

Haida Gwaii / Queen Charlotte Islands Community Electricity Plan Working Group

Approved Summary Notes of Kick-off Workshop

December 6, 2006

Skidegate Homemakers Society 10:00 am – 4:00 pm

Workshop Participants

Arnie Bellis, Vice-president, Council of the Haida Nation (to mid-morning)
Bill Beldessi, Alternate for the Council of the Haida Nation (am only)
Melvin Bell, representative of Hereditary Chiefs
Kevin Brown, Council of the Haida Nation
Andrea Estergaard, BC Hydro
Travis Glasman, Skeena / Queen Charlotte Regional District, Director, Area E
Ian Hetman, Skeena / Queen Charlotte Regional District, Director, Area D
Carol Kulesha, Mayor, Village of Queen Charlotte
Marlene Liddle, Village of Masset (for Mayor Pages) (to 3:30 pm)

Absent

Harold Yeltatzie, Old Massett Village Council
Bussy Maguire, Skidegate Band Council
Cory Delves, Mayor, Village of Port Clements

Guests

Christina Ianniciello, Ministry of Energy, Mines and Petroleum Resources (ex-officio)
Jacques Morin, Consultant (technical / information resource)

Community Electricity Plan Consultant Team

The Sheltair Group, Vancouver:

Angela Griffiths, Public Involvement Manager and Facilitator
Samantha Petticrew, Technical Process Manager
Esmeralda Cabral, Facilitator

Nancy Cooley, Cooley & Associates, Inc. Victoria, Workshop Discussion Leader,
Expert Advisor to The Sheltair Group

Workshop Purposes

- To clarify the mandate of the Community Electricity Plan Working Group
- To identify what are likely to be the most comfortable and effective ways of involving Haida Gwaii/ Queen Charlotte Islands residents in the development of the Community Electricity Plan (CEP)
- To identify any unique or unusual needs of individual geographic communities or communities of interest on Haida Gwaii / Queen Charlotte Islands
- To begin to develop constructive working relationships among the Working Group and CEP consultant team members

Note: These notes summarize the key points of discussion, record consensus agreements and necessary follow-up actions to the discussions. They do not constitute a transcript of the day's conversations. Draft notes are reviewed by the participants for accuracy, corrected as required, and then distributed to the participants for their use.

Consensus decisions are shown in ***bold, italic, underlined text***.

Draft Summary Notes – FOR REVIEW ONLY

1. Welcome and Introductions

a. Opening remarks

Kevin Brown of the Council of the Haida Nation (CHN) welcomed everyone to the workshop and introduced Arnie Bellis, Vice President of the Council, for opening remarks. Arnie stated how important clean, environmentally appropriate, renewable, reliable, affordable power is to the islands and to economic development. He indicated the CHN is considering sending a delegation to a Danish island which has a population of similar size (approximately 5,000 people) to see how electricity is provided there. Kevin later reported that the CHN's Annual Assembly passed a resolution to support the Kyoto Protocol.

b. Discussion guidelines

Nancy Cooley introduced herself and her role as discussion leader / facilitator for the day. She emphasized how important it is to the CEP consultant team to build close working relationships with residents of the islands to ensure that the Community Electricity Plan meets the needs and reflects the values and desires of the island residents.

Workshop participants reviewed and agreed to use the Suggested Guidelines to Support Productive Discussions, which were distributed by Nancy.

See Attachment #1.

2. Community Electricity Plan (CEP)

a. Background of the CEP initiative

Kevin, Andrea and Angela explained the background and intent of the current CEP initiative.

- The diesel generators that supply electricity are nearing the end of their useful life. They must be replaced, which provides an opportunity to consider other electricity supply options for the islands.
- The intent is to create a CEP that reflects community values, addresses everyone's needs, and has broad community support and buy-in.
- Once a CEP is in place, BC Hydro will do a public tender call for electricity.

b. Major components of the Community Electricity Plan

Angela Griffiths and Samantha Petticrew described the major components of this CEP. *See Attachment # 2 for details.*

The CEP is expected to be completed in the fall of 2007.

c. Key areas for residents' involvement

Angela explained where the CEP consulting team is proposing to seek residents' input into the creation of the Community Electricity Plan. The key areas include the following:

- Assessing current electricity demand (input comes primarily through the Residential Electricity End-Use survey carried out by Power Smart Outreach workers from BC Hydro and actual consumption data supplied by BC Hydro)
- Identifying communities' interests and values
- Identifying preferred Demand Side Management and electricity supply bundles for the islands
- Reviewing and commenting on the draft CEP report, which will include a suggested implementation plan

See the right hand column of the diagram in Attachment # 2, Community Electricity Plan Steps.

d. Key areas for Working Group members' involvement

Working Group members were asked to indicate what they think are the most important areas for the Working Group to be involved in during the creation of the CEP by placing dots on a wall diagram of the CEP technical steps. Each member was given six blue dots to use to indicate areas of interest. Each member was also invited to place two red dots to indicate the areas of involvement considered to be highest priority for Working Group involvement.

