

# **St'at'imc - BC Hydro Education and Training Program Committee Terms of Reference**

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## **VERSION HISTORY**

**Version 1 - December 22, 2012**

**Version 2 – January 23, 2014**

**Version 3 – July 3, 2014**

## **APPROVALS**

**Version 1 – DRAFT for Review**

**Version 2 – January 24, 2014**

**Version 3 – July 3, 2014**

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# **1. BACKGROUND**

On May 10, 2011, BC Hydro, the Province and the St'at'imc signed a Settlement Agreement addressing all past, present and future grievances related to BC Hydro Assets on St'at'imc asserted traditional territory. Section 8.11 of the Relations Agreement between St'at'imc and BC Hydro provides for the creation of an Education & Training Program for the Community Members of the Participating Communities. The Program will be a joint program of BC Hydro and the St'at'imc (PC) with accountability for the development and implementation being shared equally between both parties. The Program should continue for a period of 20 years and will aim to maximize the employment of community members in all employment categories, and develop and improve the capacity of community members to obtain contracting opportunities.

The primary focus is on specific education and training requirements and will include elements directed at high school curriculum and retention; postsecondary education and training; apprenticeship opportunities; professional development and cross cultural training.

The Education & Training Program was broken into 2 phases; the Development Phase and the Program Management Phase. The Development Phase ran from January 30, 2012 to June 2013. A Program Manager has been employed to implement the Education & Training Program.

## **2. ROLE OF THE EDUCATION AND TRAINING PROGRAM COMMITTEE**

The role of the Education and Training Program Committee is to collaborate and guide the following:

- Report to the Steering Committee and oversee the governance and strategic development and implementation of the Education and Training Program.
- Report to the Steering Committee on program and progress.
- Implement the Education and Training Program.
- Determine the key joint objectives of the Joint Education and Training Program.
- Oversee communications to St'at'imc and BC Hydro regarding the Joint Education and Training Program.
- Oversee annual evaluation of the Joint Education and Training Program.
- Oversee financial management of the Education and Training program.
- Conduct annual review of the Terms of Reference.
- Be accountable to the spirit and intent to the agreement.

## **3. RESPONSIBILITIES OF THE COMMITTEE CO-CHAIRS**

The Committee Co-Chairs are the Implementation Managers from the St'at'imc and BC Hydro.

The responsibilities of the Committee Co-Chairs are as follows:

- Set the agenda, time and chair for each meeting.
- Ensure that agendas and supporting materials are delivered to members in advance of meetings.
- Make the purpose of each meeting clear to members and explain the agenda at the beginning of each meeting.
- Conclude each meeting with a summary of decisions and action items.
- Maintain membership.
- Ensure the Committee's Terms of References are respected and followed.

#### **4. RESPONSIBILITIES OF COMMITTEE MEMBERS**

Individual Committee members have the following responsibilities:

- Understand the joint, objectives, and desired goals of the program.
- Understand and represent the interests of program stakeholders.
- Prepare for participate in meetings through attendance, discussion, and review of minutes, papers and other Committee documents.

#### **5. GENERAL**

The Education and Training Committee will consist of six members. Three members will be represented by St'at'imc and three members will be represented by BC Hydro. Members will be recommended to the Joint St'at'imc Agreement Steering Committee. The Committee members will have three-year terms. Their term can be renewed on for an additional three-year term for a maximum of up to six years. Membership to the committee will be staggered to ensure seamless integration.

The Implementation Managers from St'at'imc and BC Hydro will be the Co-Chairs of the Committee.

The Education and Training Program Manager will report to the Committee. Subject matter experts will be invited to provide insight and expertise.

Listed below is the membership of the Education and Training Committee as of January 2014. The member term ending is also indicated.

- Ernest Armann (Co-Chair), St'at'imc – Year 3
- Al Boldt, BC Hydro – Year 1
  
- Janice Whitney, St'at'imc – Year 1
- Rod Louie, St'at'imc – Year 2

- Jim Coles - BC Hydro – Year 3
- Ray Stevens (Interim) - BC Hydro – Year 1
- Vanessa Mountain - BC Hydro – Year 3
- Lesley MacDonald - BC Hydro – Year 3

## **5.1 Quorum and Decision-Making**

### **5.1.1 Quorum**

A minimum number of four Committee members are required for decision-making purposes. The quorum must include a minimum number of two members from St'at'imc and two members from BC Hydro.

The Co-Chairs and members shall agree that attendance can include conference calling and video conferencing.

### **5.1.2 Decision-making Process**

Decisions will be reached by consensus, which is defined by lack of disagreement or majority agreement. However, dissent will be recorded.

## **5.2 Frequency of Meetings**

The Co-Chairs will set an annual schedule of meetings. There will four in-person regularly scheduled meetings in a calendar year and the Co-Chairs can, at their discretion, call up to four additional meetings if required to oversee the Education and Training Program.

The meetings will be hosted alternately by St'at'imc and BC Hydro.

The location of the additional meetings will be agreed upon by the Co-Chairs.

## **5.3 Agenda, Meeting Summaries, and Decision Papers**

A package will be sent to members three to five business days in advance of a Committee meeting. This package will include the following:

- Agenda for upcoming meeting.
- Meeting summary of previous meeting.
- A progress report for the shared objectives.
- Decision papers.
- Any other documents/information to be considered at the meeting.

The meeting host will provide meeting records and summaries to committee members. All records will have a uniform format.

All materials, including agenda, meeting summaries and decision papers will be posted centrally. If the Committee enters into an in-camera meeting, the meeting summary must articulate when this takes place and when the regular meeting resumes. All in-camera meetings will be separate meeting summaries that will not be distributed publically.

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