement and business slides including the following discussion:

- q) Siobhan Jackson confidentially shared the preliminary unpublished PRRD employment numbers for May 2016. It takes at least five weeks to receive the information, perform quality checks and post the information publicly, so this information was provided for the RCLC members in advance of completing all of those steps.
 - a. Members stated that they want to see Aboriginal, BC and Canada compared in the report, as described in the final Terms of Reference. They also wanted to be able to see numbers by contractor in order to see which contractors were using local workers and which were not.
 - b. Edie Thome shared that the public distribution would include that information and this was preliminary to be able to share with the RCLC before the final numbers were ready
 - c. Brad Sperling, Lori Ackerman and Pat Pimm volunteered to work with Siobhan Jackson on a final format for the worker numbers report that will be provided to the RCLC.

Action: Siobhan Jackson will follow up with the volunteers to develop the format of the RCLC Workforce Report.

- r) A member asked about a list of all subcontractors and businesses working on the Project.

- d. Siobhan Jackson shared that a twice annual list of subcontractors and businesses for the PRRD will be provided to the Committee, and for businesses and subcontractors beyond those in the PRRD, we are also tentatively planning to provide a list twice a year.
- s) A member identified concerns about out-of-province contractors not paying PST in BC and not registering with the province, which creates an unfair bidding situation for BC businesses.
- t) Frequency and timelines for reporting different information:
 - e. Worker numbers will generally be available five weeks after the end of the month. Even if the committee is not meeting, the report can be posted to the SharePoint site when available.
 - f. A list of subcontractors and businesses in the PRRD will be provided quarterly.
 - g. A list of subcontractors and businesses from BC will be provided twice a year.

5. Contractor Update

- a) PRHP Presentation
 - a. PRHP will report out at the next meeting on their disciplinary policy, particularly for traffic offenses.
- b) ATCO Presentation
 - a. ATCO direct employees are approximately 80% local hires. ATCO has brought in core team members from other camps due to their experience, but with the move to operations they will be hiring and bringing on new local staff. ATCO values its local reputation and has shared that with their contractors. For example, Domcor is a non-local company but they have hired all their staff locally.
 - b. ATCO shared that they had followed up regarding some local media articles that talked about the amount of pick-up trucks with Alberta license plates at the construction site. ATCO was told that the trucks had been brought from Alberta and hadn't been relicensed yet, but they were usually driven by BC employees despite the plates.
 - c. ATCO shared that while they have some larger supply contracts with companies such as Gordon Food Service, they are still regularly going to Fort St. John for supplies. A photographer from Dawson Creek is doing the interior photos and a Dawson Creek business is printing and framing them. They are working to identify other local businesses which can supply specific needs.

Action: BC Hydro will send out the presentations from ATCO and PRHP to the members.

6. Communication Channels and Public Enquiries report

- a) Siobhan Jackson reviewed the handout and invited feedback from the Committee. She noted that there has been a reduction in enquires compared to earlier in the year, in part due to a new automatic message (by phone or email) that directs callers directly to the website for information on job and business opportunities.

Action: BC Hydro will send the Site C Communication Channels document electronically.

7. Community Concerns and Solutions Discussion

- a) Mayor Nichols provided an update on an amendment to the District of Chetwynd – BC Hydro Community Agreement regarding a Southbank viewpoint.

Regional Community Liaison Committee Annual Report
Site C Clean Energy Project

- a. BC Hydro was unable to locate a site with a good view of the dam site and consistent and safe access. BC Hydro will instead provide a payment of \$200,000 to Chetwynd for the District to propose and implement recreation site(s) close to the dam.
 - b. The District would like to identify 2-3 potential sites this summer and get the support of BC Hydro and the PRRD for the final choices.
 - c. The amendment does not change the \$50,000 from the Recreation Fund which will be designated for projects on the south bank.
- b) A member asked if BC Hydro planned to develop access to the reservoir from the south side.
- a. Siobhan Jackson shared that BC Hydro is not planning a boat launch on the south side of the reservoir. Based on the road conditions and drive times, the Lynx Creek launch would be just as close for residents from the Chetwynd area. Local recreation groups may choose to apply in the future to the Recreation Fund to create other types of shoreline recreation sites along the south side.
- c) A member asked for an update on the BC Hydro injunctions and if they could be considered SLAPP lawsuits.
- a. Edie Thome provided an update on the injunctions.
- d) A member asked for more information about any land expropriation.
- a. Edie Thome and Siobhan Jackson shared that BC Hydro has not yet undertaken any expropriations. The BC Hydro Properties team's acquisitions approach is informed by, and equivalent to, what landowners would receive under the expropriation process. We work to make sure the offers are robust and the owners get everything they are entitled to. A [Property Acquisition Process Guide](#) is available on the project website.
- e) Councillor Heiberg asked for a map to be provided for the works around Portage Mountain.