The Community Electricity Plan steps which the Working Group identified as the most significant for their direct involvement (combined total of red and blue dots) are as follows:

- Provide input to the design of the public involvement process for the CEP (Members indicated they didn't dot this step since this topic was on the day's agenda for discussion. Consequently, they assumed they would be involved and didn't "waste" a dot on it)
- Develop scenarios for the future
- Choose criteria for evaluating long list of bundles of Demand Side Management and electricity supply options
- Identify preferred Demand Side Management and electricity supply bundles
- Review draft CEP report and implementation plan

See red and blue dot distribution shown on Attachment #2: Community Electricity Plan Steps.

Angela indicated the CEP consultant team will take the results of the discussion about the Working Group members' interests and priorities as to how they wish to be involved in the creation of the CEP and come back with a proposed number of meetings of the Group and approximate time frame, as well as a more detailed community involvement plan. In relation to the last bulleted step above, it is understood that the Working Group wishes to see the draft implementation plan and report on the CEP before deciding whether a meeting of the Group will be required to discuss the report.

Follow-up: Circulate to the Working Group for review a proposed number and content of Working Group meetings that addresses the expressed interests and priorities of the Group. (Angela)

Working Group to determine, once they see the draft CEP report, whether a meeting is required to discuss the draft. (Working Group members)

3. Mandate of the CEP Working Group

Following discussion of some suggested definitions of terms describing different levels of involvement in decision-making, Kevin and Andrea confirmed that the sponsors of the CEP, the Council of the Haida Nation and BC Hydro, wish to be involved with Working Group members in the “Engagement” spectrum of involvement.

See Attachment # 3 for detailed definitions.

The “Engagement” level of involvement means that both organizations are at the table, directly involved in discussions and formulation of options or recommendations with other Working Group members. The Council of the Haida Nation and BC Hydro are seeking to reach agreement with the other participants. If they are unable to reach agreement with other Working Group members, or ultimately are not able to accept or follow the recommendations of the Group, they undertake to explain their decisions.

In the case of BC Hydro, it should be noted that the corporation does not have final decision-making authority with respect to electricity supply since it is subject to review and direction from the British Columbia Utilities Commission and the provincial government.

4. Terms of Reference for the Working Group

A number of questions about the membership, decision-making methods and other aspects of how the Working Group wishes to operate were discussed. A number of consensus agreements were reached and are summarized below.

a. Consensus decision making

The Group confirmed that it wishes to make decisions by consensus. Following a review of several definitions of “consensus”, the Working Group agreed that:

“Consensus” in the Working Group is reached when there is 100% agreement, or everyone does not disagree.

Decisions are made by those who show up to meetings, as long as there is a quorum present.

Suggestions were also made to have a provision as to how the Group will proceed if a consensus is not reached and to have a role for the facilitator of the Group to help sort out differences.

Follow-up: Determine an appropriate quorum for the Working Group and options for sorting out differences. (Nancy to suggest options for Working Group members to consider)

b. Working Group membership and guests

Following discussion of the membership of the Working Group, it was agreed that:

The membership of the Working Group is composed of local elected officials and a representative of the Haida hereditary chiefs; plus a representative of the Council of the Haida Nation and a representative of BC Hydro.

A representative of the Ministry of Energy, Mines and Petroleum Resources sits as an ex-officio member.

Jacques Morin is invited as a technical / information resource to the Group.

Those who come to Working Group meetings as information resources, guests or ex-officio members do not participate in consensus decisions. To add someone to the Group, a member can propose an addition via email to all the other members. If any one member objects to the addition, no invitation is issued.

Post Meeting Facilitator's Note:

I have been informed that there has been an objection raised by a member of the Working Group regarding the decision to invite Jacques Morin to attend the Working Group meetings as a permanent technical / information resource. As a result of this objection, no invitation will be issued to Mr. Morin to attend future Working Group meetings, unless the "invitation policy" above is followed. I have also been informed by the Sheltair Group that Mr. Morin has applied to participate as a member of the Standing Technical Committee. His name is on the list of those who responded to the advertising for interest in the Technical Committee that is being forwarded to the Working Group for review.

