



## Western Regulators Forum Terms of Reference

### 1. Purpose

The Western Regulators Forum (the Forum) was established to promote collaboration and pursue mutual priorities amongst oil and gas regulators in Western Canada.

### 2. Mandate

The Forum is established under the direction and authority of the Chief Executive Officer (CEO) of the National Energy Board, the President and CEO of the Alberta Energy Regulator, the Commissioner and CEO of the British Columbia Oil and Gas Commission, the Executive Director of the Government of Northwest Territories Office of the Regulator of Oil and Gas Operations, and the Deputy Minister of Energy and Resources for the Government of Saskatchewan with the following mandate:

- (a) to facilitate the exchange of information and discussion of ideas with respect to the regulation of oil and gas activities in Western Canada;
- (b) to identify important areas for collaboration in research, program development, standards development and other areas of mutual interest;
- (c) to establish working committees, when deemed necessary, to carry out specific tasks;
- (d) to link strategic management within member organizations with regulatory initiatives and to promote the use of common regulatory tools such as national consensus standards and best practices;
- (e) to discuss emerging issues which have the potential to impact oil and gas regulation and, where appropriate, to develop common approaches and position on issues;
- (f) to maintain communications with other organizations to enhance understanding of matters of mutual interest; and
- (g) to develop a home for multi-jurisdictional tools.

### **3. Forum Membership**

#### **a) Board**

The Forum Board members provide corporate oversight and strategic direction to the Executive Committee. Membership of the Forum Board is as follows:

- CEO, National Energy Board;
- Deputy Minister, Saskatchewan Ministry of Energy and Resources;
- President and Chief Executive Officer, Alberta Energy Regulator;
- Commissioner and CEO, British Columbia Oil and Gas Commission; and
- Executive Director, GNWT Office of the Regulator of Oil and Gas Operations

#### **b) Executive Committee**

The membership of the Executive Committee consists of representatives of the:

- National Energy Board;
- Saskatchewan Ministry of Energy and Resources;
- Alberta Energy Regulator;
- GNWT Office of the Regulator of Oil and Gas Operations; and
- British Columbia Oil and Gas Commission.

The Executive Committee members will select a Chair and a Vice-Chair, the appointments of which will be approved by the Forum Board. Unless an incumbent withdraws, is removed or there are other special circumstances, the incumbents will normally remain in these positions for a two-year period, following which the Vice-Chair becomes Chair and a new Vice-Chair is appointed. The order of succession will be:

- British Columbia Oil and Gas Commission;
- Saskatchewan Ministry of Energy and Resources;
- Alberta Energy Regulator; and
- National Energy Board.

#### **c) Secretariat**

The Secretariat will include a Secretariat Lead that will be appointed by the Chair of the Executive Committee. Each member organization is responsible for the appointment of Forum Leads for each of their respective organizations. A new Secretariat Lead will be appointed following the order of succession noted in 3b) above.

#### 4. **Forum Duties**

##### a) **Board**

The Forum Board members provide corporate oversight and strategic direction in line with the Forum's vision and approves the strategic plan.

##### b) **Executive Committee**

The Executive Committee reviews the strategic plan and approves the annual plan.

###### Chair

The Chair's duties include:

- providing a secretariat function;
- scheduling and organization of meetings;
- ensuring action items are tracked and meeting minutes are kept; and
- representing the Forum externally as may be required from time to time.

###### Vice-Chair

The Vice-Chair's duties include:

- supporting the Chair in the performance of duties;
- performing the duties of the Chair if the Chair is absent; and
- representing the Forum externally when the Chair is unavailable.

##### c) **Secretariat**

The Secretariat's duties include:

- developing the strategic plan and annual plan;
- leading the project prioritization process; and
- providing support to project teams

#### 5. **Funding**

Members will commit dedicated resources and may provide funding to support the Forum initiatives. Member organizations have the opportunity to opt out of project participation and will not be required to support the resourcing of those projects but will continue to contribute support to the duties of the Forum.

#### 6. **Voting**

It is anticipated that from time to time, voting may be necessary. Votes will be called by the Chair. Member jurisdictions each have a single vote. Where there is disagreement and a tie occurs, the Chair will attempt to resolve the issues by any means appropriate to the situation. Should the issues remain unresolved, no action shall be taken on the vote.

**7. Meetings**

The Forum Board will meet 1-2 times per year and will receive updates from the Executive Committee as warranted. The Executive Committee will meet a minimum of 3 times annually of which at least 1 meeting shall be in-person. Meeting locations shall rotate between Member jurisdictions. The Secretariat will meet as necessary to support its duties.

**8. Confidentiality**

The minutes and other documents prepared by or for the Forum shall be treated as confidential unless otherwise indicated.

**9. Duration, Modification, and Termination**

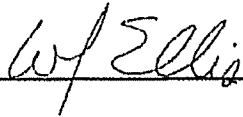
This Terms of Reference will become effective on the date of the latest signature of the parties. Any party may withdraw from participating in the Forum at any time by providing written notice.

This Terms of Reference may be modified by written consensus by all parties. Where applicable, modifications will specify the date on which they will take effect.

**10. Statutory Powers or Authorities**

This Terms of Reference does not affect any member jurisdiction's statutory powers or authorities.

This Terms of Reference is made effective as of the date of the latest signature of the parties.



**Jim Ellis**  
President and Chief Executive Officer  
Alberta Energy Regulator

June 26, 2018

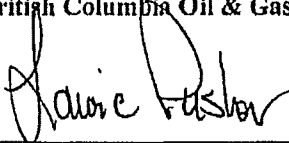
Date



**Paul Jealins**  
Commissioner, Chief Executive Officer  
British Columbia Oil & Gas Commission

June 25, 2018

Date



**Laurie Pushor**  
Deputy Minister of Energy and Resources  
The Government of Saskatchewan

JUNE 27/18


Date



**Peter Watson**  
Chief Executive Officer  
National Energy Board

June 26, 2018

Date



**James Fulford**  
Executive Director  
GNWT Office of the Regulator of Oil & Gas Operations

June 28, 2018

Date