Action: BC Hydro to follow-up with Councillor Heiberg regarding Portage Mountain works.

8. Terms of Reference – Final

There were no changes to the Terms of Reference and they are now final. They will be posted to the SharePoint site.

9. Next Meeting

Wednesday, September 7th in Fort St. John

Site C Clean Energy Project

Regional Community Liaison Committee Meeting

Meeting Summary
September 7, 2016, 11:00am to 2:00pm
Fort St. John

<p>ATTENDEES <i>Regional Community Liaison Committee Members</i></p>	<p>Mayor Merlin Nichols, Chetwynd Doug Fleming, CAO, Chetwynd Mayor Lori Ackerman, Fort St. John Victor Shopland, General Manager of Integrated Services, Fort St. John Councillor Dave Heiberg, Hudson's Hope Tom Matus, CAO, Hudson's Hope Area C Director Brad Sperling, Peace River Regional District Area E Director Dan Rose, Peace River Regional District Mayor Lorraine Michetti, Pouce Coupe Mayor Rob Fraser, Taylor Charlette McLeod, Taylor Bob Peever, BC Hydro Siobhan Jackson, BC Hydro Dave Conway, BC Hydro Melanie Dame, BC Hydro Tera Nelson, BC Hydro</p>
<p>ABSENT WITH REGRET</p>	<p>MLA Pat Pimm, Peace River North Georgia Green, Constituency Assistant, Peace River North MLA Mike Bernier, Peace River South Cindy Fisher, Constituency Assistant, Peace River South Mayor Dale Bumstead, Dawson Creek Jim Chute, CAO, Dawson Creek Cec Heron, Doig River First Nation Dianne Hunter, City Manager, Fort St. John Mark Diffin, Land Referral Office Manager, McLeod Lake Indian Band Area B Director Karen Goodings, Peace River Regional District Area D Director Leonard Hiebert, Peace River Regional District Chris Cvik, CAO, Peace River Regional District Councillor Andre Lavoie, Pouce Coupe Mayor Don McPherson, Tumbler Ridge Jordan Wall, CAO, Tumbler Ridge</p>

Documents Distributed (via email on September 6, 2016)

June 29, 2016 Meeting Summary - Final
Action Items Tracking Log – September 1, 2016
BC Hydro Site C Public Enquiries June-July 2016 Report

1. Tour of the dam site area

Committee members participated in a tour of the north and south bank of the Site C construction site, led by Bob Peever, BC Hydro. The tour included the following:

- Travel along the Left Bank Road and River Road, stopping prior to the Peace River Construction Bridge to discuss work occurring on the north (left) bank of the site.
- Travel to the south bank, via the Peace River Construction Bridge, stopping at a gravel site to discuss work occurring on the south (right) bank of the site.
- Travel up the South Bank Road and Septimus Siding, with stops at both Septimus Siding and a site overlooking the activities on the south bank.
- Traveling on the South Bank Road stopping at the Moberly River Bridge Road to discuss coffer dams, Moberly River Bridge and Rocky Mountain Fort.

2. Next Meeting

To be determined via email to the Committee.

Site C Clean Energy Project
Regional Community Liaison Committee

Wednesday, December 7, 2016
11:30am – 2:00pm MST
Lunch will be served 11:30am – 12:00pm

Pomeroy Hotel – Sterling Room
11308 Alaska Road, Fort St. John

AGENDA

- 1. Working Lunch**
 - *If you are attending the meeting via teleconference, please dial-in at this time* 11:30 AM
- 2. Review of Agenda & Action Items** 11:40 AM
- 3. BC Hydro Project Update**
 - Construction Update
 - 3 month look ahead
 - i. Transmission
 - ii. 85th Avenue
 - iii. Highway 29 / Cache Creek
 - iv. Downstream Aquatic Habitat
 - Jobs and Businesses Update11:50 AM
- 4. Public Enquiries & FAQ report** 12:50 PM
- 5. Community Concerns and Solutions Discussion** 1:00 PM
 - *Agenda items raised by Committee members*
- 6. Roundtable** 1:20 PM
- 7. Next Steps** 1:55 PM
 - Next meeting date
 - Next meeting agenda items

Conference call details:

Will be provided in a separate email to Committee members.