Alternates of regular Working Group members may attend meetings along with the regular member, if they wish. If an alternate is attending with the regular member, then an alternate does not participate in consensus decision-making. If an alternate is attending in place of the regular member, then the alternate participates fully in discussion and in consensus decision-making.

A number of members of the Group expressed a concern that expanding the membership could make the Group unwieldy, or create difficulties in reaching consensus or result in less consistency of attendance at the meetings.

The desirability of being able to invite a guest / resource on a specific agenda item was raised. It was suggested that any member wishing to invite someone to address or hear the discussion of a particular agenda item should give notice to the whole group that they wish to invite a guest.

c. Technical support group

Samantha, the Technical Process Manager for the CEP, requested that a standing technical support group be formed with whom she can work regularly. Following discussion, the Working Group agreed that:

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A Standing Technical Support Group will be formed to work with the CEP consultant team.

The Sheltair Group will advertise the formation of the Technical Support Group, indicating the purpose of the group and the skills and knowledge that are desired, and invite applications to participate.

The Sheltair Group will vet the responses to the advertising with the Working Group before issuing invitations to participate in the Technical Support Group.

Follow-up: Advertise for interest in participating in a Standing Technical Support Group for the CEP; vet the responses with the Working Group members; and issue invitations to participate in the Technical Support Group. (Samantha)

Post Meeting Facilitator's Note: The technical support group was renamed the Standing Technical Committee in the post-meeting advertising for interest and is now commonly referred to at the Standing Technical Committee for the CEP.

d. Agenda construction

It was agreed that:

The Sheltair Group is responsible for agenda construction for meetings of the Community Electricity Plan Working Group.

c. Notes of meetings

A number of members expressed a desire to be able to share notes of the Working Group meetings with their colleagues. Following discussion, it was agreed that:

Draft notes of each Working Group meeting will be circulated to members for their review and approval.

Working Group members will have five (5) working days to respond to the draft notes.

No response from a member will be interpreted as approval of the draft notes.

Once a final version of the Working Group meeting notes is distributed to the members, the members are then free to circulate it to their colleagues.

If a matter discussed in a Working Group meeting is considered confidential (for example, personnel or property matters), or is considered to be preliminary or at a stage that is too early to be distributed, then it will be identified as such during the meeting by the members and not publicly disseminated.

d. Meeting locations and openness

The Group asked that meetings alternate locations between the north and south ends of the islands to even out everyone's travel distances and time.

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The Group discussed the desirability of having their meetings open to the public. Several members expressed concerns about slowing down the meetings and space limitations with some meeting venues. It was agreed that:
Meetings of the Working Group on the Community Electricity Plan will not be open to public attendance.

e. Meeting and communication preferences

Working Group members expressed the following preferences with respect to communicating with the CEP consultant team and meetings of the Group:

- Email is the preferred communication method, except for Melvin who prefers to communicate by telephone and mail
- Conference calls can be used if they are short, focused and to the point. Forty-five minutes to an hour was generally considered the maximum length for a conference call.
- Meetings can start at 9:00 am and should end by 4:00 pm
- Two days can be scheduled for a meeting, if the time is needed
- Working Group meetings should not be held on weekends
- Tuesdays, Wednesdays and Thursdays are preferred meeting days, except for the second Wednesday of the month, and the third Thursday of the month

f. Travel expenses and lost wages

Sheltair will reimburse mileage expenses for Working Group members. Andrea indicated that Group members can apply for some financial assistance from BC Hydro to help defray wages lost as a result of the time spent in Working Group meetings.

*Follow-up: Send forms to Working Group members to apply for mileage expense reimbursement and assistance to help compensate for any lost wages. Mail to Melvin and email to other members. (Angela and Andrea)
Assemble decisions about how the Working Group wishes to operate into a formal terms of reference, with gaps filled in with suggested options, for consideration by the Working Group. (Nancy)*

5. Identify What Will Constitute a Successful CEP

Working Group members identified what they think needs to be included in a CEP for it to be considered a success.

