



TERMS OF REFERENCE

Purpose

The Peace Regional Energy Committee (PREC) was and is formed to serve as a unified regional voice on major projects being evaluated in the Peace Region, starting with the proposed large scale nuclear power project. PREC's structure is designed to stay efficient, flexible, and reflective of regional priorities.

Objectives

1. To be open to all major energy projects/developments.
2. Host any corporation with a presentation.
3. To facilitate communications within the communities.
4. To encourage local governments actively participate in the Impact Assessments and regulatory processes.
5. To advocate for educational, infrastructure, and economic development funds from any nuclear power proposal that involves siting within the Peace Region.
6. PREC shall do this in an unbiased, engaging, and community-minded manner that encourages all residents of the Peace Region to engage the process with regards to major energy projects, and the current proposed large scale nuclear power project.

Efforts should focus on

- Collaboration with the provincial and federal governments and agencies.
- Communications
- Awareness and Advocacy
- Public engagement

Membership

1. PREC will consist of two (2) elected officials from the founding councils:
 - County of Northern Lights
 - Municipal District of Peace No. 135
 - Northern Sunrise County
 - Town of Grimshaw
 - Town of Peace Riverwith one being the Reeve / Mayor and one other appointed elected official.
2. PREC will also include one (1) elected official from the Town of Manning, the Village of Berwyn, and the Village of Nampa, plus the appointment of one (1) alternate for each municipality.
3. The elected officials that are appointed to PREC will be the voting members, with each municipality having one (1) vote.

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4. The Chief Administrative Officer or designate from each member municipality are non-voting members of PREC.

Quorum

PREC will be consensus-based; however, quorum for a meeting to not be rescheduled or cancelled is 7 (50% + 1).

Term

1. Members of PREC shall be appointed at the member municipalities annual Organizational Meeting.
2. The Chair and Vice-Chair for PREC will be appointed annually at the first scheduled meeting of PREC following the member municipalities annual organizational meetings.
3. The Outreach Coordinator position will also be reviewed and appointed at the first scheduled meeting of PREC following the member municipalities annual organizational meetings.

Meetings

1. Meetings shall be held bi-monthly, or as required, on the second Thursday of the month, with meeting locations rotating between the founding municipalities.
2. A virtual option will be available for each meeting.
3. Approved minutes shall be distributed to member councils within one week of being approved by PREC.
4. Agendas shall be prepared in consultation with the Chair, Vice-Chair, Outreach Coordinator, and Administrative Assistant and will be distributed three (3) days in advance of the scheduled meeting.

Communication

1. The Chair shall be the contact and spokesperson for PREC unless otherwise appointed to a communication specialist.
2. The Vice-Chair is the alternate contact.
3. The Outreach Coordinator will:
 - work with the Admin Support person,
 - assist in document review and submissions,
 - coordination of consultants/contractors,
 - contract/agreement writing,
 - grant application/summary writing,



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- directed communication/liaison for outreach purposes on behalf PREC, the Chair and Vice Chair.
- 4. All communication will follow an approved Communication Plan or by a Motion / Action Step made at a PREC meeting.

Governance Structure

PREC shall function on a collaborative / consensus committee process, meaning that all parties should participate equally, and that decision-making will aim to have full agreement on course of action to be followed.

- PREC may establish working sub-committees to work on specific functions (i.e., financial and funding requests, economic development, etc.).
- Such working sub-committees shall be chaired by one (1) member of the founding members of PREC and may include additional members outside the Committee.
- All working sub-committees will report back to the whole committee on a regular basis.
- Administrative support to be provided by the appointed Chairs municipality.
- The County of Northern Lights will be the holder / distributor of PREC funds.

Costs

- Municipalities will share the financial costs amongst the member municipalities for expenditures associated with specific plans and / or programs such as hosting presentations.
- Member municipalities are responsible for the costs associated with their appointed elected officials and Chief Administrative Officers.
- PREC only has authorization over the funds under their purview.
- PREC cannot commit funds on behalf of member municipalities.
- If additional funds are required, PREC will in writing, request the amount of funds and the reasoning to each member municipality.

Confidentiality

- PREC members and attendees may receive information that is preliminary, sensitive, or shared in confidence by municipalities, other levels of governments, or proposed project proponents. All members are expected to respect these conditions and refrain from disclosing information identified as confidential outside the meeting/membership.
- Public communications for PREC will be managed by the Chair and the Communications Lead and / or Outreach Coordinator.



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- PREC meetings are working sessions intended for intermunicipal collaboration. The public and media will not be in attendance unless invited.
- Approved minutes are provided to member municipalities and are public information.
- Correspondence deemed public will be forwarded to member municipality CAO's for distribution to their council and / or community. (Information packages, social media, etc.)

Review

- These Terms of Reference are subject to annual review or may be reviewed earlier if determined necessary by the membership.