

**ALBERTA ADVANCED MANUFACTURING INTERNATIONAL
(AbAMI) HUB**

PROGRAM ADVISORY COMMITTEE

TERMS OF REFERENCE

Current as of 24 November 2025

(Minor editorial modifications may be made from time to time)

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PREAMBLE

The Alberta Advanced Manufacturing International Hub (AbAMI Hub) is a technology ecosystem of research providers, collaborating with industry partners provincially and globally, to catalyze the advancement of manufacturing technologies in Alberta. The goal of the Hub and industry members is to enable Alberta industry, through advanced manufacturing research, technology deployment, and workforce development, to grow in current areas of strength in Alberta's economy and expand into emerging areas for new economic opportunities. The Hub, in partnership with [InnoTech Alberta](#), addresses critical issues relating to limited exposure of Alberta industry to cutting-edge heavy industry manufacturing technologies, support for industry to adopt manufacturing technologies, and addressing the need for improved efficiency, productivity, revenue growth, training and upskilling, and job creation/retention in Alberta. Through international engagement, market and technology surveys, and a focus on building research and technology deployment capacity, the Hub delivers targeted applications to industry and inclusive training and workforce development, connects manufacturing industry and experts in Alberta through targeted funded projects, and increased productivity to advance Alberta's manufacturing landscape.

The Program Advisory Committee of the AbAMI Hub provides specific and targeted advice, information, and ideas to support implementation of the three Hub pillars around (i) industry-informed research; (ii) technology deployment with industry; and (iii) manufacturing sector workforce development within the multitiered Hub governance structure. The Committee brings nuanced perspectives from academic research, industry innovation, and market gaps in manufacturing as they relate to the target technology market sectors of the Hub, such as conventional and renewable energy processes and systems; mining and materials extraction; construction, buildings, and infrastructure; and security, defence, and aerospace. These are all underpinned by integration of enabling technologies such as artificial intelligence (AI)-enabled controls, distributed sensing, part qualification and health monitoring, and diagnosis for networked autonomous manufacturing/fabrication tooling, systems, and part development and prototyping on an industry scale to support increased efficiency and productivity in manufacturing. The Committee members also advise and partner with the Hub and its participants on revenue generation activities and in the Hub's sustainability campaigns.

DEFINITIONS AND INTERPRETATION

- 1 In these terms of reference:
- (a) **Academic sector** means the part of the education system that is focused on research, teaching, and knowledge transfer, encompassing public and private higher education institutions, such as, but not limited to, universities, colleges, polytechnics, and institutes of technology;
 - (b) **Alberta Innovates** means a Canadian provincial crown corporation created and funded by the Government of Alberta, responsible for promoting innovation in the province, with wholly owned subsidiaries such as InnoTech Alberta and C-FER Technologies;
 - (c) **Confidential Information** means all information and material provided, in written, graphical or other tangible form, marked “Confidential”, or with similar legend clearly identifying the disclosing party’s proprietary interest or, disclosed orally. This will include information that is sensitive and could cause serious loss of privacy, competitive advantage, loss of confidence in AbAMI Hub and partner programs, or damage to partnership, relationships and/or reputation. Confidential information also includes highly sensitive personal information. Confidential information is available only to a specific function, group, or role;
 - (d) **Conflict of Interest** means a situation in which there is or may be perceived to be a divergence between the private financial benefit or financial interest or personal benefit of a person, family member, or an outside party, and that person’s obligations to the Program Advisory Committee, such that an impartial observer might reasonably question whether related actions to be taken or decisions made by the person would be influenced by consideration of the person’s own interests;
 - (e) **Executive Team** means the Executive Director, Deputy Executive Director, Scientific Director, Artificial Intelligence/Automation Director, and Industry Deployment Director, supported by a Hub Manager, as described in the Terms of Reference for the Executive Team;

- (f) **Industry Sector** means a broad classification of economic activity that groups together industries with similar characteristics or activities, such as manufacturing, energy, or technology; and
- (g) **Simple majority** means fifty-one percent (51%).