A CEP should

- Include time frames and steps to implement the plan; what can be done within five years, ten years, etc.
- Address the short term, mid-term and long term
- Address electricity needs and issues on both ends of the island
- Include all communities and consider individual community plans and economic development plans, as well as region-wide needs
- Match the electricity supply with future residential development and plans for hospitals, a cultural centre, etc.
- Reduce pollution from electricity generation; move away from diesel generation as much as possible
- Reduce environmental impacts of diesel generation, including spills

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- Result in provision of higher quality electricity – less variability, no spikes, less wear and tear and damage to equipment
- Result in affordable electricity for residents, businesses and industry. The comment was made that current residential electricity rates are okay, but commercial rates seem high
- Link to creation of employment, especially local employment and training opportunities
- Provide a regional example of sustainability (green power, self-sufficiency) which could attract tourists, business and industry
- Avoid more constraints on industry (and interruptions) by ensuring there is enough power for residential use
- Include strategies and targets for Demand Side Management; policies and incentives for efficient use of electricity
- Be supported by islanders; reflect their values.
- Be implementable
- Think outside the box

Follow-up: Provide information on electricity rates and steps on the islands and compare to rates and steps on the mainland of British Columbia. (Andrea)

6. Suggestions for the CEP Public Involvement Process

Working Group members discussed what has worked well to involve residents in planning processes in the past. It was pointed out that there is a lot of relevant information available from the focus group discussions held as part of the Community Viability Strategy work. Discussions held as part of that effort indicated that residents want more power and power that is more environmentally friendly.

Follow-up: Sheltair to obtain results of Community Viability Strategy focus group discussions from Kevin and / or the strategy consultants. (Kevin, Sheltair)

a. Designing the public involvement process

Suggestions to consider when designing the public involvement process included:

- Need for an education program for residents about the sources of electricity
- Go to people with substantive material. Residents are tired of questionnaires and studies; they want action. Seek residents' opinions on specific material, e.g. options with estimated costs.
- Use door prizes to attract people, with the requirement that the winner must be present to claim a prize.
- Consider providing child care in order to allow adults to participate. Child care is a problem and has not been addressed in previous initiatives. Be the first to offer child care.
- Most people work during the day so evening meetings are appropriate, 7:00 pm to 9:00 pm. If dinner is being offered, then an event can start earlier (4:30 pm). Saturday daytime meetings are acceptable. During the summer, there may be more people working shifts.
- Issue individual invitations to participate in a meeting, focus group or event. Use contacts from the list of those who were contacted or participated in the Community Viability Strategy groups.

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- Involve BC Hydro employees who work in the provision of electricity / diesel generation on the islands, to obtain their views.
- Contact groups and individuals who are particularly interested in electricity issues.

Follow-up: Obtain names and contact information for residents who are particularly interested in energy / electricity (Jacques).

- For Area E, one public meeting may be sufficient, plus opportunities for one on one involvement
- For Area D residents, public meetings in the municipalities are accessible.
- Meetings should be held in the following locations: Masset and Old Massett, Village of Queen Charlotte, Skidegate, Sandspit, Tlell, and Port Clements. (Transportation from one community to another was mentioned as a problem for many residents)
- Consider a mini trade show approach where products can be displayed and there is basic education about technologies and options. Use living examples to illustrate possibilities (e.g. Danish island) and use local examples and suppliers where possible to inform residents. Have information on Power Smart and the provincial energy efficiency program available.

Follow-up: Investigate availability for use in the CEP process of existing provincial interactive educational materials on energy sources and DSM. (Christina)

- Consider concurrent sessions for youth and adults
- Consider involving schools and also having students participating as part of an evening program to help attract their parents

b. Getting information out to residents

Suggestions for getting information out to residents included the following:

- Get articles and / or interviews into the Observer (a weekly, deadline is noon on Mondays)
- Put information in the two Haida Bands' newsletters
- Put information in the Council of the Haida Nation magazine, Haida Laas (a quarterly)
- Put a flyer in everyone's mail box, and include a web site and email address that residents can use to obtain information and / or make comments
- Use the Masset Haida Television Society Community Scroll to advertise events. (It also plays in the credit union)
- Use CBC – Prince Rupert
- Use hands on information displays / techniques, things people can touch. Consider interactive software, looping laptop visual material, etc.

c. Events and activities to avoid conflicting with or use to disseminate information

Working Group members were asked for suggestions of events and initiatives that could conflict with CEP efforts or provide opportunities for cooperation / information dissemination.

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The following were mentioned:

- Check with Observer staff for ongoing information on the dates of standing and special events
- Check with Carolyn Hasseltine at the Visitor Information Centre in Queen Charlotte
- Events or meetings associated with the Community Viability Strategy
- Marine conservation area work / events
- Documentary film programs on climate change and islands issues being held at the Visitor Information Centre and the Green Church in Masset (Sierra Club events – Friday and Saturday evenings – films plus discussion)
- Christmas party – Old Massett
- Jan 13th – Health fair, Queen Charlotte
- February – Old Massett and Skidegate basketball teams participate in a tournament – catch them on the ferry to Prince Rupert
- May long weekend – Harbour Days, Masset
- June – Hospital Days, Queen Charlotte
- July (Canada Day?) – Mud Bog in Port Clements and Skidegate Days
- August – Tillell Fall Fair

Working Group members were also invited to take a few minutes to fill out a brief questionnaire on their individual communities, ranking the likely effectiveness of possible public involvement methods. Three questionnaires were returned and the results will be incorporated into the development of the involvement plan.

