



ENERGY SAFETY CANADA ADVISORY COMMITTEE – TERMS OF REFERENCE



PURPOSE & SCOPE

The purpose of the Energy Safety Canada BC Advisory Committee (EBCAC) is to:

- Provide guidance and support to Energy Safety Canada BC in its promotion and implementation of health and safety initiatives and training programs that have a positive impact in reducing workplace injuries and illness in BC
- Promote adoption and implementation of British Columbia initiatives with the goal to ensure that Energy Safety Canada BC is meeting the needs of British Columbia employers and workers of the upstream oil and gas industry, while utilizing the national scope and resources of Energy Safety Canada Calgary

Matters that affect the broader Canadian petroleum industry or have policy implications for Energy Safety Canada BC will be referred to the Energy Safety Canada Calgary Advisory Committee and Board of Directors, as appropriate. Those issues of a financial or operational nature will be referred directly to the Energy Safety Canada Board of Directors for final decision.

AUTHORITY

As an advisory committee, the EBCAC provides input, counsel and recommendations in the areas of health, safety and training in the upstream oil and gas industry in BC. Energy Safety Canada BC staff are supported by the resources available from Energy Safety Canada Calgary with oversight from the Energy Safety Canada Board of Directors, who has ultimate responsibility and authority for Energy Safety Canada’s operations, products and services.

Immunity:

No action lies or shall be instituted against any member or person of the Committee or the administrative body of this Committee, where that member, person, or Committee member, is acting in good faith pursuant to the authority imposed by these Terms of Reference and Energy Safety Canada’s Bylaws.

DUTIES

The Energy Safety Canada BC Advisory Committee is a consensus-based industry sector group. Members are expected to actively participate and keep their respective organizations, membership, constituents, and/or associations apprised of developments. In general, requests and recommendations made by the Committee are done so on a consensus basis. If consensus cannot be achieved on an issue, a vote may be taken at the election of the Chair.

Generally, the Committee shall:



- Provide both input and guidance on Energy Safety Canada BC 's operational activities to ensure alliance with British Columbia's perspectives and priorities including those of Energy Safety Canada and the major upstream petroleum trade associations the Committee members represent
- Provide information, guidance, and industry knowledge and expertise to the petroleum industry, through Energy Safety Canada BC, on worker health and safety issues, challenges, and possible solutions while respecting the professionalism of fellow Committee participants
- Utilize information from WorkSafeBC as guidance or direction for initiatives that involve the reduction of serious injuries and fatalities or safety trends in the oil and gas industry in British Columbia
- Foster commitment to enhance occupational health and safety requirements within workplaces
- Relay information back to their respective associations for feedback or distribution
- Support the undertaking and advancements of Energy Safety Canada BC
- Adhere to the principles of good board governance as outlined in the *Canada Not for Profit Corporations Act*

Energy Safety Canada BC Office

Energy Safety Canada staff will assist in the fulfillment of Energy Safety Canada BC duties as outlined in the annual operational plans as well as assisting the Committee in:

- Solicit agenda items from Committee members and industry
- Schedule Committee meetings
- Ensure meeting minutes, action items, decisions and votes are recorded and distributed accordingly
- Allocate resources to for all operational activities
- Oversee progress and report on operational activities
- Mentor and counsel new Committee members

MEMBERSHIP

It is intended that the structure of the Committee has adequate representation from both employers and workers from the six major upstream petroleum trade associations and representation from WorkSafeBC funding members not belonging to one of the six major upstream petroleum trade associations.

Voting Members:

Any member on the Energy Safety Canada BC Advisory Committee who is appointed to represent the interests of an employer or the workers of an employer who is funding one of the WorkSafeBC classification units listed below is considered a voting member. Each major



upstream petroleum trade association is provided with two (2) seats; one (1) to represent the employers of the association (which appointment may include an association employee) and one (1) to represent the workers of the employers of the association (such worker representative to be familiar with the BC operational issues affecting the association membership ((employers and workers) with priority given to personnel who are resident and working in the upstream petroleum industry in BC). An additional two (2) seats will be provided to appropriate representatives from the WorkSafeBC funding member employers with significant undertakings in BC but who are not members of any of the six major upstream petroleum trade associations. These two additional seats will be filled by application to the Energy Safety Canada BC Divisional Director or that person's designate. The Energy Safety Canada Divisional Director will make recommendations to the Committee for appointment. Each member of the Committee is allocated one vote with the total voting seats within the Committee being no greater than fourteen (14). Votes may be delegated by proxy to another member of the same association. It is expected that representatives on the Committee are acting as spokespersons for their entire industry group from a BC operations perspective. Alternates from the same association may attend meetings on behalf of their association or voting group if the original Committee member is unable to attend. If an alternate is appointed by the association, effort should be made to update the alternate on agenda issues. Notification of appointment of an alternate representative should be made to the Energy Safety Canada Divisional Director prior to the meeting date.

