



~ DRAFT ~

Bow Basin Watershed Management Plan Technical Committee Terms of Reference

<u>Committee Name</u>	<input type="checkbox"/> Bow Basin Watershed Management Plan Technical Committee
<u>Committee Type</u>	<input type="checkbox"/> Project. Term specific.
<u>Chairperson</u>	<input type="checkbox"/> Al Sosiak (Chair & BRBC Member) <input type="checkbox"/> Sheena Majewski (Vice-Chair & BRBC Member)
<u>Purpose</u>	<input type="checkbox"/> To provide technical leadership in the development of Phase One of the BBWMP. Phase One will deal largely with water quality issues and specifically, the development of Water Quality Objectives.
<u>Authority / Responsibility</u>	<input type="checkbox"/> Reviewing historical, current, and future issues and trends in the Bow Basin that may affect surface water quality (and related topics such as land-use, groundwater, and water quantity). <input type="checkbox"/> Identifying desired outcomes. These outcomes will serve as the foundation of the overall planning process. <input type="checkbox"/> Identifying water quality objectives for critical rivers, reaches and/or tributaries. The WQOs will include thresholds (i.e., values not to be exceeded), targets (i.e., values to strive for longer-term), and associated timelines. These objectives, thresholds, targets and timelines will form the basis of a performance management system whereby progress will be able to be measured quantitatively (e.g., future BRBC State of the Bow Basin reports). <input type="checkbox"/> Recommend an <u>action plan</u> (including both regulatory and non-regulatory tools such as policy changes, best management practices, identification of future research priorities, etc.) and an <u>implementation plan</u> (including performance monitoring requirements, accountabilities for each identified strategy, timelines and priorities for implementation) to help meet the desired outcomes and the recommended WQO thresholds and targets. <input type="checkbox"/> Sharing TC findings and recommendations with groups at key points in the process (e.g., presentations to the SC, presentations at BRBC Forums). <input type="checkbox"/> Directing the activities of individuals assigned to assist the TC. <input type="checkbox"/> The TC reports to the BBWMP SC. The BBWMP SC reports to the BRBC BOD. Updates will be provided to the SC following each TC meeting. Additional updates may be requested by the SC or directly to the BOD at any time. <input type="checkbox"/> TC member(s) may be requested to present findings to the ERWMP SC, for Q&A purposes. <input type="checkbox"/> The TC will be responsible for agreeing on a Chair and Vice-Chair from their membership. <input type="checkbox"/> The Chair and/or Vice-Chair will be responsible for serving as a general spokesperson for the overall project (e.g., providing updates to the SC, providing updates at BRBC forums). <input type="checkbox"/> The TC will be responsible for the formation of TC Working Groups (WG) as required to meet project priorities. <input type="checkbox"/> TC individuals will be responsible for reviewing materials and providing input in the timelines provided. <input type="checkbox"/> The TC will be responsible for identifying resource needs and forwarding these requests to the BBWMP SC for further action. The BRBC will be responsible for hiring contractors as required. <input type="checkbox"/> The TC acknowledges that materials prepared by the BBWMP TC will be used by the BBWMP SC in the development of the BBWMP, the Elbow River Watershed Partnership in the development of the Elbow River Watershed Management Plan (ERWMP), and the Nose Creek Watershed Partnership in their current and/or future planning initiatives. <input type="checkbox"/> The TC Project Coordinator will be responsible for working with the TC to move the process forward, facilitating all meetings (if requested), and preparing all necessary materials for the meetings (e.g., agendas, discussion papers, draft reports, etc.).
<u>Decision-Making</u>	<input type="checkbox"/> Quorum is considered 51% of the confirmed TC membership list. <input type="checkbox"/> Meetings can proceed with less than quorum, although highly significant decisions can only proceed when quorum is present. The Chair and/or Vice-Chair will be responsible for making the final decision on which decisions are considered highly significant. <input type="checkbox"/> The TC will strive for consensus in decision-making. <input type="checkbox"/> In the event that consensus is not reached, <ul style="list-style-type: none"> o a vote will be held using a show of hands o dissenting opinions will be recorded upon request.
<u>Timeframe</u>	<input type="checkbox"/> Meetings will be held as necessary to complete the project within the suggested timeline.