7. Selection Criteria for Local Facilitators

Angela explained that an option in The Sheltair Group's proposal to undertake the creation of a CEP for the islands was to hire and provide some training for residents to work as local facilitators as part of the CEP consultant team. This option was accepted by the Council of the Haida Nation.

The CEP consultant team asked the Working Group members to review a draft list of selection criteria to be used for choosing local facilitators. The following additions were suggested:

- Local facilitators should not be in a conflict of interest position; no one should be chosen from a power proponent.
- Local facilitators should not be known as proponents of a particular solution.
- Regional and cultural diversity, Haida and other islanders
- A comfort level working with conflict
- An interest in electricity planning
- Flexibility, especially with respect to availability

See Attachment # 4 for a complete list of selection criteria.

Follow-up: *Kevin indicated that he needs to review the matter of how the local facilitators will be selected with the Council of the Haida Nation, along with a number of the other decisions made by the Working Group during this workshop.*

8. Next Steps

The key next steps for the CEP consultant team to pursue include the following:

- Refine the public involvement process based on the input from the Working Group members and conversations with other residents.
- Determine the number, content and approximate schedule for Working Group meetings.
- Create a communications plan to support the CEP process.
- Draft an initial public release on the CEP process, outlining opportunities for residents' involvement.
- Advertise for participants in the Standing Technical Support Group for the CEP; vet the responses with the Working Group; and create the Technical Support Group.

The CEP consultant team will circulate the above materials to the Working Group members for review and comment. Work will continue in parallel on the technical side of the planning process.

Note: Materials for public release are to be vetted by the Working Group members. Group members will have a maximum of 5 days to respond to all draft materials. No response within this time frame will be interpreted as approval.

9. A Quick Assessment of the Meeting

A round of the room was conducted to share experiences of the day and to identify any outstanding questions, concerns or frustrations. This revealed that many Working Group members are eager to move on to discussing options and substantive matters. Many want to move past talking about electricity to action. Several expressed their desire for the Community Electricity Planning process to provide an opportunity for the island community to work more closely together.

Follow-up Actions Required

1. Provide information on electricity rates and steps on the islands and compare them to rates and steps on the mainland of British Columbia. **(Andrea)**
2. Determine an appropriate quorum for the Working Group and options for sorting out differences. **(Nancy to suggest options for Working Group members to consider)**
3. Advertise for participants for a Standing Technical Support Group for the CEP, vet the responses with the Working Group, and issue invitations to participate in the Technical Support Group. **(Samantha)**
4. Propose number, content and preliminary schedule for Working Group meetings and circulate to the Working Group for review. **(Angela)**
5. Working Group to determine, once they see the draft CEP report, whether a meeting is required to discuss the draft. **(Working Group members)**
6. Sheltair to obtain results of Viability Strategy focus group discussions from Kevin and / or the strategy consultants. **(Angela)**
7. Send forms to apply for mileage expense reimbursement and assistance to help compensate Working Group members for any foregone wages to Working Group members. Mail to Melvin and email to other members. **(Angela and Andrea)**
8. Assemble decisions about how the Working Group wishes to operate into a formal terms of reference, with gaps filled in with suggested options, for consideration by the Working Group. **(Nancy)**
9. Obtain names and contact information for residents who are particularly interested in electricity issues and forward to the Sheltair Group **(Jacques)**.
10. Investigate availability for use in the CEP process of existing interactive educational materials on energy sources and DSM. **(Christina)**.
11. Provide information on benefits and costs of Demand Side Management options, along with other electricity supply options. **(Sheltair and Andrea)**
12. Refine the public involvement process based on the input from the Working Group members and any conversations with other residents and distribute to the Working Group members for review and comment. **(Angela)**
13. Create a communications plan to support the CEP process and circulate to the Working Group **(Angela)**
14. Draft an initial public release on the CEP process, outlining opportunities for residents' involvement and circulate to the Working Group members for review and comment. **(Angela)**.
15. **Kevin** indicated he needed to review the matter of how the local facilitators will be selected with the Council of the Haida Nation, along with a number of the other decisions made by the Working Group during this workshop.