Non-Voting Associate Members:

Non-voting member organizations are identified as:

- WorkSafeBC
- Energy Safety Canada

The non-voting members may have additional representatives of their organizations attending without prior Chair approval if their attendance adds value to the meeting topics or their organization.

Non-Committee Member Participants:

Any standing Committee member may have, as a non-voting guest of the Committee, a representative who may wish to partake in the Committee meeting, provided notification is given to the Energy Safety Canada Divisional Director prior to the meeting. Guests may be invited to speak on specific topics of expertise or participate in the meeting for knowledge. The Committee Chair has the responsibility to ensure participation at the Committee meeting is maintained at a functional level for the topics of discussion and may defer attendance or topics to a subsequent meeting if required.

British Columbia Classification Units:

704002	Oil or Gas Drilling
704003	Oil and Gas Field Servicing
704009	Seismic Exploration
704010	Diamond Drilling, Seismic Drilling, or Shot Hole Drilling



- 713018 Oil or Gas Production
- 767005 Oil or Gas Transmission (oil or gas pipeline)

Major Upstream Petroleum Trade Associations

- Canadian Association of Geophysical Contractors (CAGC)
- Canadian Association of Oilwell Drilling Contractors (CAODC)
- Canadian Association of Petroleum Producers (CAPP)
- Canadian Energy Pipeline Association (CEPA)
- Explorers and Producers Association of Canada (EPAC)
- Petroleum Services Association of Canada (PSAC) **Composition:**

The Energy Safety Canada BC Advisory Committee shall be comprised of a Chairperson, Vice Chairperson, and Committee Members.

Chairperson:

A person who is elected by the Committee, presides over the meetings, and has full voting rights but in the event of a voting tie does not have an additional tie breaking vote. If the Committee elects a Chair that is a representative of an Association, and that Association already has two voting Committee Members, then the Chair shall sit in a non-voting capacity. The Chairperson shall also sit on the Energy Safety Canada Calgary Advisory Committee to bring forward issues identified in the Energy Safety Canada BC Advisory Committee meetings. See Schedule A.

Vice Chairperson:

A person who is elected by the Committee, who presides over the meeting when the Chairperson is absent and has full voting rights in the same fashion as the Chairperson. The Vice Chairperson, in replacement of the Chairperson, shall also sit on the Energy Safety Canada Calgary Advisory Committee to bring forward issues identified in the Energy Safety Canada BC Advisory Committee meetings. See Schedule A.

Committee Members:

Members of the Committee having their primary function to work to fulfill the Advisory Committee's purpose under the Terms of Reference. See Schedule A.

WorkSafeBC Funding Members:

Those employers who fall into WorkSafeBC classification units that will be levied to fund the BC Safety Association for the Upstream Petroleum industry and includes those classifications identified under "British Columbia Classification Units" **Term of Office:**

- **Chairperson** shall be brought forward and voted in by Committee members, for a two-year renewable term.



- **Vice Chairperson** shall be brought forward and voted in by Committee members, for a two-year renewable term.
- **Committee Members** shall be appointed by their member associations or filled by application, for a two-year renewable term.

REPORTING AND ORGANIZATIONAL RELATIONSHIPS

The Energy Safety Canada BC Advisory Committee provides input and guidance into Energy Safety Canada BC's operations. It works parallel to the Alberta and Saskatchewan Advisory Committees. The Energy Safety Canada Board of Directors situated in our head office in Calgary is the superior approving authority primarily for financial matters relating to BC operations.

MEETINGS

The meeting dates shall be held quarterly, and dates set in consultation between Committee members, the Chair, and Energy Safety Canada BC. Quarterly meetings for the following year will be arranged prior to year-end and shall be posted on the Energy Safety Canada website and/or via other notification methods as directed by the Committee. In the event that the Chair determines an urgent requirement to meet, the Chair shall determine such meeting and give notice to the Committee members a minimum of 48 hours in advance. Notice of the meeting may be done electronically or by telephone. Minutes shall be taken during the meetings, recording key discussions and recommendations, and then shared with, and accepted by vote of the Committee members. The Committee shall vote on motions brought forth at the Annual General Meeting (AGM) concerning the following:

- Strategic directives and operational plans
- Terms of Reference
- Preliminary budget for the following year
- External audited financial statements

Energy Safety Canada BC for the purpose of assisting the Committee, and by following the British Columbia WorkSafeBC agreement and guidelines will:

- Provide annual reports to WorkSafeBC and the Committee
- Attend quarterly meetings with the Committee
- Maintain its status as a not for profit Safety Association
- Develop an Energy Safety Canada BC Operational Plan to align with Energy Safety Canada's corporate strategic directives
- Follow the terms of the WorkSafeBC/Energy Safety Canada BC contract

