

## AER Multi-stakeholder Engagement Advisory Committee Terms of Reference

### 1. Purpose

The AER Multi-stakeholder Engagement Advisory Committee (MSEAC) has been established by the Alberta Energy Regulator (AER) as a venue to receive information about and understand and verify the values, perspectives and interests of AER stakeholders in the context of regulatory changes. The MSEAC is not a formal board or AER committee. Its objective is to serve as a sounding board for the planning, implementation and evaluation of AER engagement related to regulatory development.

The MSEAC is being established on a pilot basis for a one year term. Following its first year, the AER will evaluate the MSEAC's effectiveness in fulfilling the above objectives.

### 2. Mandate

The MSEAC is established under the direction and authority of the AER Chief Executive Officer (CEO) and is subject to the overall strategic priorities of the AER.

The MSEAC is established with the following mandate:

- a) to provide a forum for AER stakeholders to be informed about proposed regulatory change initiatives of the AER;
- b) to ensure the AER understands the values, perspectives and interests of its stakeholders in respect of proposed regulatory change initiatives;
- c) to provide feedback from represented stakeholder groups to the AER on specific projects and topics;
- d) to facilitate stakeholder input, where appropriate, on AER regulatory change initiatives; and
- e) to foster and sustain strong working relationships between the AER and its key stakeholder groups.

For greater clarity, participation of MSEAC members in these processes is not intended to be a substitute for formal public AER stakeholder consultation in respect of regulatory initiatives.

### 3. Committee Composition

The MSEAC comprises no fewer than eight (8) and no more than twelve (12) members. It should include representatives from four key AER stakeholder groups: environmental non-government organizations (ENGOs), municipalities, landowners and community-based groups, and Aboriginal groups.

Guest members may be invited on occasions where specific expertise would further expand the AER's understanding of stakeholder values, perspectives and interests. In these circumstances participation does not constitute permanent membership in the MSEAC.

### 4. Membership

- a) Selection process – The AER issues invitations to key stakeholder groups and organizations inviting them to select and appoint a member and a delegate to the MSEAC. Members are expected to understand and articulate the values and interests of the group that they represent. Should this process result in an insufficient number of members, the AER may invite specific individuals to be members or advertise for interested individuals.
- b) Delegates – If a member is unable to attend a MSEAC meeting, s/he may send a delegate in her/his place. This delegate will be considered the representative of that stakeholder group or organization at the meeting(s) they attend. Member terms – Initially the MSEAC is established for a pilot basis for one

year. The AER will evaluate the effectiveness of the MSEAC in March 2016. If the AER decides to continue the MSEAC beyond the first year, half of the members will be appointed for a further two-year term and the other half for a further one-year term. Thereafter, members will be appointed for one year terms with half of the members turning over every year. All members are eligible for term renewal, provided they retain the support of their stakeholder group, up to a maximum of three years.

- c) Member removal process – In extreme and highly unusual circumstances it may become necessary to remove a member from the MSEAC. Reasons for this may relate to any of the following:
- inappropriate or unethical conduct by the member and/or its representative;
  - misrepresentation of stakeholder positions on key issues;
  - consistent failure to attend or send a delegate to MSEAC meetings; or
  - breach of confidentiality.

A Stakeholder and Government Relations division Vice President will act as the MSEAC Chair, and is responsible for recommending to the AER Chief Executive Officer the removal of a MSEAC member based on any one or more of the above reasons. Prior to making this recommendation, the MSEAC Chair will

- treat the member fairly and with respect;
  - give the member verbal notification of the proposed action;
  - give the member the opportunity to respond and change behaviour; and
  - notify the member of the final decision of the AER CEO.
- d) Confidentiality – As the MSEAC is not a decision-making body but a sounding board for and venue for input to the AER regarding regulatory initiatives, it is expected that members will express a diversity of views as they collectively explore the nature and extent of risks associated with proposed regulatory changes. In order to foster full and frank discussions, members must agree to respect the transitory and confidential nature of those conversations and not to share the views of others outside of the MSEAC meetings. Any materials sent to the MSEAC in advance are draft and not for circulation beyond the committee member or their designate.

## **5. MSEAC Meeting Organization and Facilitation**

The MSEAC will be chaired by a representative of the AER Stakeholder & Government Relations division. The MSEAC Chair's responsibilities include:

- scheduling and planning meetings;
- developing the agenda;
- ensuring the MSEAC members have the appropriate meeting materials in advance of meetings;
- facilitating meetings and tracking attendance;
- ensuring action items are tracked and meeting highlights are captured;
- ensuring action items and meeting highlights are captured and circulated; and
- reporting on the progress of the MSEAC both internally and externally, as required.

## **6. Meetings**

Unless otherwise required, the MSEAC will meet as required and as the AER's regulatory initiatives may necessitate. Meetings will be held at the AER head office in Calgary. Meetings will not exceed 4 hours in length. Special meetings to deal with emergent issues may be required from time-to-time. Administrative support for all meetings will be provided by the AER Stakeholder & Government Relations division.

Members or their delegates are expected to attend meetings in person. If this is not possible, members must inform the Chair and alternative arrangements may be made to use teleconferencing or videoconferencing.

#### **8. Member Compensation**

Membership on the MSEAC is voluntary. Members are, however, entitled to reimbursement by the AER of nominal expenses incurred as a result of their participation as per the following tariff:

- In Person Meeting Attendance Honorarium: \$125/half day
- Mileage: \$0.505/km
- Travel Time: \$30/hour
- Meal Allowance: \$41/day max
- Overnight Accommodation: \$220/night max (includes ground transportation as required, maximum 1 night per meeting)