Attachments (4)

1: Suggested Guidelines To Support Productive Discussions

2: Community Electricity Plan Steps

3: Cooperative Decision-Making: Levels of Involvement - Suggested Definitions

4: Desired Skills & Characteristics for Local Facilitators

Attachment # 1:

Suggested Guidelines To Support Productive Discussions

Origin of these Suggested Guidelines:

These Guidelines were adopted by the Haida Gwaii / Queen Charlotte Islands Community Electricity Plan Working Group during its inaugural meeting on Dec. 6, 2006. The Guidelines are a combination of the Haida Gwaii / Queen Charlotte Islands Community Viability Strategy Steering Committee's Code of Conduct (contained in the May 24, 2006 Terms of Reference document), plus some provisions that have contributed to the successful functioning of other diverse, multi-party planning groups facilitated by Cooley & Associates, Inc. of Victoria.

1. Respect everyone's right to be heard

- listen without interrupting
- share the floor
- speak concisely
- respect any agreed upon time limits for speakers
- turn off cell phones and pagers unless required to be on call
- leave the room promptly if required to answer a cell phone call

2. Respect everyone's views

- be honest with one another
- listen without judgment
- use respectful language -- avoid put downs or insults
- refrain from personal attacks
- leave personal history and baggage at the door
- focus on issues not personalities
- ask questions to clarify views
- use open questions to elicit information
(questions that begin with who, what, where, when, how or why)
- use "I" language to share your experience and views
"I think that . . ." "I feel that. . . ." "It seems to me that . . ."
- treat people the way you want to be treated

3. Share one's views AND be open to other perspectives

- seek to understand the people and the problem and opportunities
- explore alternatives
- look for areas of agreement
- act in good faith, seeking to find solutions
- avoid getting stuck in apparent conflict
- maintain a sense of humour
- when upset or angry, take a time-out to cool off before speaking

4. Raise information needs and concerns promptly

- share all relevant information
- speak up promptly if you need additional information or have questions or concerns about the accuracy of information presented
- share questions or concerns promptly with the group, chair and / or facilitator
- identify what could be done to satisfy your questions or concerns

5. Respect Working Group Members' Time and the Process

- be on time
- be prepared – do your homework and bring all materials
- be responsible for bringing yourself up to speed if you miss a meeting
- stay on topic
- don't rehash past decisions unless agreed to by the Working Group
- return from breaks on time and reassemble after lunch promptly
- be willing to move on to the next agenda item when asked to do so
- respect the chair's and / or facilitator's discretion and direction
- be accountable to the Working Group, both at meetings and outside of meetings
- maintain individual responsibility for how the process works
- be committed

