



TERMS OF REFERENCE

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SUMMARY:

Name:	Energy Safety Canada BC Advisory Committee	Created:	January 24, 2012
Function:	To assist in guiding ESC BC operations	Sponsor:	Murray Evenson
Type:	Advisory Committee	Owner:	Lucie Janosek
TOR Version:	2.4	Chair:	Grant Pilgrim
Date:	April 2025	Secretariat:	Pamela Westwood

MANDATE:

As an advisory committee to Energy Safety Canada (“ESC”), the ESC BC Advisory Committee provides input, counsel and recommendations in the areas of health, safety and training in the energy industry in BC. ESC’s BC office (“ESC BC”) is supported by the resources available from ESC’s corporate head office (“ESC Corporate”), with oversight from ESC’s Board of Directors, who has ultimate responsibility and authority for the organization’s operations, products and services. The mandate of the ESC BC Advisory Committee is to:

- Advise ESC BC operations and provide input into the annual workplan and budget.
- Communicate resolutions and shared information from these meetings with their industry colleagues and co-workers as a single agreed upon message.
- Act as spokespersons and promote adoption of any standards, guidelines, or IRPs developed by industry and ESC within their workplaces.

Immunity:

No action lies or shall be instituted against any member or person of the ESC BC Advisory 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 ESC’s Bylaws.

BACKGROUND:

As the national safety association for Canada’s energy industry, ESC develops and supports common industry safety standards, delivers effective learning systems, shares data analysis and safety expertise with workers and employers, and advocates for worker health and safety. ESC’s work is guided by a Strategy Articulation Map as supported by its Board of Directors.

The ESC BC Advisory Committee assists in advising on ESC’s activities and operations within British Columbia. ESC, Corporate maintains the overarching corporate responsibility for managing and directing regional office activities and operations.

SCOPE:

It is our vision that all energy industry workplaces in BC have safe and healthy work environments. This requires that high quality safety learning and services be provided to employers to effectively reduce risk to BC workers. The ESC BC Advisory Committee is formed from industry funding members whose purpose is to:

- Provide guidance and support to ESC 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
- Support and promote the adoption and implementation of initiatives with the goal to ensure that ESC BC is meeting the needs of BC employers and workers of the energy industry, while utilizing the national scope and resources of Energy Safety Canada
- Drive safe work performance of the energy industry

Matters that affect the broader Canadian energy industry or have policy implications for ESC BC will be referred to ESC's Corporate Advisory Committee and/or Board of Directors as appropriate. Those issues of a financial or operational nature will be referred directly to the ESC Board of Directors for final decision.

DUTIES:

The ESC BC Advisory Committee is a cooperative 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 by consensus. If consensus cannot be achieved, a vote may be taken at the discretion of the Chair.

The ESC BC Advisory Committee shall:

- Provide both input and guidance on ESC BC's operational activities to ensure alliance with BC's perspectives and priorities, including those of ESC, Corporate and the major energy sector trade associations the Committee members represent.
- Provide input into ESC BC's annual workplan and budget with the focus on goals and objectives and recommend forwarding the documents to Energy Safety Canada's Board of Directors and WorkSafeBC for approval in the annual funding process.
- Provide information, guidance, and industry knowledge and expertise to the energy industry, through ESC BC, on worker health and safety issues, challenges, and possible solutions while respecting the professionalism of fellow Committee participants.
- Adequately and fairly represent the energy industry in the five WorkSafeBC Classification Units set out below.
- Utilize information from WorkSafeBC as guidance or direction for initiatives that involve the reduction of serious injuries and fatalities or safety trends in the energy industry in British Columbia.
- Foster commitment to enhance occupational health and safety requirements within workplaces in British Columbia.

- Relay information back to their respective associations for feedback or distribution
- Support the undertaking and advancements of ESC BC.
- Adhere to the principles of good board governance as outlined in the *Canada Not for Profit Corporations Act*

Energy Safety Canada BC Office

ESC Corporate staff will assist in the fulfillment of ESC BC duties as outlined in the annual operational plans as well as assist the Committee in:

- Soliciting agenda items from Committee members and industry
- Scheduling Committee meetings
- Ensuring meeting minutes, action items, decisions and votes are recorded and distributed accordingly
- Allocating resources for all operational activities
- Overseeing progress and reporting on operational activities
- Mentoring and counselling new Committee members
- Advocating and promoting the use of ESC resources and programs.