Site C Clean Energy Project

Regional Community Liaison Committee Meeting

Meeting Summary
December 7, 2016, 12:00pm to 2:00pm
Fort St. John

ATTENDEES <i>Regional Community Liaison Committee Members</i>	Brenda Apsassin, Blueberry First Nations Louise Cardinal, Blueberry First Nations Norma Pyle, Blueberry First Nations Mayor Merlin Nichols, Chetwynd Doug Fleming, CAO, Chetwynd Mayor Dale Bumstead, Dawson Creek (By phone) Mayor Lori Ackerman, Fort St. John Moira Green, Director of Strategic Services, Fort St. John Councillor Dave Heiberg, Hudson's Hope Tom Matus, CAO, Hudson's Hope Area B Director, Karen Goodings, Peace River Regional District (By phone) Area C Director Brad Sperling, Peace River Regional District Area D Director, Leonard Hiebert, Peace River Regional District Area E Director Dan Rose, Peace River Regional District Charlette McLeod, CAO, Taylor Siobhan Jackson, BC Hydro Dave Conway, BC Hydro Mike Clark, BC Hydro Matt Drown, BC Hydro Glenda Carson, BC Hydro Wendy Laluk, BC Hydro
ABSENT WITH REGRET	MLA Pat Pimm, Peace River North Georgia Green, Constituency Assistant, Peace River North MLA Mike Bernier, Peace River South Cindy Fisher, Constituency Assistant, Peace River South Jim Chute, CAO, Dawson Creek Cec Heron, Doig River First Nation Dianne Hunter, City Manager, Fort St. John Mark Diffin, Land Referral Office Manager, McLeod Lake Indian Band Chris Cvik, CAO, Peace River Regional District Mayor Lorraine Michetti, Pouce Coupe Christopher Leggett, CAO, Pouce Coupe Mayor Don McPherson, Tumbler Ridge Jordan Wall, CAO, Tumbler Ridge

	Bob Peever, BC Hydro Edie Thome, BC Hydro
INVITED GUESTS	Amber Harding, Peace River Hydro Partners

Documents Distributed (via email on December 6, 2016)

Agenda - December 7, 2016

Action Items Tracking Log – December 6, 2016

Site C Project Update Presentation – December 7, 2016

Workforce Report – September 2016

BC Hydro Site C Public Enquiries Report October - November 2016

1. Opening / Welcome / Agenda

- a) Blueberry River First Nations elder provided an opening prayer for the meeting.
- b) Review of Agenda and request for any additional items by Siobhan Jackson. Edie Thome sends her regrets. Roundtable introductions were done to welcome new members.

2. Review of Action Items

- a) 2016-014 and 2016-041 are still in progress.

3. BC Hydro Project Update

Mike Clark discussed the current and upcoming construction activities on the Site C project.

- a) West Pine Quarry mobilization will begin mid-December.
 - a. A member asked for clarification on the location of the quarry.
 - b. BC Hydro clarified that it is located approximately 60km south west of Chetwynd, on Highway 97.
 - c. A member asked when the first trains will pass through Chetwynd from the quarry.
 - d. A member asked where the crew working at the quarry will stay.
 - e. Amber Harding responded that a crew of 25 will be working at the quarry. Employees who do not live in Chetwynd will be staying in Chetwynd hotels.
 - f. Siobhan Jackson confirmed that the commitment to conduct a traffic analysis has been completed.
 - g. A member commented that hauling from West Pine Quarry could begin by truck, instead of by rail, and that the number of trucks could impact Chetwynd.
 - h. Amber Harding responded that trucks will not be used for hauling from West Pine Quarry.
 - i. A member commented on the condition and use of Jackfish Lake Road.
 - j. BC Hydro stated that if upgrades and repairs are needed on Jackfish Lake Road for the project, they will be completed. BC Hydro is implementing additional pavement monitoring, which will identify damage to roads and support the need for repairs.

Action: BC Hydro will provide the Committee with a timeframe for when trains traveling from West Pine Quarry to the dam site will start traveling through Chetwynd.

Matt Drown discussed the current and upcoming transmission work for Site C.