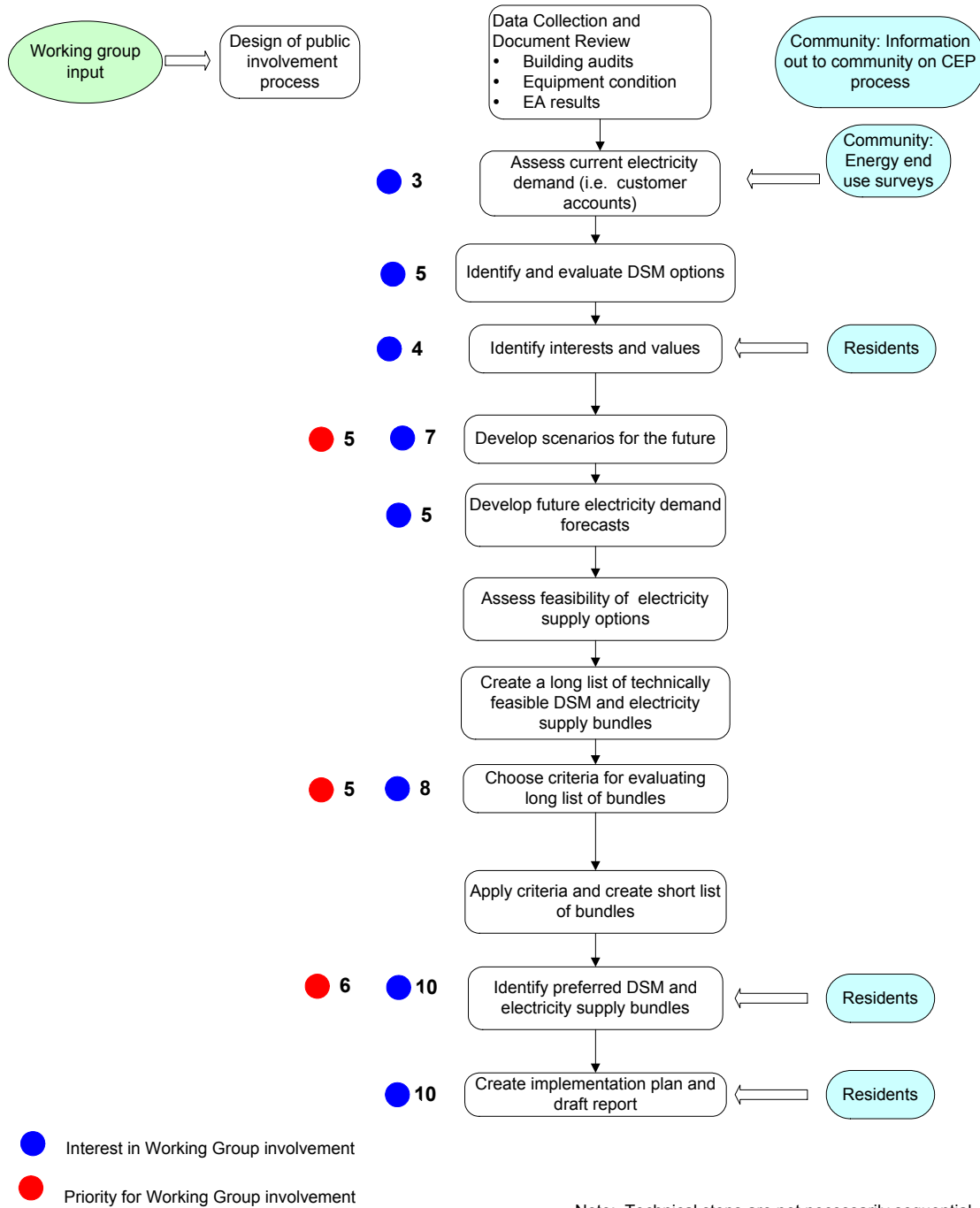
6. Take care of your personal needs

- look after your physical needs so you can be comfortable and focused during Working Group meetings

Suffering is optional and definitely not recommended!

Attachment # 2: Community Electricity Plan Steps

The diagram below outlines how the key planning tasks will be undertaken during the development of the Community Electricity Plan. These tasks are described in more detail on the following pages. Note that these tasks are not necessarily sequential – some may occur concurrently.



Community Electricity Plan Steps Described

Data Collection and Document Review

This task includes the collection and review of information on the island community. Background information will include description of locations, geography, population and demographics, governance, accessibility of services, and economy. The results of the EnerGuide Audits for Homes and BC Hydro's condition assessment report on their generation and distribution assets will also be included.

Assess Current Electricity Demand

In this task, the technical team will review current electricity use data provided by BC Hydro for residential, commercial and industrial accounts to develop a baseline of electricity consumption. The assessment will include information on consumption patterns and customer and utility generation costs.

Identify and Evaluate Demand-Side Management (DSM) Options

Potential demand reduction options will be identified and characterized by a series of attributes that may include, but are not limited to: cost effectiveness, energy savings, feasibility, and social and environmental impacts.

Identify Interests and Values

This step involves input from the broader community on their values and interests as it relates to electricity on Haida Gwaii. In particular, the consultant team is interested in learning about what the communities have planned in terms of future growth, economic development and also their opinions in terms of renewable energy.

Develop Scenarios for the Future

Based on the results from the Interest and Values Workshops and input from the Working Group, population projections and predicted economic development, the team will develop up to three scenarios that will be used in the next task. These scenarios will be snapshots of the Islands in the future and will describe things such as level of economic development, population, employment, etc.

Develop Future Electricity Demand Forecasts

Based on the three development scenarios, the team will forecast the long-term electricity consumption and capacity requirements to make these scenarios work.

Assess Feasibility of Electricity Supply Options

The team will identify and characterize feasible electricity supply options. The feasibility assessment will include analysis of costs, technology availability, availability of resources (e.g. biomass, wind, tidal), technical requirements, etc.

Create Long List of Technically Feasible DSM and Electricity Supply Bundles

The team will create demand reduction and electricity supply bundles that best meet the goals, objectives and values of the community with respect to electricity in Haida Gwaii (i.e., fulfill the needs of the scenarios).

Choose Criteria for Evaluating Long List of Bundles

Evaluation criteria which reflect the input from residents in the Interests and Values stage and input from the Working Group will be developed. Evaluation criteria used in the past include estimated costs, associated local jobs, resiliency, capacity (i.e., the amount of generating equipment available to meet the demand for electricity), environmental impact, local ownership potential etc. The consultant team will provide a sample list of evaluation criteria to the Working Group and community and have them determine which ones they think are most relevant to the CEP for Haida Gwaii / Queen Charlotte Islands.