MEMBERSHIP

It is intended that the structure of the Committee has adequate representation from employers, or workers of employers, that are members from the five major energy sector trade associations:

Major Energy Sector Trade Associations

- Canadian Association of Geophysical Contractors (CAGC)
- Canadian Association of Energy Contractors (CAOEC)
- Canadian Association of Petroleum Producers (CAPP)
- Explorers and Producers Association of Canada (EPAC)
- Enserva

and

- employers, or workers of employers, that are not members of any of the five major energy sector trade associations but are in one of the following energy industry WorkSafeBC Classification Units:

WorkSafeBC Classification Units

- 704002 Oil or Gas Drilling
- 704003 Oil and Gas Field Servicing
- 704009 Seismic Exploration
- 713018 Oil or Gas Production
- 767005 Oil or Gas Transmission (oil or gas pipeline)

Voting Members:

The ESC BC Advisory Committee will be comprised of 12 voting members as follows:

1. Each of the five major energy sector trade associations is provided 2 voting seats:
 - a. one to represent the employers that are members of the association (which appointment may include an association employee), and
 - b. one to represent the workers of the employers that are members of the trade association.

The worker representative shall be familiar with the BC operational issues affecting the association membership (employers and workers) with priority given to personnel who are residing and working in the energy sector in BC. The worker representatives may be appointed to the Committee by their association or may be recruited by ESC BC and approval obtained from their association to endorse their appointment.

If the major energy sector trade association does not wish to appoint a representative to the Committee to fill a seat allocated to that association, then its seat(s) may be filled by a representative of an employer that is a member of the association or in one of the WorkSafeBC Classification Units. These representatives would be considered Members at Large and subject to the application process as described below.

2. An additional 2 voting seats will be provided to appropriate representatives of employers, or workers of employers, that are in one of the WorkSafeBC Classification Units with significant undertakings in BC but who are not members of any of the five major energy sector trade associations (herein referred to as “**Members-at-Large**”). These two additional seats will be filled by application to the ESC BC Regional Manager or that persons designate. The Regional Manager will make recommendations to the Committee for appointment.

Votes may be delegated by proxy to another member of the same association. It is expected that representatives on the Committee will act 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 ESC Regional Manager prior to the meeting date.

Non-Voting Associate Members:

Non-voting member organizations are identified as:

- » WorkSafeBC
- » ESC
- » 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 ESC Regional Manager 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.

Composition:

The ESC BCAC 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 British Columbia Advisory Committee Chairperson has the ability to attend ESC Corporate Advisory Committee meetings in an advisory capacity concerning matters that may impact on the health and safety of workers.

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 have the ability to attend ESC Corporate Advisory Committee meetings in an advisory capacity concerning matters that may impact on the health and safety of workers.

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 energy sector and includes those classifications identified under “British Columbia Classification Units”

Members at Large:

WorkSafeBC funding member employers with significant undertakings in BC but who are not members of any of the five major energy sector trade associations. These members have full rights and responsibilities as Committee members.

Members of the ESC BC Advisory Committee will:

- Commit to abiding by the BC Advisory Committee Code of Conduct (Appendix A);
- Prepare for and attend meetings or send a designate at a comparable level of seniority;
- Contribute to group discussions, actively sharing industry expertise and opinions in an open and transparent manner;
- Demonstrate critical judgment when making recommendations;
- Recommend best practices and resources for review and consideration;
- Report regularly with stakeholders they represent on project status and decisions
- Complete assigned tasks and action items in a timely manner;
- Take an active role in promoting and advocating the implementation of ESC Resources throughout industry.
- Members should have deep expertise in energy sector operations, health and safety and/or their operations as part of their funding codes;
- ESC will fill the roles of Secretariat and Project Manager;
- Membership may change over time as projects progress;
- A current Membership List can be found in Appendix B.

ESC will:

- Schedule, coordinate and facilitate BC Advisory Committee meetings and activities;
- Provide BC Advisory Committee members with an orientation;
- Provide project management support;
- Prepare and distribute meeting materials/minutes and other project documents;
- Develop communication plans and support industry with the implementation of the annual workplan;
- Establish a mechanism for ongoing monitoring of BC annual workplan and drive continuous improvement.

