

# NORTHEAST REGION AIR QUALITY MONITORING PROJECT

## Advisory Group Terms of Reference

February 2013

### 1) SCOPE

The Advisory Group (hereafter referred to as the "Group") will provide advice to British Columbia's Provincial Government in Phase 1 of the development of a monitoring network in the northeast region of British Columbia. The initial purpose of the monitoring network is to collect ambient air quality data in response to concerns expressed about the potential influence of ongoing oil and gas sector operations on air quality in the region. It is expected that the ambient air quality data collected through this initiative may be used to facilitate future studies however it is outside of the expertise of this group to provide interpretation of data in regards to human health or environmental effects.

### 2) TERM OF SERVICE

The Group will be constituted through Phase 1 of the project, ending in May 2013.

### 3) MEMBER RESPONSIBILITIES

- Speak on their own behalf or from the perspective of his/her respective organization or community.
- Actively participate in Group meetings and support discussion, knowledge sharing and direction setting.
- Work collaboratively towards the goals/objectives of the Group.
- Participate in transparent decision making in support of identified priorities, resolving issues when necessary and encourage other members to share their insights.
- Act as a liaison between the Group and his/her own member organization, and advise the Group of strategic input from his/her organization's executive if and when appropriate.

### 4) GOVERNMENT RESPONSIBILITIES

Representatives of government agencies will be *ex-officio* members of the Group. They will participate in discussions, provide expertise, data and other support required by the Group to fulfill its mandate but do not have voting privileges.

### 5) FUNCTIONS

- The Group will provide advice and information relevant to the:
  - geographical scope of the project;
  - criteria for the siting of monitors;

- pollutants to be monitored; and
- sharing information with the public.

## 6) MEMBERSHIP

The membership of the Group will be as follows:

- |  |           |
|--|-----------|
| • Peace River Regional District                | 4 members |
| • Industry Representatives                     | 3 members |
| • NE Health Advisory Committee                 | 2 members |
| • Peace River Regional Cattlemen's Association | 1 member  |
| • BC Grain Producers Association               | 1 member  |
| • Treaty 8 Tribal Association                  | 1 member  |
| • Citizen Representative                       | 2 member  |

Once the initial membership is established, other representatives may be appointed as required.

Participating Government Agencies:

- Ministry of Environment
- Ministry of Energy and Mines
- Oil and Gas Commission
- Ministry of Agriculture
- Ministry of Health
- Northern Health Authority

## 7) FACILITATOR

- A representative from the BC MOE will facilitate meetings.

## 8) MEETINGS

- The Ministry of Environment will convene meetings and conference calls.
- It is anticipated that most meetings will be by teleconference.
- Attendance at meetings is restricted to Committee members, Government Representatives, their appointed alternates, and invited guests.

## 9) GOVERNANCE

- Decisions will be made by consensus.
- Recommendations will be submitted to the Assistant Deputy Ministers of the participating Ministries, the Chief Operating Officer of the Oil and Gas Commission, and the Regional Director of Public Health of the Northern Health Authority for consideration and response.

## 10) RESOURCES AND BUDGET

- The Ministry of Environment will arrange meeting space and provide food/beverages for the Group meetings as required. Travel, meals and accommodation to in-person meetings will be the responsibility of the members' employers if applicable. On request, the Provincial Government will reimburse members for travel and other out of pocket expenses related to their participation in the Group

## 11) SECRETARIAT

- The Ministry of Environment will provide secretarial and facilitator services including the drafting and dissemination of meeting minutes and other materials.

## 12) REVIEW OF THE TERMS OF REFERENCE

- The Terms of Reference will be reviewed and revised or confirmed by the Group as necessary.