

## Delegate Selection Notice

**Positions:** Member & Alternate Delegate  
**Initiative:** Multi-stakeholder Engagement Advisory Committee (MSEAC)  
**Organization:** Alberta Energy Regulator  
**Deadline:** Wednesday, April 8, 2015

### 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.

### Mandate

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.

## Time Commitment

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. In the event that the primary Member cannot attend a meeting, their Delegate may attend in their stead.

The initial term for the MSEAC will be one year. If the AER decides to continue the MSEAC beyond the first year, all members will be eligible for term renewal, provided they retain the support of their stakeholder group, up to a maximum of three years.

## Expenses & Honoraria

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)

## Selection Criteria

The AER is seeking a delegate who:

- Possesses a proven ability to participate, work professionally, constructively and collaboratively with other stakeholders and with government representatives.
- Is familiar with regulatory practices, decisions and activities in Alberta, particularly those associated with natural resource and environment issues.
- Is a designated representative of a reputable environmental organization with experience in regulatory activities, practices and engagements stakeholder engagements associated with natural resource and environment issues.
- Has experience in multi-stakeholder decision-making and providing recommendations.
- Is committed to effectively represent the perspectives of AEN members.

## **Application Instructions**

Please reply to [admin@aenweb.ca](mailto:admin@aenweb.ca) by Wednesday, April 8, 2015 providing:

- Contact information of applicant (including address, email, and phone number);
- The name of the AEN member-group(s) in-good-standing being represented by the applicant;
- A brief description of the applicant's background and abilities, particularly those relevant to the selection criteria.

NOTE: Delegates may include a resume as additional information but not in the place of the other information requested.

A delegate selection committee comprising members of the AEN Board of Directors and AEN Caucus Chairs will review all applications and select the member & delegate by April 15, 2015.