PART 1: PROGRAM ADVISORY COMMITTEE MEMBERSHIP AND COMPOSITION

Composition of the Program Advisory Committee

- 2** The Program Advisory Committee shall consist of:
 - (a) the Executive Team;
 - (b) the Director of the University of Alberta Centre for Energy and Mineral Processing, or delegate;
 - (c) the Director of the University of Alberta Construction Innovation Centre, or delegate;
 - (d) the Director of the University of Alberta Institute for Oil Sands Innovation, or delegate;
 - (e) the Director of the University of Alberta Centre for Applied Research in Defence and Dual-Use Technologies, or delegate;
 - (f) three (3) industry sector participants;
 - (g) one (1) non-University of Alberta academic sector participant;
 - (h) two (2) international participants;
 - (i) an Alberta Innovates representative; and
 - (j) additional members as determined by amendment of these Terms of Reference.

Member Nomination, Election, and Appointment

- 3** The Executive Director of the AbAMI Hub shall be the Chair of the Program Advisory Committee.
- 4** The Executive Director will:

- (a) have general responsibility over establishing the framework of the activities, business, and affairs of the Program Advisory Committee and implementing the outcomes, as needed; and
 - (b) chair all meetings of the Program Advisory Committee and shall be present either in person or by way of telephonic or other communication facility.
- 5** In the absence of the Executive Director, the Deputy Executive Director shall be the Chair of the Program Advisory Committee.
- 6** The industry sector participants shall have technical experience or expertise in, but not limited to, the advanced manufacturing; conventional and renewable energy processes and systems; mining and materials extraction; construction, buildings, and infrastructure; security, defence, and aerospace sectors, or any other sector that is a target technology market sector of the AbAMI Hub.
- 7** The non-University of Alberta academic sector participant shall have experience or expertise from their role in a post-secondary institution, including university, college, polytechnic, and institute of technology, with focus on research, technology deployment, workforce development, or any other activity defined by the AbAMI Hub and connected to any of the target technology market sectors of the Hub.
- 8** The international participants shall work primarily from an international location, outside of Canada. They shall have industry, academic, or government experience or technical expertise in the advanced manufacturing; conventional and renewable energy processes and systems; mining and materials extraction; construction, buildings, and infrastructure; security, defence, and aerospace sectors, or any other sector that is a target technology market sector of the AbAMI Hub. The international participants shall be assessed to safeguard against risks to research security, unauthorized disclosure of technology, and potential conflicts of interest or commitment, pursuant to the University of Alberta's [Researcher Security Screening Guidance](#).

- 9 The Alberta Innovates representative shall be an *ex officio* non-voting member of the Program Advisory Committee, nominated by Alberta Innovates.
- 10 The Executive Team members and the Directors of the University of Alberta Centre for Energy and Mineral Processing, the Construction Innovation Centre, the Institute for Oil Sands Innovation, and the Centre for Applied Research in Defence and Dual-Use Technologies shall be *ex officio* voting members of the Program Advisory Committee.
- 11 The Executive Director shall set the deadline date for submission of nominations and shall serve as the sole returning officer during election of members.
- 12 Any member of the Steering Advisory Board, the Executive Team, or the Program Advisory Committee may nominate candidates to serve as a member of the Program Advisory Committee by notifying the Executive Director in writing. The nominator shall confirm that the nominee agrees to stand for nomination.
- 13 Where the number of candidates nominated is less than or equal to the number of member vacancies to be filled, the nominees shall be acclaimed as members of the Program Advisory Committee. Where the number of candidates nominated exceeds the number of member vacancies to be filled, the Executive Director shall call an election of the Program Advisory Committee. Vacancies shall be filled by candidates receiving the highest number of votes.
- 14 Notwithstanding Paragraph 13, the Executive Director shall have sole discretion to appoint no more than one (1) additional member in order to allow for gender, race, geography, subject matter, or ideation diversity on the Program Advisory Committee, where such member may be selected from the industry, academic, or international sector. Such appointment shall be in addition to the member limits provisioned in Paragraph 2. The number of members appointed by way of this provision shall not be greater than one (1) at any time.