- b) Current and upcoming transmission work.
 - a. A member asked about measures that would be in place to prevent the spread of noxious weeds related to the project and concerns with the recent BC Hydro Dawson Creek/Chetwynd Area Transmission (DCAT) project.
 - b. BC Hydro shared that there is a requirement to control noxious weeds. Contractors will be required to control noxious weeds, which would include washing vehicles and possible removal or treatment of noxious weeds. More details will be available once the environmental protection plans are received from the contractors.
 - c. A member mentioned that the Peace Region has an invasive plant committee and that BC Hydro would be welcome to attend.
 - d. Siobhan Jackson responded that BC Hydro has been pleased to attend in the past and will look into attending an upcoming meeting.
 - e. A member asked about the swamp mats that may be used on the transmission line project and the potential for the mats to spread noxious weeds.
 - f. A member asked about the maintenance of access roads and if the access roads would be temporary or permanent.
 - g. BC Hydro shared that the access to the transmission line will use existing access roads, which will be returned to the same condition as they were prior to BC Hydro using them for the project. For example, if they were previously decommissioned, they will be returned to a decommissioned state. Any re-seeding of roads would be done with a mix of native seeds, not a forestry mix, and this activity would not lead to a spread of noxious weeds. Native seed mix is also used at the dam site.
 - h. Siobhan Jackson added that BC Hydro chose to use existing access roads outside of the right-of-way rather than constructing new roads. New access roads on the right-of-way constructed for the tree clearing will be re-used for line construction.
 - i. A member raised a concern with the snow fencing used on the DCAT project, which was not strong enough to prevent livestock from getting into the excavations (dugouts) around the foundations. Should similar work be required on Site C, more suitable fencing should be used.

Action: Members are encouraged to forward any additional lessons from the construction of DCAT, in case there are lessons that can be applied to the Site C project.

Mike Clark continued the presentation on current and upcoming construction activities.

- c) Topics included the 85th Avenue Industrial Lands and conveyor belt, the Moberly River bridge, the need for roller compacted concrete (RCC) and the handling of materials.
 - a. A member asked if the Moberly River bridge is being constructed by the same company as the temporary Peace River construction bridge.
 - b. BC Hydro shared that a different company is building the Moberly River bridge.
 - c. A member asked if more recent construction photos are available.
 - d. BC Hydro shared that updated photos are posted to the Photo & Video gallery on the [Site C website](#) on a monthly basis.
- d) Glenda Carson provided an overview of the Site C worker accommodation lodge.
 - a. Siobhan Jackson mentioned that in the planning stages for the project, BC Hydro was aware of the competition for skilled workers and was advised to build the camp to attract and retain skilled workers. BC Hydro also aims to provide workers with access to diverse recreation and medical services to promote their well-being and maintain a healthy lifestyle.

Siobhan Jackson provided information on procurement, regional business participation and employment.

- e) A member commented on the low number of businesses from outside of Fort St. John who are working on the project, sharing a statement from the project website that says BC Hydro is committed to working with Peace Region communities to provide local contracting and employment opportunities.
- f) Siobhan Jackson shared that BC Hydro must abide by the inter-provincial trade agreements that are in place.
- g) A member asked if some of the Fort St. John businesses were legitimate local businesses.
 - a. BC Hydro has provided a list of local and regional companies that are working on the project.
- h) Dave Conway shared that BC Hydro has held business liaison meetings in Peace Region communities, to promote business opportunities on the project, since 2011.
- i) A member commented on the potential competition between Peace Region communities for contracts on the project.
- j) A member requested that prices for awarded contracts be shared so local businesses can be more competitive with future bids.
- k) Siobhan Jackson reminded Committee members that the list provided by BC Hydro is comprised of local and regional businesses who are sub-contractors with BC Hydro's contractors. Peace River Hydro Partners would have to confirm how they communicate with businesses.
 - a. Amber Harding shared that Peace River Hydro Partners has to source some specialized work outside the Peace Region. Peace River Hydro Partners is working to update their website with information about larger procurement opportunities available in 2017. Committee members are encouraged to have local businesses send information electronically to: procurement@prhp.ca
- l) Dave Conway shared that BC Hydro continues to encourage businesses to register with the Site C business directory, which is shared with the project's contractors, and to contact the contractors listed on our website directly.
- m) A member asked how many sub-contractors are working on the project, in total.
- n) Members commented on the percentage of Peace Region workers on the project and asked why less than half of Site C employees are from the region, when local unemployment numbers are high. The goal for regional employment on the project should be higher than 60%.
 - a. BC Hydro shared that ATCO has advertised for positions in the region but has not received the response they needed locally.
 - b. Peace River Hydro Partners shared that some local operators do not have the required qualifications to work in the type of sloped conditions found at the dam site. They have also decided to change their current work schedule from 21 days on and 7 days off to 14 days on and 7 days off, which should help retain local workers.
 - c. Peace River Hydro Partners has a relocation policy and many employees in the office are planning to purchase homes in the Fort St. John area.
 - d. A member stated that the goal of 60% local employment on the project needs to be supported by local communities and information on Site C employment opportunities should be shared.
- o) Siobhan Jackson shared that the Generating Stations and Spillways – Civil Works contract will be awarded in 2017 and it is the project's second largest contract. BC Hydro's forecast for peak employment is in years 5 and 6.

