

Northeast Regional Advisory Committee
Terms of Reference
January 24th, 2014

The Northeast Regional Advisory Committee (NE RAC), by majority resolution, adopts the following amended Terms of Reference (TOR) at the NE RAC board meeting held on Friday, January 24, 2014 in the City of Fort St. John council Committee Room, Fort St. John, B.C.

1. The NE RAC board shall consist of one member from each municipality or regional municipality with greater than 500 residents within the regional districts, four members of the Peace River Regional District (PRRD) and the member of the legislature (MLA) from each Provincial electoral area. Directors of the Northern Development Initiative Trust are invited to attend as ex-officio non-voting members.
 - a. Each municipal council shall elect by majority vote, a member of council to represent their municipality at the NE RAC and an alternate member of council to attend in case of absence.
 - b. The PRRD shall elect by majority vote, four directors (one director from each electoral district) to represent PRRD residents who do not reside in municipalities (with greater than 500 residents) and municipalities of less than 500 residents at the NE RAC and an alternate director to attend in case of absence.
 - c. Each municipality and regional district shall notify the NE RAC in writing of their selections.
 - d. Member local governments consist of the District of Chetwynd, the City of Dawson Creek, the Northern Rockies Regional Municipality, the City of Fort St. John, the District of Hudson's Hope, the Village of Pouce Coupe, the District of Taylor, the District of Tumbler Ridge, and the Peace River Regional District.
 - e. Provincial electoral members shall consist of the MLA's from the North Peace and South Peace.
 - f. The NE RAC shall consist of fourteen (14) voting members.
2. At the first meeting of each year, the NE RAC Directors shall select a Chair and Vice-Chair. Selection criteria is:
 - a. Must be a duly elected member of a local government and appointed by that local government to the NE RAC.
 - b. Must be duly nominated and seconded by a member of the NE RAC
 - c. The Chair shall be elected with a simple majority vote held by secret ballot. The same process will be held for the Vice-Chair.
 - d. The election will be conducted by an officer of the municipality or the Northern Development Initiative Trust.

3. The Chair will be responsible for the following:
 - a. Approving the agenda
 - b. Coordinating meeting dates, places and times with the Northern Development Initiative Trust office
 - c. Ensuring minutes are duly recorded, reviewed, approved and distributed
 - d. Chair the meeting (or Vice-Chair in the absence of the Chair)
 - e. Forward minutes and resolutions to the Northern Development Initiative Trust Board
 - f. Ensure NE RAC approved projects are forwarded to the NDIT for review and consideration of approval.
 - g. Ensuring each NE RAC member meets the Terms of Reference and is a duly elected official. Should a member cease to be eligible, the Chair, (or Vice-Chair in the absence of the Chair), shall notify the member municipality, PRRD or Provincial electoral area that the member no longer meets the requirements of the legislation.
 - h. Spokesperson on matters relating to the business of the NE RAC.

4. The terms of a RAC Director, Chair and Vice Chair are:
 - a. For a member to the NE RAC from a local government – at the call of the local government.
 - b. For the Chair and Vice-Chair - for a one year period, commencing at the first meeting of the year and expiring at the first meeting of the year following

5. Election of NE RAC Members to Northern Development Initiative Trust Board
 - a. Two of the NE RAC Directors shall be appointed by election as directors to the Northern Development Initiative Trust Board.
 - b. The term of office of a director of the Northern Development Initiative Trust shall be up to three years from the first NE RAC meeting following local government elections until the date of the next local government election.
 - c. NE RAC has the authority under the NDIT Act to remove and replace, in accordance with any procedures it has established for that purpose, any individual the regional advisory committee has appointed as a director of the Northern Development Initiative Trust.
 - d. Those directors appointed to Northern Development Initiative Trust shall attend a minimum of three (3) meetings of the Northern Development Initiative Trust board in each calendar year. Any director who does not fulfill this obligation may be removed from the Northern Development Initiative Trust Board forthwith.

- e. If a director is removed and replaced under Section 6 (c) and (d):
 - i) NE RAC must promptly notify the Directors of Northern Development Initiative Trust of the replacement appointment; and
 - ii) The term of office of the replacement director is the remainder of the term of the director he or she replaces.

6. Other:

- a. Only one member from each municipality, one from each Provincial Electoral Area and four from the PRRD may cast a vote at a NE RAC meeting.
- b. Alternate directors may attend all NE RAC meetings. An invitation to speak will be by majority vote by NE RAC members. Alternate directors attending meetings in the presence of the director shall not be eligible for reimbursement of costs or per diem.
- c. Meetings shall be normally held four times per year prior to Northern Development Initiative Trust board meetings.
- d. Matters pertaining to proposal evaluation shall be addressed in an in-camera portion of the scheduled NE RAC meeting.