

## Western Regulators Forum - Terms of Reference

### 1. Purpose

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

### 2. Mandate

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

- (a) to maintain communications with other organizations to enhance understanding of matters of mutual interest and facilitate the exchange of information and discussion of ideas with respect to the regulation of energy resource 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 promote the use of common regulatory tools such as national consensus standards and best practices; and
- (e) to discuss emerging issues which have the potential to impact energy resource regulation.

### 3. Forum Membership

#### a) Board

Membership of the Forum Board is as follows:

- CEO, Canada Energy Regulator;
- Deputy Minister, Saskatchewan Ministry of Energy and Resources;
- President and Chief Executive Officer, Alberta Energy Regulator;
- Commissioner and CEO, British Columbia Energy Regulator; and
- Executive Director, Office of the Regulator of Oil and Gas Operations (NWT).

#### b) Executive Committee

The membership of the Executive Committee consists of executive-level representatives of the:

- Canada Energy Regulator;
- Saskatchewan Ministry of Energy and Resources;
- Alberta Energy Regulator;
- Office of the Regulator of Oil and Gas Operations (NWT); and
- British Columbia Energy Regulator.

The Executive Committee members will select a Chair, the appointment 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. The order of succession starting in 2017 will be:

- British Columbia Energy Regulator;

- Saskatchewan Ministry of Energy and Resources;
- Alberta Energy Regulator; and
- Canada Energy Regulator

**c) Secretariat**

The Secretariat will include a Secretariat Lead and one member from each participating organization. The Secretariat Lead shall be from the organization who holds the Executive Chair position.

**4. Forum Duties**

**a) Board**

*Board Purpose:* The Forum Board provides corporate oversight and strategic direction to the Executive Committee in line with the Forum’s vision, approves the strategic plan, and receives the annual plan and report.

*Board Chair Duties:*

- Scheduling and organizing Board meetings; and
- Organizing the Board to examine the Forum’s vision or strategic plan at the request of the Board.

*Board Member Duties:*

- Appointing an Executive Committee member from within their organization; and
- Providing and updating the vision and strategic plan for WRF activities.

**b) Executive Committee**

*Executive Committee Purpose:* The Executive Committee reviews the strategic plan and approves the annual plan and report. Executive members are responsible for working with their respective Board members in preparation for Board meetings and providing updates on WRF activities, as needed.

*Executive Committee Chair Duties:*

- Appointing a Secretariat Lead from within their organization;
- Scheduling and organizing Executive Committee meetings; and
- Ensuring action items are tracked and meeting minutes are kept

*Executive Committee Duties:* The Executive Committee provides operational oversight of the WRF activities and ensures that participating organizations provide adequate staff and resources to support initiatives. The Executive informs potential future initiatives of interest to their respective organizations and directs the Secretariat to develop initiative proposals for consideration at the WRF Executive and Board tables. Executive members will connect with fellow executives on emergent issues to facilitate understanding and potential joint responses to issues of common interest.

Each Executive Committee member appoints a Secretariat member from within their organization.

**c) Secretariat**

*Secretariat Purpose:* The Secretariat provides WRF program coordination and administrative functions on behalf of their respective Board and Executive.

*Secretariat Lead's Duties:*

- Scheduling and organizing Secretariat meetings;
- Organizing the preparation of Board and Executive meeting materials including agendas and minutes;
- Organizing follow-up meetings and material related to action items; and
- Distributing materials presented at Executive and Board meetings to members.

*Secretariat Member's Duties:*

- Developing the draft strategic plan and annual plan with input from respective Board and Executive members;
- Leading the project prioritization process;
- Developing initiative proposals for consideration of the Executive and Board;
- Tracking project progress, identifying challenges and opportunities and providing general support to project teams; and
- Leading various project proposals, as needed.

## **5. Funding**

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

## **6. Information Sharing**

Materials presented by members during Executive and Board meetings shall be distributed after the meetings unless specified otherwise.

## **7. Meetings**

The Forum Board will meet 1-2 times per year and receive updates from the Executive Committee as warranted. The Executive Committee will meet a minimum of 3 times per year, including at least one meeting before each scheduled Board meeting. 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 with consensus by all parties. Where applicable, modifications will specify the date on which they will take effect.

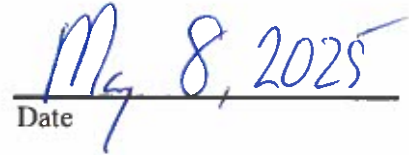
## **10. Statutory Powers or Authorities**

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.



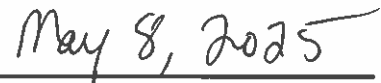
Rob Morgan  
President and Chief Executive Officer  
Alberta Energy Regulator



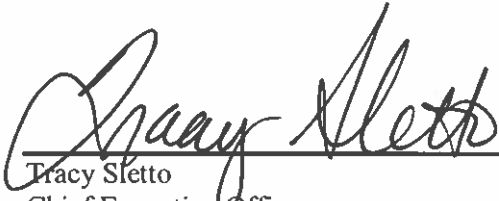
Date



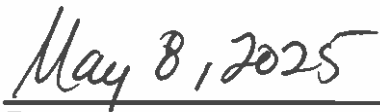
Michelle Carr  
Commissioner, Chief Executive Officer  
British Columbia Energy Regulator



Date



Tracy Sletto  
Chief Executive Officer  
Canada Energy Regulator



Date



Blair Wagar  
Deputy Minister  
Ministry of Energy and Resources



Date



Pauline de Jong  
Executive Director  
Office of the Regulator of Oil and Gas Operations



Date

Date: 08 May 2025