Action: Dave Conway will contact Dawson Creek to discuss how BC Hydro has engaged local businesses to promote opportunities on the project. This information can also be shared with the Committee, as other members expressed interest in this information.

Action: BC Hydro will provide the total number of sub-contractors working on the project.

4. Public Enquires and FAQ Report

Siobhan Jackson reviewed the report and asked for feedback on the usefulness of the information.

- a) Since May, the project has received approximately 200 enquiries per month – 75% regarding jobs. Approximately six to ten enquiries per month are related to construction concerns and have been focused on the public road improvements.

5. Community Concerns and Solutions Discussion

- a) BC Hydro is preparing for upcoming construction activities and will provide residents located in the vicinity of the work with information on the construction activity, prior to its starting. The information will be provided by mail drop and notices in local publications, like Coffee Talk.
- b) There is an opportunity for Committee members to connect with their community to inform them of upcoming activities and direct them to BC Hydro if they have further questions.

6. Roundtable

- a) Karen Goodings asked if the project has a decommissioning plan.
 - a. Siobhan Jackson responded that BC Hydro does not plan to decommission Site C and was therefore not required to submit a plan in the Environmental Assessment process.
- b) Dan Rose thanked BC Hydro for providing the employment and business numbers. They are important and he would like to see more locals being hired. All of the communities should provide the same message to BC Hydro and its contractors, while also encouraging community members to apply. Dan would also like to see the number of sub-contractors from the Peace Region increase.

7. Next Meeting

- a) A date for the next meeting was discussed. The preference is for a Wednesday in early March. Melanie Dame will contact the committee with a few date options.
- b) The action items will be sent to the committee.

Appendix C: List of Supporting Materials

Materials supporting the Regional Community Liaison Committee meetings held in 2016.

Title	Author	Date
Public Enquiry Contact Information	BC Hydro	April 22, 2016
RCLC Site C Project Update Presentation	BC Hydro	April 22, 2016
RCLC Site C Project Update Presentation	BC Hydro	May 27, 2016
Site C Enquiries Report & FAQ (April 2016)	BC Hydro	May 27, 2016
Site C Local and Regional Businesses (June 2015 – March 2016)	BC Hydro	May 27, 2016
RCLC Site C Project Update Presentation	BC Hydro	June 29, 2016
ATCO RCLC Meeting Presentation	ATCO Two Rivers Lodging Group	June 29, 2016
PRHP Presentation to RCLC	Peace River Hydro Partners	June 29, 2016
Site C Enquiries Report & FAQ (May 2016)	BC Hydro	June 29, 2016
RCLC Workforce Report (June 2016)	BC Hydro	August 19, 2016
Site C Communications Channels Handout	BC Hydro	August 19, 2016
Site C Enquiries Report & FAQ (June – July 2016)	BC Hydro	September 6, 2016
RCLC Workforce Report (July 2016)	BC Hydro	September 20, 2016
Site C Local Business Summary – Q2 (April – June 2016)	BC Hydro	September 30, 2016
RCLC Workforce Report (August 2016)	BC Hydro	November 9, 2016
Site C Enquiries Report & FAQ (August – September 2016)	BC Hydro	November 9, 2016
Site C Local Business Summary – Q3 (July – September 2016)	BC Hydro	November 9, 2016
RCLC Workforce Report (September 2016)	BC Hydro	December 6, 2016
Site C Enquiries Report & FAQ (October – November 2016)	BC Hydro	December 6, 2016
RCLC Site C Project Update Presentation	BC Hydro	December 7, 2016
RCLC Workforce Report (October 2016)	BC Hydro	December 14, 2016

Appendix D: RCLC Action Item Tracking Log – 2016

Regional Community Liaison Committee

Action Items Tracking Log: March 1, 2016 – December 31, 2016

Item No.	Action Item	Responsibility	Meeting Date	Status / Outcome*
2016-014	BC Hydro will address how the recent Supreme Court decision recognizing Metis and non-status Indians will affect BC Hydro's direct awards for Site C at a future meeting.	BC Hydro	April 22, 2016	In progress. This information will be provided to the Committee at a future meeting.
2016-045	BC Hydro will provide the total number of sub-contractors working on the project.	BC Hydro	December 7, 2016	In progress. BC Hydro requires Peace River Hydro Partners to report on BC-based businesses that have been engaged, directly or indirectly, to perform work. Other contractors are required to report on regional businesses. We are currently updating our standard contract language to capture additional sub-contractor information. BC Hydro will continue to provide the quarterly Site C Local Business Summary to the Committee.
ONGOING ACTIONS				