Apply Criteria and Create Short List of Bundles

In this task, the consultant team will prioritize the long list of bundles by rating them against the evaluation criteria identified in the previous task. We anticipate short-listing between 5-10 bundles with different mixes of demand reduction and alternative energy supply and other options.

Identify Preferred Demand Reduction and Electricity Supply Bundles

In this stage, the consultant team will prepare a package, outlining the short-listed bundles in terms of the evaluation criteria and broader community values and interests. A structured workshop will be conducted with residents and with the Working Group to prioritize the bundles in terms of preferred approaches.

Create Implementation Plan and Draft Report

Implementation of the CEP will involve a number of parties including local and First Nations' governments, the Provincial government, BC Hydro and independent power producers. The consultant team will create an implementation plan that outlines roles and responsibilities and at a high level, resource requirements (people and money) required for implementation. Further, this plan will identify short, medium and long-term actions. An evaluation and monitoring framework will also be suggested to ensure that the CEP is implemented successfully.

The CEP draft report will be presented to communities for final comment, before it is finalized.

Attachment # 3: Cooperative Decision-Making

Levels of Involvement - Suggested Definitions

As individuals and organizations contemplate engaging in participatory decision-making exercises or public involvement processes, they often use terms interchangeably, or with no definitions at all. The usual result of this practice is minor to major miscommunication and misunderstanding. Often well-intentioned processes go off the rails simply because those involved were using the same words, but with different meanings attached to the words. Hence expectations as to what will happen are quite different. Common confusions include using “advisory” to mean “consultative” and vice versa; using “consensus” to mean “majority view” rather than support of all those participating, etc. So in the interests of clear communication, the following definition of terms is offered.

Levels of participatory decision-making are defined here by the degree of sharing of decision-making authority on the part of the sponsoring organization(s) or those in authority. Four basic levels of involvement are distinguished.

1. Advisory

The sponsoring organization asks for information and opinions from those who are involved and generally seeks to share information as well. At this level the sponsoring organization undertakes to listen but makes no promises to follow the advice it receives.

There is no sharing of decision-making by the sponsoring organization(s).

2. Engagement

Engagement I

The sponsoring organization seeks a dialogue with those involved. It undertakes to follow the advice it receives, if possible, and/or to report and explain its decisions to those who have provided input.

There is some sharing of decision-making authority by the sponsoring organization(s).

Engagement II

The sponsoring organization is directly involved in discussions and formulation of options or recommendations with the other participating parties, and so expected to take any recommendations very seriously. If recommendations are not followed, the sponsoring organization explains why.

There is significant sharing of decision-making authority by the sponsoring organization(s).

3. Collaborative or participative

The sponsoring organization undertakes to reach mutually agreed decisions with other participants, if at all possible. These processes typically use consensus decision making. (see definition below) The sponsoring organization works directly with the other participants until such time as agreement is reached or it becomes clear to all parties that agreement will not be reached within the time or resources available.

There is substantial sharing of decision making authority by the sponsoring organization(s).

4. Delegation

The sponsoring organization indicates to an identified group that it will accept whatever recommendations the group brings forward to it.

The sponsoring organization(s) authorizes another body to exercise its decision-making authority. (rarely used in public processes)

Permission to Use Definitions

These definitions may be used by anyone, as long as they are properly attributed to the author, AND as long as they are unmodified. The definitions are based on decades of successful experience and should not be modified without discussing any desired changes with N. Cooley

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Attachment # 4: Desired Skills & Characteristics for Local Facilitators

Note: *Text in bold, italic* type was added by Working Group members during the December 6th workshop.

- A thorough knowledge of Haida Gwaii communities
- Well known and respected by other community members
- A reputation for being honest, trust worthy and reliable
- ***Not be in a conflict of interest position. No one should be chosen from a power proponent.***
- ***Non-aligned, not known as proponents of a particular solution.***
- ***Regional and cultural diversity, Haida and other islanders.***
- ***A comfort level working with conflict.***
- ***An interest in electricity planning.***

- Strong oral and written communication skills including
 - being a good, respectful listener
 - the ability to set his / her own views aside in order to accurately hear others' views
 - the ability to take notes that accurately reflect others' views
 - confidence to intervene and redirect a discussion if necessary

- Sensitivity to others' needs

- A natural problem solver who likes to facilitate agreement

- Enjoys working as part of a team
- Flexibility, ***including flexibility as to availability***

- Works well under pressure
- An ability to meet deadlines and to consistently follow-through on tasks

Working as a local facilitator would appeal to people who want to:

- Improve their interpersonal skills
- Improve their communication skills
- Support building stronger working relationships among Haida Gwaii residents
- See a Community Electricity Plan that reflects residents' wishes