



BC Centre of Training Excellence in Oil and Gas

Box 1000, 9820 – 120th Avenue
Fort St. John, British Columbia V1J 6K1

Advisory Committee

Effective Date: December 1, 2020

Terms of Reference

Mandate

- To provide expertise, information and resources, and advise and recommend strategies and tactics to the BC Centre of Training Excellence in Oil and Gas (“the Centre”), and advocate for the design, development and delivery of education and training programs that meet the energy industry’s current and future needs.
- To oversee the Centre’s strategic plan, business plan, and management.

Membership

- The Advisory Committee will have at least six (6) and up to twelve (12) industry representatives that represent operators and contractors in the upstream, midstream and downstream sectors of the energy industry
- Northern Light College holds one position on the Advisory Committee
- Government of British Columbia holds one Ex Officio position on the Advisory Committee
- Advisory Committee members are volunteers and receive no remuneration of any kind.
- Advisory Committee members are individuals who bring credibility to the Advisory Committee and/or Centre

Length of Term

- The standard term for a member of the Advisory Committee is two years
- Individuals nominated for the Advisory Committee are approved by a majority of members

Roles and Responsibilities

Advisory Committee:

The Advisory Committee will:

- Develop strategic direction for oil and gas education, training and research
- Provide advice pertaining to other related human resource issues including potential partnerships, opportunities, workforce development and recruitment strategies
- Identify best practices to ensure innovative and cost-effective education, training and research innovation initiatives
- Advocate for, support, and where appropriate, contribute to the realization of the recommendations contained in the BC Natural Gas Strategy, as well as those put forward in the 2012-2013 Natural Gas Workforce Strategy and Action Plan
- Provide advice on research needs, particularly on issues of special relevance to the BC oil and gas industry, as well as to the communities of Northeast BC and the province of BC in general
- Identify education and training learning outcomes required by the oil and gas industry.

BC Centre of Training Excellence in Oil and Gas:

- Act as the secretariat for the Advisory Committee and its Working Groups (e.g. provide strategic leadership, administration, financial, and project management services etc.)
- Act as industry's key advocate and catalyst for solutions to training needs

Northern Lights College

- Northern Lights College provides financial and administration services and infrastructure to support the functioning of the Centre.

Working Groups:

- Are formed by the Committee to carry out specific assignments for Committee members.
- Working Groups must be chaired by a member of the Committee.
- Working Groups may consist of members of the Committee and other invited representatives. Invited representatives must be approved by the Chair of the Working Group in consultation with the Committee Co-Chairs.

Chair

- The members of the Advisory Committee will elect a Chair or Co-Chairs every two years
- The Committee Co-Chairs (or Acting Chair) will not be employees or representatives of Northern Lights College or of a municipal, regional, provincial or federal government
- One or both Co-Chairs will chair the meetings. If neither of the Co-Chairs are present at any meeting, the Committee members in attendance will appoint an Acting Chair for that meeting.

Meetings and Conduct of Business

- Meetings will be held at least three times per year, either in person or via video conference.
- Any Advisory Committee member may submit agenda items to the Committee Co-Chairs;
- The Centre's Director will post the agenda and previous meeting minutes one week in advance of each scheduled meeting;
- Proposed agenda items will be reviewed by and approved by the Committee Co-Chairs;
- Meeting quorum is fifty percent of members including the Committee Co-Chairs; and
- Persons not members of the Advisory Committee may be invited from time to time by the Committee Co-Chairs to attend or participate regarding a specific matter

Procedures

- Actions requiring policy changes at specific provincial training institutions or a provincial ministry will follow the respective governing bodies administrative procedures for review and approval
- Working groups may be created by the Advisory Committee to research and make recommendations on specific education and training opportunities.