

Delegate Selection Notice

Position: ENGO Sector Member
Initiative: Capital Region Air Quality Management Framework Implementation Oversight Advisory Committee
Organization: Alberta Environment & Parks
Deadline: Friday, February 16, 2018 at 12:00 noon

Background

The Oversight Advisory Committee will be responsible for advising and assisting Alberta Environment and Parks on:

- the implementation of the Capital Region Air Quality Management Framework, Capital Region Fine Particulate Matter Response, and the North Saskatchewan Region Air Quality Management Framework in the Capital Region
- the achievement of current and future CAAQS air pollutants

In addition, the information and knowledge gained by committee members from participation is intended to support engagement and inform management decisions within their respective sectors.

Role of Oversight Advisory Committee Members

The Oversight Advisory Committee members will:

- Attend all meetings (or send an alternate) and actively participate in discussions.
 - Inform the chair if neither representatives are able to attend the meeting.
- Coordinate with AEP Secretariat to bring forward additional agenda items as needed.
- Liaise with organizations/associations as needed to provide sectoral perspective on air quality outcomes.
 - Provide sectoral perspectives rather than individual interests.
- Provide strategic advice to Alberta Environment and Parks regarding:
 - the update of the Capital Region Air Quality Management Framework and its associated components.
 - Implementation of the North Saskatchewan Region Air Quality Management Framework in the Capital Region.
 - Implementation of the Capital Region Fine Particulate Matter Response
 - Engagement opportunities, analysis of source apportionment modelling results, and development and implementation of the Industrial Air Emissions Management Program.
- Work in collaboration with other stakeholders.
- Resolve and manage escalated issues and risks.
- Support and guide the Secretariat in advancing the annual implementation work plan.

Time Commitment

The Committee will meet three times per year. Members will require approximately one day of preparation for each meeting; therefore, members should be prepared to commit approximately two days per quarter.

Expenses & Honoraria

Honoraria and reimbursement of travel expenses are available as follows:

Delegate Engagement Support:

- Meeting up to and including 4 hours in any day: \$88 total;
- Meeting beyond 4 hours and up to and including 8 hours in any day: \$147 total;
- Meeting for over 8 hours in any day: \$204 total

Meeting Preparation and Follow-up:

- Up to three days total for 2017-18: \$147/day

Travel Expenses

- Use of a private vehicle at a rate of \$0.505 per kilometre travelled) to attend committee meetings;
- Parking for committee meeting.

Selection Criteria

The representative should also have the following attributes:

- Knowledge and expertise in air quality management, and comfortable with technical air quality information (experience in the Capital Region/Edmonton area an asset.)
- Experience in multi-stakeholder decision making and providing recommendations.
- Representative of a reputable environmental organization with a demonstrated commitment to the environmental stewardship and promotion of air quality improvement.
- Committed to effectively provide two-way communication between the Committee and the AEN Clean Air & Energy Caucus, and others in the environmental sector in general.
- Proven ability to participate, work professionally, constructively and collaboratively with other stakeholders and with government representatives.
- Respectful of timelines and commitment to the process.
- Can allocate the time required to complete the work within tight timelines.

Delegate Expectations

- Review and analyze background documents provided.
- Actively participate and provide input at the meetings.
- Ensure that their alternate is kept up-to-date and well-briefed. Where possible, organizations should nominate both a primary member and an alternate.
- Provide updates to and receive feedback from the ENGO sector by participating in AEN conference calls & meetings, and providing periodic written briefs.

The selected delegates are expected to conduct themselves in accordance with the objects and values of the Alberta Environmental Network. The objects of the AEN include:

- (a) to encourage and support networking, communication, and resource sharing amongst non-governmental environmental organizations...
- (b) to facilitate common action and/or joint initiatives by some or all of its member groups

The values of the AEN:

- | | | | |
|---------------|------------|-----------------|--------------|
| • Transparent | • Fair | • Compassionate | • Supportive |
| • Accountable | • Honest | • Collaborative | • Respecting |
| • Credible | • Accurate | • Inspiring | diversity |

Application Instructions

Application Instructions

Please reply to admin@aenweb.ca by Friday, February 16, 2018 at 12:00 noon providing:

- Contact information of applicant (including address, email, and phone number);
- The name of the organization 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.