

## **McNeil Centre for Applied Renewable Energy**

### **Terms of Reference**

The McNeil Centre for Applied Renewable Energy (McNeil-C.A.R.E) was established at Concordia University of Edmonton (CUE) in December 2019 and is housed in the BMO Centre for Innovation and Applied Research (BMO-CIAR). It is a multi-disciplinary centre that will collaborate, communicate, and jointly advance with the members in government, industry and community the adoption of renewable energy technologies across Canada with a primary focus on Albertan communities.

### **Objectives**

The objectives of the McNeil-C.A.R.E are to

1. Provide Albertan communities (urban and rural) with information on best practices, resources for technical assistance, and stakeholder consultations for the adoption of renewable energy technologies
2. Organize and conduct renewable energy workshops - both educational and industry-oriented to educate end-users, assist in adoption of renewable-energy based technologies and connect industry with the end-users, respectively throughout Alberta.
3. Develop programs (credit and non-credit) based on industry needs to train high quality personnel in the field of renewable energy
4. Assist with renewable energy planning in specific areas based on the needs of community and in consultation with stakeholders (government, private industry and community members)

### **Purpose of the Advisory Committee**

The Advisory Committee provides advice to the McNeil Centre for Applied Renewable Energy (McNeil-C.A.R.E) in achieving the objectives listed above.

### **Duties**

The Advisory Committee will continually review and advise on:

1. Industry and community relations
2. Technology commercialization
3. Development of educational (credit and non-credit) programs and workshops
4. Community outreach activities such as stakeholder summits to disseminate information about renewable energy-based technologies

## Chair and Secretary

The Chair of the committee is the Vice President External Affairs and International Relations and the Secretary is the Manager of BMO-CIAR.

## Membership *(Membership List Attached)*

The Committee will be composed of 14 members consisting of the

- Industry/community representative (10)
- Students (CSA or GSA representative (1))
- CUE community member (1)
- Manager CIAR
- VP External Affairs and International Relations

Members are invited to join for an initial term of 12 months with a possible reappointment for another 12 months.

Ad-hoc sub-committees may be formed as specific issues and projects requiring dedicated resources arise.

## Conflict Resolution

When differences arise, those involved should consult and adhere to the 'Conflict Resolution Policy'.

## Decision Making Process

This is a non-decision making committee.

## Quorum

The quorum for any meeting of the Committee shall be two-thirds of its membership.

## Meetings

Committee members attend a minimum of two times annually (either face-to-face and via teleconference as required) and may become involved in subcommittee activities.

The secretary maintains and circulates the agendas and minutes.

## Remuneration

Members serve as volunteers without remuneration.