No Transfer

- 15** A member of the Program Advisory Committee may not transfer, in any way, their membership to any other natural or legal person.

Term of Membership

- 16** The terms of membership of the Alberta Innovates representative, the Executive Team members, and the Directors of the Centre for Energy and Mineral Processing, the Construction Innovation Centre, the Institute for Oil Sands Innovation, and the Centre for Applied Research in Defence and Dual-Use Technologies shall be for their terms of appointment.
- 17** For members, other than the Alberta Innovates representative, the Executive Team members, and the Directors of the Centre for Energy and Mineral Processing, the Construction Innovation Centre, the Institute for Oil Sands Innovation, and the Centre for Applied Research in Defence and Dual-Use Technologies, the term of membership shall be three (3) years.
- 18** Except *ex officio* members, no member shall have a term that is less than three (3) years.
- 19** A member may be appointed to serve more than two (2) consecutive terms.

Termination, Removal of Members, and Vacancies

- 20** A member ceases to be a member of the Program Advisory Committee, and a vacancy exists when:
- (a) the member resigns by way of written notice to the Chair;
 - (b) the member ceases to hold the role of Alberta Innovates representative, Executive Team member, or Director of the Centre for Energy and Mineral Processing, the Construction Innovation Centre, the Institute for Oil Sands Innovation, or the Centre for Applied Research in Defence and Dual-Use Technologies;
 - (c) a member is removed by the Chair, on the advice of the Steering Advisory Board or the Executive Team, or both, and a simple majority vote of the Program Advisory

Committee, for such reasons, including, but not limited to, wilful dereliction of duty, violation(s) of applicable code(s) of conduct or ethics, contravention of research security requirements, unauthorized disclosure of technology, or discipline penalty of suspension or dismissal from their professional roles, or any other equivalent reason that would initiate disciplinary proceedings; or

(e) the member's term ends.

- 21** When a member ceases to be a member of the Program Advisory Committee before the end of their term, the remainder of the term shall be cancelled.

PART 2: PROGRAM ADVISORY COMMITTEE MEETINGS

Purpose of Meetings

- 22** Meetings of the Program Advisory Committee shall be held to discuss business and matters related, but not limited, to advice, information, and ideas to support implementation of the AbAMI Hub pillars, provision of nuanced perspectives from academic research, industry innovation, and market gaps in manufacturing as they relate to the target technology market sectors of the Hub, revenue generation opportunities, and other matters as determined by the Executive Director and the Program Advisory Committee.

Format of Meetings

- 23** Whenever feasible, meetings of the Program Advisory Committee shall take place through facilitated workshop-style events.
- 24** The Chair, on the advice of the Program Advisory Committee, may, from time to time, call online or in person meetings with select members of the Program Advisory Committee to discuss business and matters that are specific to one target technology market sector or pillar of the Hub that falls within the expertise or experience of the selected members of the Committee.

- 25** The Chair shall take appropriate measures during online or in person meetings to ensure the security of any confidential or otherwise protected information.

Calling Meetings

- 26** Meetings of the Program Advisory Committee shall be held three (3) times per year and at such time and place as the Chair determines and with recommendations from the Program Advisory Committee members.

Notice

- 27** A written notice, delivered by email, shall be sent to each member at least thirty (30) calendar days prior to each meeting of the Program Advisory Committee, unless the date and location of the meeting have been determined previously and recorded in the minutes of that meeting.
- 28** The Chair shall employ reasonable efforts in good faith to deliver an agenda of the items to be transacted during the meeting and relevant documents, as needed, at least seven (7) calendar days prior to each meeting.

Meeting Procedures

- 29** The meetings shall be chaired by the Executive Director, or, in the absence of the Executive Director, the Deputy Executive Director, or delegate approved by the Executive Director.
- 30** The Chair may, from time to time, invite subject matter and other experts to attend meetings.
- 31** Minutes of the meetings shall be distributed to the members of the Program Advisory Committee or shall be disclosed to the Committee on a secure storage or hosting medium that is accessible to them no more than 21 calendar days after the meeting.