Quorum

If consensus cannot be reached, and the Chair elects to hold a vote or if a vote is otherwise required, each member of the Committee is allocated one vote. Members are expected to



actively participate and keep their respective organizations and associations apprised of developments. A quorum for any vote by the Committee shall consist of a majority of the total number of members of the Committee who are entitled to vote of the Committee. Committee members may participate in person or by any other method that permits them to hear and participate in the meeting. Voting members may grant their proxy to another person within their own voting association. If a quorum is not present at a meeting, a motion requiring a vote may be tabled and electronically forwarded to all voting members. An electronic vote will follow, and the Committee members shall be advised of the outcome. The results of the electronic vote will be recorded in the minutes and distributed to Committee members.

Annual General Meeting

The Committee will hold an Annual General Meeting (AGM), open to the employers in all six (6) funding WorkSafeBC classification units, Committee members will be notified of the AGM by the posting of the date on the Energy Safety Canada website and/or other communication determined by the Committee. Notification must be made a minimum of thirty (30) days prior to the meeting.

The Annual General Meeting is an opportunity for the Energy Safety Canada BC Advisory Committee to meet directly with other members of the six (6) classification units to provide updates of activities and accomplishments.

The agenda will include the following:

- Audited Financial Statement and the following year's proposed budget request
- Proposed strategic direction and Operational Plans
- Annual report
- Election of Committee members
- Election of Chair and Vice Chair
- Review of the Terms of Reference
- Roles and duties of participants in the Annual General Meeting

GOVERNANCE

Review of Terms of Reference:

The Terms of Reference meet the intent of the Bylaws of Energy Safety Canada and the two documents are intended to work in conjunction with one another and provide direction for the Committee. The Terms of Reference will be reviewed on an annual basis at the AGM. All suggested changes to the Terms of Reference brought forth by the Committee must conform to the WorkSafeBC contract and the Energy Safety Canada Bylaws and be endorsed by those organizations.

ENERGY SAFETY CANADA



ADVISORY COMMITTEE – CODE OF CONDUCT



CHAIRPERSON

(As per the Terms of Reference - a person elected to preside over meetings elected for a two-year renewable term) Primary function is to facilitate the fulfillment of the Energy Safety Canada BC Advisory Committee’s purpose under the Terms of Reference.

Duties and Responsibilities:

- Advocate positively on health and safety and work with the Vice-Chair and Energy Safety Canada BC to develop a meeting agenda
- Preside over meetings and facilitate meeting discussions
- Forward results of voting to the Energy Safety Canada Calgary Advisory Committee when appropriate
- Facilitate discussion on decision items and call for a vote if consensus is not reached
- Participate on the Committee
- Provide information back to the association the incumbent is representing and to the petroleum industry as a whole, when requested by the Committee
- Monitor of Committee members relative to order and decorum expectations
- Actively promote the Committee as a positive and neutral forum both inside and outside the Committee
- Provide, on an annual basis, a brief letter from the Chair on Committee activities and accomplishments for inclusion in Energy Safety Canada BC annual report

VICE-CHAIR

(As per the Terms of Reference a person to substitute in place of the Chairperson elected for a two-year renewable term) Primary function is to facilitate the fulfillment of the Energy Safety Canada BC Advisory Committee’s purpose under the Terms of Reference.

Duties and Responsibilities:

- Assume all the duties as listed above under the roles and responsibilities of the Chairperson when called upon
- Participate actively as a Committee member when not acting on behalf of the Chairperson



ENERGY SAFETY CANADA BC ADVISORY COMMITTEE MEMBERS

Primary function of the Committee members is to work to fulfill the BC Advisory Committee's purpose under the Terms of Reference. Members will be appointed by their association or approved through application for a two-year renewable term.

Duties and Responsibilities:

- Act honestly and in good faith with a view to best interests of Energy Safety Canada's mission, the industry you represent, and the purpose under these Terms of Reference
- Respect diversity, different roles and boundaries, and avoid giving offence
- Have a good understanding of the business and be well versed on the Committee's Terms of Reference
- Act as a positive advocate for health and safety and maintain solidarity once Committee consensus has been achieved, regardless of personal opinions
- Prepare fully for all meetings by reading through information provided in advance
- Review and endorse approval of the operating budget and the allocation of funding for Energy Safety Canada BC
- Assist the Chairperson in identifying items for the Committee agenda and appropriate resources for sub-committees if required
- Participate in the consensus/voting process
- Strive to attend all meetings on time for full duration or send a comparable delegate in your place
- Regularly report Committee activities and action items back to their Associations and/or organizations and the petroleum industry in general

Breaches of the Code of Conduct

Any Advisory Committee member who has have been found to breach this Code of Conduct will forfeiture his/her committee membership.

Advisory Committee Member (Name)

Date

Signature