Regional Community Liaison Committee Annual Report
 Site C Clean Energy Project

Item No.	Action Item	Responsibility	Meeting Date	Status / Outcome*
2016-007	Members will encourage people who approach them with questions or enquiries to submit the enquiry via the Site C website enquiry form to BC Hydro or via email at sitec@bchydro.com or with plenty of detail to help BC Hydro address the enquiry.	RCLC	March 11, 2016	Ongoing.
2016-008	BC Hydro will bring a draft list of principles for project workers and contractors, which reflect the reputation BC Hydro wants for the Site C Project as a whole, for discussion.	BC Hydro	March 11, 2016	Ongoing. Construction Principles shared with the Committee for discussion.
2016-011	BC Hydro to share current data on jobs—including information on the number of workers from the Peace River Regional District, enquiries and procurements, as well as a 3-6 month outlook.	BC Hydro	March 11, 2016	Ongoing. This information has been added as a standing meeting agenda item.
2016-012	Committee members request the attendance of a BC Hydro Executive Team member at the meeting.	BC Hydro	March 11, 2016	Ongoing. BC Hydro will target having a BC Hydro Executive Team member attend annually.
2016-018	BC Hydro will communicate to the committee when an application is made for a NOTAM, what the application is for and what BC Hydro receives.	BC Hydro	April 22, 2016	Ongoing. If blasting is scheduled at the dam site, BC Hydro will file for a NOTAM with Nav Canada. The NOTAM would likely only cover the period of time when the blasting is planned to occur. BC Hydro will communicate with committee members when an application is made.

Item No.	Action Item	Responsibility	Meeting Date	Status / Outcome*
2016-043	Members are encouraged to forward any additional lessons from the construction of DCAT, in case there are lessons that can be applied to the Site C project.	RCLC	December 7, 2016	Ongoing.
COMPLETE ACTIONS				
2016-001	Develop draft Terms of Reference for discussion at the next committee meeting.	BC Hydro	March 11, 2016	Complete. Draft Terms of Reference were emailed to the committee for finalization at the April 22, 2016 meeting.
2016-002	BC Hydro will invite decision makers from key contractors to the next meeting.	BC Hydro	March 11, 2016	Complete. Representatives from key contractors have been invited to the April 22, 2016 meeting. Members will discuss and determine future involvement of contractor representatives.
2016-003*	BC Hydro will follow-up directly with the District of Chetwynd about access from the south bank.	BC Hydro	March 11, 2016	Complete. BC Hydro presented on this topic to the District of Chetwynd at the council meeting on March 21, 2016.*
2016-004	At the next RCLC meeting, BC Hydro will bring an overview of the current public communication channels, including the enquiry process, to review with members to identify any gaps and determine how the results and responses can be regularly shared with members.	BC Hydro	March 11, 2016 & May 27, 2016	Complete. Changes to date include: 'Contact Us' button on website, Public Enquiries Contact Information document, Public Enquiries FAQ, frequency of RCLC meetings, PRRD jobs report, job postings (WorkBC/Employment Connections). Siobhan Jackson discussed at the June 29 RCLC meeting. A handout outlining the communication channels was provided to the Committee.

Regional Community Liaison Committee Annual Report
 Site C Clean Energy Project

Item No.	Action Item	Responsibility	Meeting Date	Status / Outcome*
2016-005	BC Hydro to look at moving the enquiry form button from the bottom of the Site C homepage to the top to make it easier to find.	BC Hydro	March 11, 2016	Complete. A “Contact Us” link is now at the top of the Site C project website homepage.
2016-006	BC Hydro to look into developing enquiry cards that could be distributed to members for their offices for people to fill out and then submit through the enquiry tracking system.	BC Hydro	March 11, 2016	Complete. BC Hydro provided RCLC members with a one page Public Enquiry Contact Information sheet at the May 27 meeting.
2016-009	BC Hydro will follow-up directly with Fort St. John and the Ministry of Transportation and Infrastructure about the work on the widening of Old Fort Road, now that the jurisdiction for part of the road has changed.	BC Hydro	March 11, 2016	Complete. Don Wharf with BC Hydro followed up with Victor Shopland, General Manager of Integrated Services, City of Fort St. John.
2016-010	BC Hydro to bring a list of workforce reporting requirements to the next committee meeting. This information will be reviewed with members for discussion.	BC Hydro	March 11, 2016	Complete. This information was included in the BC Hydro update presentation at the May 27, 2016 meeting.
2016-013	BC Hydro will look into creating a list of the work that has been direct awarded.	BC Hydro	April 22, 2016	Complete. This information was provided to RCLC members at the May 27, 2016 meeting.
2016-015	BC Hydro will look into including a section on reporting in the Terms of Reference.	BC Hydro	April 22, 2016	Complete. The draft terms of reference were updated to reflect the discussion of the committee on April 22, 2016 and May 27, 2016. The committee will finalize the document at the June 29, 2016 meeting.