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 ESC BC Advisory Committee provides input and guidance into ESC BC's operations. It works parallel to the Alberta and Saskatchewan Advisory Committees. The ESC Board of Directors are the 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 ESC BC. Quarterly meetings for the following year will be arranged prior to year-end and shall be posted on the ESC 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 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

ESC 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 ESC BC Operational Plan and budget to align with ESC's corporate strategic directives and submit to WorkSafeBC for annual funding
- » Follow the terms of the WorkSafeBC/ESC 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 active Committee members who are entitled to vote.

Committee members may participate in person or by any other method that permits them to 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 employers in the five (5) funding WorkSafeBC classification units. Committee members will be notified of the AGM by the posting of the date on the 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 ESC BC Advisory Committee to meet directly with other members of the five (5) classification units to provide updates of activities and accomplishments.

The agenda will include the following:

- » Audited Financial Statements and the following year's proposed funding 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 ESC 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 ESC Bylaws and be endorsed by those organizations. The ESC BC Advisory Committee is expected to meet quarterly or more frequently if required.

MODE OF OPERATION:

- The ESC BC Advisory Committee advises ESC for BC operations and recommends financial matters to the Board of Directors within ESC.
- The ESC BC Advisory Committee will work in a collaborative manner and strive for consensus. Consensus does not necessarily mean unanimous agreement.
- Where substantial and material disagreement occurs, ESC will make attempts to resolve the matter between both voting and non-voting members. If the matter cannot be resolved by consensus, it may have to go to a vote with the majority of the votes resolving the dispute and those recommendations potentially going forward to the Board of Directors.
- ESC has ultimate authority for ESC programs and services.

APPENDIX A

ENERGY SAFETY CANADA BC ADVISORY COMMITTEE - CODE OF CONDUCT

(PAGE 1)

This Code of Conduct is a statement of the essential principles that govern the conduct of ESC BC Advisory Committee members.

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 ESC 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 ESC BC's Regional Manager to develop a meeting agenda.
- Preside over meetings and facilitate meeting discussions.
- Forward results of voting to the ESC Corporate 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 represents and to the energy industry as a whole, when requested by the Committee.
- Monitor the Committee members relative to order and decorum expectations.
- Actively promote the Committee as a positive and neutral forum both inside and outside the Committee.

Vice Chair

As per the Terms of Reference, a person to substitute in place of the Chairperson is elected for a two-year renewable term. Primary function is to facilitate the fulfillment of the ESC 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 -
CODE OF CONDUCT**

(PAGE 2)

The primary function of 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 - ESC BC Advisory Committee members will:

- Act honestly and in good faith with a view to the best interests of ESC’s mission, the industry they 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 the annual workplan and budget and provide feedback throughout the year to ESC BC on its implementation.
- 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 their full duration or send a comparable delegate in their place.
- Regularly report Committee activities and action items back to their Associations and/or organizations and the energy industry in general.
- Immediately declare any real, potential or perceived conflicts of interest.
- Refrain from any communication, discussion, activity or conduct that may infringe any applicable competition law and specifically refrain from any communication or other sharing of any competitively sensitive information.

Breaches of the Code of Conduct

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

Advisory Committee Member (Name)

Date

Signature

APPENDIX B ENERGY SAFETY CANADA BC ADVISORY COMMITTEE MEMBERSHIP LIST

As of April 2025

Company	Member	
Petronas	Amber Vanderplas	Member at Large
NorthRiver Midstream	Stefan Dobrostanski	Vice Chair (Member at Large)
Stream-Flo Group of Companies	Grant Pilgrim	Chair (Enserva)
Grimes Well Servicing	Pam Blaney	Member (CAOEC)
Enserva	Katy Carley	Member (Enserva)
Canadian Association of Energy Contractors	Lindsay Terborg	Member (CAOEC)
Canadian Association of Geophysical Contractors	Rod Garland	Member (CAGC)
LXL Consulting	Don Baergen	Member (CAGC)
LNG Canada	Eric St-Amand	Member at Large
Observers		
WorkSafeBC	Tom Pawlowski	Manager, OHS Consultation & Education Services
WorkSafeBC	Russell English	OHS Consultant
Energy Safety Canada		
	Murray Evenson	Director, ID&S
	Darin Peterson	Regional Manager, BC
	Lucie Janosek	Program Manager, BC
	Pamela Westwood	Administrator, BC