Quorum

- 32** No business will be transacted at a meeting of the Program Advisory Committee unless at least 60% of the voting members are present as a quorum for the meeting. If 60% constitutes a fraction, the higher number of voting members will be required for quorum. For clarity, the Chair shall be counted in quorum.
- 33** If a quorum is present at the opening of a meeting, the business of the meeting may proceed even if a quorum is not present throughout the meeting.
- 34** If a quorum is not present at a meeting within 15 minutes of the stated time of commencement of the meeting, the meeting shall be dissolved.

Voting

- 35** Where voting is required or determined by the Chair, each voting member of the Program Advisory Committee is entitled to one (1) vote at a meeting.
- 36** All matters shall be determined by a simple majority of the vote cast by the voting members present and who vote.
- 37** Votes at a meeting of the Program Advisory Committee may be cast by voting members present in person by a show of hands or by oral statement or by telephonic or other communication facility.
- 38** For clarity, voting by proxy shall not be permitted.
- 39** In the event of a tie, the motion or other matter will be considered defeated.
- 40** Members may participate in meetings by telephonic or other communication facilities that permit all persons participating to hear each other.

PART 3: GENERAL

Preamble and Schedules

- 41** The preamble and any schedules that are attached hereto and incorporated by reference shall be deemed to form an integral part of these terms of reference.

Special Member Duties

- 42** The Chair may, from time to time, assign special duties to the members of the Program Advisory Committee, including, but not limited to, developing, organizing, and leading targeted initiatives that have been approved by the Program Advisory Committee or leading information gathering exercises to inform Committee decisions. Acceptance of special duties will not be mandatory.

Subcommittees and Working Groups

- 43** The Program Advisory Committee, from time to time, may establish sub-committees or working groups and shall define the scope and authority of such sub-committees and working groups.

Scope and Authority

- 44** The Program Advisory Committee and its members will not have authority to enter into legally binding contracts with third parties on behalf of the AbAMI Hub or any institution or organization that is a member of the AbAMI Hub. The AbAMI Hub activities will be governed by academic institutional or funder policies or negotiated Specific Project Agreements among academic institutions, for-profit companies, not-for-profit organizations, or government agencies.

Confidential Information

- 45** Information classified as “confidential” and received by members of the Program Advisory Committee shall be treated as confidential and shall not be shared onward without the written approval of the Chair. Information may be shared with the team members of

Program Advisory Committee members who support their work on the Committee. The obligation regarding confidential information articulated in this paragraph shall apply to those team members of Program Advisory Committee members. Members shall accept personal responsibility to ensure that those on their team respect the confidentiality and security of any information shared with them for the purposes of supporting the AbAMI Hub. Members may be required to sign a confidentiality agreement.

- 46** When required, information classified as “confidential” shall be shared via secure transmission or hosting media.

Conflicts of Interest

- 47** All members of the Program Advisory Committee shall declare any real or perceived conflicts of interest. Declarations may be made in writing or verbally to the Chair, or during meetings. Regardless of the means of declaration, the individual declaring the conflict shall conduct themselves as if the conflict exists, until or unless the Chair determines otherwise.

Terms of Reference Amendments

- 48** The Terms of Reference may be amended by a resolution passed by a simple majority of the votes cast by the members of the Program Advisory Committee.
- 49** Notwithstanding Paragraph 48, minor editorial modifications may be made from time to time without a resolution of the Program Advisory Committee. Minor editorial modifications are mere mechanical edits that do not change the meaning of any provision, or which does not create new provisions in these Terms of Reference.
- 50** The Chair and the Program Advisory Committee shall conduct a review of the Terms of Reference from time to time as they determine to be proper.

Relationship to other Hubs, Centres, Institutes, Academic Institutions, or Organizations

- 51** The individual members of the Program Advisory Committee shall work in good faith with other hubs, centres, institutes, academic institutions, or organizations, as constituted or

incorporated, when coordinating activities, business, and affairs, as needed, to best serve the interests of the AbAMI Hub.