Regional Community Liaison Committee Annual Report
 Site C Clean Energy Project

Item No.	Action Item	Responsibility	Meeting Date	Status / Outcome*
2016-016	ATCO Two Rivers Lodging will arrange to meet with the North Peace Economic Development Commission to discuss business and sub-contracting opportunities.	ATCO Two Rivers Lodging	April 22, 2016	Complete. ATCO Two Rivers Lodging met with Jennifer Moore from the North Peace Economic Development Commission, Area C Director Brad Sperling and Mayor Rob Fraser (Taylor) on May 24, 2016.
2016-017	ATCO Two Rivers Lodging will arrange to meet with the Peace River Regional District's Area C Director to discuss the worker accommodation camp's water and sewer infrastructure.	ATCO Two Rivers Lodging	April 22, 2016	Complete. ATCO Two Rivers Lodging met with Area C Director Brad Sperling on May 24, 2016 to discuss the water and sewer infrastructure at the worker accommodation camp.
2016-019	BC Hydro will incorporate more details in the outcome and solutions to the actions.	BC Hydro	April 22, 2016 & May 27, 2016	Complete. To provide more details, an 'Action Items Outcome Summary' document has been developed and will include more information, as necessary, on some action item outcomes. The 'Action Items Outcome Summary' will be maintained on the Regional Community Liaison Committee SharePoint site, which will be accessible to all committee members.
2016-020	BC Hydro will provide an update to the Peace River Regional District's Area E Director on the south bank access to the dam site area.	BC Hydro	April 22, 2016	Complete. Area E Director Dan Rose was unable to attend the public meeting on May 18, 2016 with Jackfish Lake Road residents to discuss south bank access and road use. BC Hydro staff followed up by phone on May 20, 2016 and sent the Director a summary of the meeting comments and questions and the south bank roads presentation slides.

Regional Community Liaison Committee Annual Report
 Site C Clean Energy Project

Item No.	Action Item	Responsibility	Meeting Date	Status / Outcome*
2016-021	BC Hydro will provide information to the Peace River Regional District's Area C director on the work on the widening of Old Fort Road, as the jurisdiction for part of the road has changed.	BC Hydro	April 22, 2016	Complete. Don Wharf from BC Hydro spoke to Area C Director Brad Sperling on May 13, 2016 to provide this information and answer questions.
2016-022	Peace River Hydro Partners will present to the RCLC on their good neighbour/worker courtesy policies at the next meeting on June 29.	Peace River Hydro Partners	May 27, 2016	Complete. Peace River Hydro Partners will present on this topic at the June 29 RCLC meeting.
2016-023	BC Hydro will look into the potential to categorize the local and regional business list by ATCO Two Rivers, PRHP and other major contractors.	BC Hydro	May 27, 2016	Complete. The next quarterly report on local and regional businesses will be sorted by major contractors.
2016-024	BC Hydro agreed to request a list of A.L. Sims' subcontractors for public roads.	BC Hydro	May 27, 2016	Complete. The list of A.L. Sims' subcontractors will be included in the presentation at the June 29 RCLC meeting.
2016-025	The District of Taylor asked that the enquiries sheet be provided to them in a Word document for ease of posting to their website.	BC Hydro	May 27, 2016	Complete. Melanie Dame sent the Public Enquiries Contact Information Word document to the District of Taylor on May 27, 2016.
2016-026	MLA Pimm will send his summary of the May 27 meeting to Nancy Pepper for distribution to the Committee.	MLA Pat Pimm	May 27, 2016	Complete. Georgia Green sent MLA Pat Pimm's Site C Update to RCLC members on June 8, 2016.
2016-027	BC Hydro will sort the Action Item list so that Complete Measures are at the bottom.	BC Hydro	May 27, 2016	Complete. The action item tracking log has been sorted to ensure "Complete" actions are at the bottom of the log.

