



Energy Transition Hub – Alberta Terms of Reference

Purpose and Scope

The Energy Transition Hub – Alberta (“the Hub” or “ETH”) is a standing Committee within Energy Connections Canada.

The Hub assists ECC by overseeing the EcoSystem Development Program and the objectives and milestones contained in ECC’s funding agreement with Alberta Innovates.

The Energy Transition Hub comprises three Committees to achieve the objectives of the EcoSystem Development Program. The Main Committee, referred to as the ‘Technical Gap Analysis Committee’, will conduct a gap analysis associated with understanding the technical challenges of safely, reliability and economically shipping CO₂ and H₂. The ‘Regulatory Ready’ Sub-Committee will focus on ensuring policy-makers, regulators and standards agencies can create the framework required to review and approve future CO₂ and H₂ pipeline applications. The ‘Stakeholder and Public Engagement Strategy’ Sub-Committee will work on a stakeholder/public affairs plan to aid governments and industry build public confidence associated with the shipping of CO₂ and H₂.

Authority

The Committees will comprise of ECC members and non-members. Expenditures are to be requested from the Executive Director through preparation of an annual budget, which will be approved by ECC’s Board. Expenditures made under the approved annual budget are to be authorized by the Executive Director at the time of commitment.

Membership

The ETH Main Committee shall consist of up to 20 members and the other two Sub-Committees of up to 10 members each. Committees will include:

- Chair of the Technical Gap Analysis Committee is an ECC Board Member; Chair of the Regulatory Ready and Stakeholder and Public Engagement Strategy Sub-Committees is the ECC Executive Director
- Vice-Chair
- Past Chair
- Members at large

The Chair, Vice-Chair, and Past Chair are one-year successive terms. Membership on the Committee shall be limited to a maximum of two, one-year terms, with additional terms by exception, and approved in a majority vote of the Committee.

The Committees will be comprised of a mix of subject matter experts (operations, engineering, innovation, regulatory, etc.) and decision-makers with the ability to promote and implement energy transition initiatives within their companies.

The basic responsibilities of each position on the Committee are as follows:

All Positions

- Participate in monthly meetings
- Participate in annual planning meetings (may be bi-annual offsetting the bi-annual Banff Pipeline Workshop)
- Participate in workshops or other Committee events and initiatives as appropriate
- Special duties and assignments as needed

Chair

- Provides leadership and sets direction for the Committee, with close coordination with the Project Manager, Energy Transition Hub – Alberta (“Project Manager”)
- Leads the monthly meeting. Works with the Project Manager to prepare agenda and capture decisions and Action Items during the meeting
- Reports to ECC’s Board on activities associated with the Hub and its progress towards milestones.

Vice-Chair

- Assists the Chair as necessary to complete their function
- Backup to Chair in their absence

Past Chair

- Assists in transition to new Chair

Member at Large

- Additional duties as identified

Project Manager, Energy Transition Hub – Alberta

- Works with Committee Chairs to set direction for the Committees
- Executes plans to deliver on objectives and milestones associated with EcoSystem Development Project
- Liaises with Committees
- Ensures Committees are adequately performing, or if changes are required to correct issues
- Acts as a liaison to the ECC Board of Directors and shares any board decisions or directions that might have an impact on the Energy Transition Hub – Alberta.

ECC Manager, Operations

- Works with Chair to plan and schedule meetings and events and to aid the Committees as requested by Project Manager, or Executive Director of ECC.

Tracking Time

Committee members are required to track the time they expend on Hub activities on a monthly basis. The commitment ECC has made with Alberta Innovates is that industry will provide in-kind contribution of their time to this initiative. The mechanism that ECC will use for tracking in-kind contribution will be industry benchmark data provided by APEGA. Each Committee member will be requested to self-declare their Professional level according to the APEGA Classification of Responsibility Levels. This information will be stored in a secure and confidential manner by ECC. A time-tracking tool will be developed by the Project Manager, Energy Transition Hub.

Meeting Arrangements

Committee meetings will be held monthly. The Chair will approve the agenda and will lead the meeting, unless he/she is absent, in which case the meeting will be led by the Vice-Chair, or an appropriate designate. Minutes and Action Items will be developed and shared. The Committee will take steps to ensure that the actions and timelines are clear to everyone and that the person responsible is in agreement during the Committee meeting.

Committee members will make best efforts to attend all meetings. If members are not able to fulfill their obligations for an extended time, they may be asked by the Chair to resign.

Confidentiality

Meetings of the Committees are generally and for the most part on a non-confidential basis.

Conflict of Interest

During the term of the Energy Transition Hub – Alberta (“ETH”) initiative, ETH members (including ex-officio members) shall not engage in any activity, employment or business arrangement which conflicts with his or her obligations hereunder or with the interest of the ETH. It is recognized that many ETH members represent commercial interests and, as such, are encouraged to bring forward project ideas that may benefit their employers directly, along with other ECC members. Members who are advancing a project idea that could benefit their employer out of proportion to the other ECC and ETH members may be asked to recuse themselves from funding-related decision-making meetings of the ETH related to that project. In addition, this conflict provision is also intended to prohibit any conflicts of interest that relate to ECC’s Executive Director, Project Manager or ex-officio as it relates to his or her role in advocating for, or directing funding or approving project funding. Without limiting any other provision of this Agreement, the ECC Executive Committee shall have the option of terminating the involvement of any ETH member in the ETH initiative at any time if, in its sole judgment, the ETH member does not comply with the provisions of this paragraph.

Reporting

The Project Manager will report ongoing activities, status and issues to the ECC Executive Director and ECC Board.

Final documents (reports and guidelines for example) will be stored on the ECC’s SharePoint site so that they are accessible to all current members.

The Project Manager will ultimately be responsible for undertaking the reporting obligations contained in ECC’s contract with Alberta Innovates.

Resources and Budget

The resources required for the Committee include funding from Alberta Innovates for the Project Manager position. ECC’s members and ECC staff - Executive Director & Operations Manager - will support the Committee via work in kind. Other costs – meeting space, meals, etc. – will be provided by ECC on approval of ECC’s Executive Director

Decision-Making

Committee will make decisions via consensus. Failing that, items deemed to be divisive shall be resolved by a 2/3 majority vote of the Committee at regular meetings where notice of at least a week was provided in advance and that contain quorum of a simple majority of members

Review

These Terms of Reference will be reviewed annually. These Terms of Reference are dated January 29, 2025 and have been reviewed and approved by the ECC Board of Directors.