Bow Basin Watershed Management Plan - Phase One

SC = Steering Committee, TC = Technical Committee, TOR = Terms of Reference, BOD = BRBC Board of Directors

Page 1 of 2

~ DRAFT ~

<u>Reporting and Deadlines</u>	<ul style="list-style-type: none"> <input type="checkbox"/> Meetings will be held on the second Friday of each month from 9:00 AM – 2:30 PM. If the meeting is scheduled on a holiday, the meeting will be rescheduled. <input type="checkbox"/> Members who are unable to attend the meeting can participate via teleconference. <input type="checkbox"/> Meetings will be cancelled if there is insufficient agenda. <input type="checkbox"/> Meeting minutes will be adopted at the next TC meeting and posted on the BRBC website within two weeks. The proposed timeline assumes a work period of approximately 12 months for the TC to complete the bulk of their work (commence initial work in May 2006 and finish bulk of work by June 2007). <input type="checkbox"/> The WMPs will then undergo a series of revisions based on internal and external stakeholder consultation leading to the development of the final plan. Further meetings will be required as stakeholder input is compiled.
<u>Composition</u>	<ul style="list-style-type: none"> <input type="checkbox"/> Membership will reflect the diversity, experience and knowledge needed to ensure that the appropriate expertise is sufficient to meet the mandate of the committee. <input type="checkbox"/> Membership will also include alternate member designations for those occasions when the main designate is not able to participate. The alternate designate will only be allowed to vote when the main designate is absent. Alternates must be informed and ready to participate. <input type="checkbox"/> Membership of the voting members will be reviewed as necessary by the BBWMP TC, BBWMP SC and the BRBC BOD. <input type="checkbox"/> The TC may invite guests to the meeting or may grant individuals observer status as appropriate. <input type="checkbox"/> Interested individuals can be added to the TC distribution list as CC's. If these individuals would like to provide comments, they should respond directly to the Chair of TC (as opposed to responding to the entire TC). <input type="checkbox"/> Members (or alternatives) are expected to attend meetings. If a member (or alternate) misses two meetings without notice, they will be contacted by the Chair to confirm continuing participation. <input type="checkbox"/> To the best of their ability, membership is accountable to and from their constituent body. <input type="checkbox"/> Membership is composed of the following individuals (alternate in brackets): <ul style="list-style-type: none"> o Al Sosiak (Chair)(Alberta Environment, Water Quality) o Cathy Ryan (University of Calgary, Angus Chu - Alternate) o John Jagorinec (City of Calgary) o Jamie Dixon (City of Calgary - Non-Voting Member) o Barry Kobryn (BRBC - Non-Voting Member) o Francine Forrest (Alberta Environmentally Sustainable Agriculture & Alberta Agriculture and Food) o Gerald Ontkian (Alberta Agriculture and Food) o J.P. Bechtold (Golder Associates) o Matthew Coombs (Brian Hills)(Alberta Environment, Performance Measures) o Shelley Humphries (Charlie Pacas, James Murphy) (Parks Canada) o Travis Ripley (Fisheries, Alberta Sustainable Resource Development) o Sheena Majewski (Vice-Chair)(Fisheries and Oceans Canada)(Dave Evans – Alternate) o Fay Westcott (Clearwater Environmental Consultants) o Richard Barss (Municipal Planner) o Brian Meagher (Trout Unlimited.) o Willis Fox (First Nations Observer) o Earl Wilson (Eastern Irrigation District) o Wendell Koning (Alberta Environment - Non-voting member.) o Mike Murray (BRBC Administrator - Non-voting member.) o Rob Wolfe (AENV Senior Planner. BBWMP Project Coordinator - Non-voting Member) o Monique Dietrich (Alberta Environment, ERWP Liaison - Non-Voting Member). <input type="checkbox"/> It is anticipated that there will be twelve half-day meetings per year with additional meetings scheduled during peak periods as necessary (by agreement of the TC). Participation on the TC is voluntary. The anticipated term of TC membership is 18 months. <input type="checkbox"/> In the event that an individual or organization is unable to participate for any reason, a written response outlining the circumstances should be provided to the Chair.
<u>Resources Required</u>	<ul style="list-style-type: none"> <input type="checkbox"/> BRBC staff will be responsible for coordinating all physical logistics for the meetings, workshops, open houses, recording meeting notes, maintaining BBWMP website, distribution lists, contact with external stakeholders (e.g., signatories), and responding to media requests. Other specific tasks may be requested by the TC as the project evolves. <input type="checkbox"/> Expenses: <ul style="list-style-type: none"> o Hosting: \$600 o Technical Review of Near-Final Draft BBWMP: \$5000 o Total: \$5600 o Participating agencies are sharing the costs for lunch. o Meeting rooms provided free of charge.
<u>Approval Date</u>	<input type="checkbox"/> March 16, 2007
<u>Review Date</u>	<input type="checkbox"/>