Regional Community Liaison Committee Annual Report
 Site C Clean Energy Project

Item No.	Action Item	Responsibility	Meeting Date	Status / Outcome*
2016-028	BC Hydro will provide the PRRD employment numbers as soon as they are available instead of waiting for the next meeting. BC Hydro will also identify the date on which employment information will usually be publically available.	BC Hydro	May 27, 2016	Complete. BC Hydro will share the latest publicly available employment numbers, along with information on when BC Hydro expects monthly employment information to be publicly available, at the June 29 RCLC meeting.
2016-029*	BC Hydro will follow-up with the Area C Director after speaking with ATCO Two Rivers Lodging about their plans for sewage if there is a problem with the on-site system.	BC Hydro	May 27, 2016	Complete. Dave Conway has provided information about ATCO Two Rivers Lodging's plans to Area C Director Sperling.*
2016-030	BC Hydro will ask Peace River Hydro Partners to discuss their approach for procuring or hiring equipment and drivers at the next meeting.	BC Hydro / Peace River Hydro Partners	May 27, 2016	Complete. Peace River Hydro Partners will provide information on their approach at the June 29 RCLC meeting.
2016-031	BC Hydro will use larger font in the presentations to make it more readable.	BC Hydro	May 27, 2016	Complete.
2016-032	BC Hydro will identify when the "half-way" point for awarding Project contracts will be reached and if it will be after the Generating Station and Spillways contract is complete.	BC Hydro	May 27, 2016	Complete. This information will be provided in the BC Hydro update presentation on June 29, 2016.
2016-033	BC Hydro will send its public statement regarding lawsuits and protests from Dave Conway to the members.	BC Hydro	May 27, 2016	Complete. Melanie Dame sent BC Hydro's public statement regarding lawsuits and protests to RCLC members on May 27, 2016.

Regional Community Liaison Committee Annual Report
 Site C Clean Energy Project

Item No.	Action Item	Responsibility	Meeting Date	Status / Outcome*
2016-034	BC Hydro will connect Taylor staff with ATCO Two Rivers Lodging to support Taylor in sharing information about their recreation facilities and activities.	BC Hydro	May 27, 2016	Complete. Nancy Pepper has provided the District of Taylor with information on how to share details of their recreation facilities and activities with ATCO Two Rivers Lodging.
2016-035	BC Hydro will provide an update on the Fort St. John Housing Project once further detail is available.	BC Hydro	May 27, 2016	Complete. BC Housing and BC HYDRO signed an agreement for development of the housing in July 2016. The first phase is land acquisition and permitting. An 18 month construction period is expected and occupancy is anticipated fall 2018.
2016-036	BC Hydro to include a link to the Construction Environmental Management Plan in the meeting summary. Please see section 4.15 Vegetation and Invasive Plan Management.	BC Hydro	June 29, 2016	Complete. A link to the Construction Environmental Management Plan was included in the meeting summary and sent to the Committee on August 19, 2016.
2016-037	BC Hydro will also check if there have been any incidents reported by environmental monitors related to invasive plants.	BC Hydro	June 29, 2016	Complete. No incidents have been reported at this time.
2016-038	Siobhan Jackson will follow up with the volunteers to develop the format for the RCLC workforce report.	BC Hydro	June 29, 2016	Complete. Siobhan Jackson collaborated with Committee volunteers to develop the format of the RCLC workforce report. The June 2016 RCLC workforce report was sent to the Committee on August 19, 2016.
2016-039	BC Hydro will send out the two presentations from ATCO and PRHP to the members.	BC Hydro	June 29, 2016	Complete. The presentations from ATCO and PRHP were sent to the Committee on August 19, 2016.

Regional Community Liaison Committee Annual Report
 Site C Clean Energy Project

Item No.	Action Item	Responsibility	Meeting Date	Status / Outcome*
2016-040	BC Hydro will send the Site C Communication Channels document electronically.	BC Hydro	June 29, 2016	Complete. The Site C Communication Channels document was sent to the Committee on August 19, 2016.
2016-041	BC Hydro to follow-up with Councillor Heiberg regarding Portage Mountain works.	BC Hydro	June 29, 2016	Complete. A map of the Portage Mountain Quarry License of Occupation was sent to Councillor Heiberg on December 14, 2016.
2016-042	BC Hydro will provide the Committee with a timeframe for when trains traveling from West Pine Quarry to the dam site will start traveling through Chetwynd.	BC Hydro	December 7, 2016	Complete. Peace River Hydro Partners has committed to provide BC Hydro with advance notice prior to the start of hauling materials by rail from West Pine Quarry. BC Hydro will update Chetwynd with more details at that time. Peace River Hydro Partners may begin hauling by rail from West Pine Quarry in April or May 2017.
2016-044	Dave Conway will contact Dawson Creek to discuss how BC Hydro has engaged local businesses to promote opportunities on the project. This information can also be shared with the Committee, as other members expressed interest in this information.	BC Hydro	December 7, 2016	Complete. Dave Conway met with Mayor Bumstead on January 26, 2017 to discuss ideas for enhancing opportunities for Dawson Creek businesses to supply goods and services to the Site C Project. A meeting between Mayor Bumstead and Peace River Hydro Partners has been scheduled for March 14, 2017.

**Please see the Action Items Outcome Summary for more information on the outcome*