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Bow Basin Watershed Management Plan Steering Committee Terms of Reference

<u>Committee Name</u>	<input type="checkbox"/> Bow Basin Watershed Management Plan Steering Committee
<u>Committee Type</u>	<input type="checkbox"/> Project. Term specific.
<u>Chairperson</u>	<input type="checkbox"/> Gloria Wilkinson (Chair & BRBC BOD Member) <input type="checkbox"/> Chris Vermeeren (Vice-Chair and BRBC BOD Member)
<u>Purpose</u>	<input type="checkbox"/> To provide strategic 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"/> The SC will be responsible for overseeing the development of the TOR and the first phase of the BBWMP through the various stages (e.g., initial planning phases, stakeholder involvement, draft recommendations, public review of draft recommendation, final recommendations, and where possible, helping to promote implementation of recommendations). <input type="checkbox"/> The SC will be responsible for directing the activities of the assigned BBWMP Project Coordinator. <input type="checkbox"/> The BRBC will responsible for hiring contractors as requested by the BBWMP SC to meet project priorities. All contracts will be vetted through the BRBC BOD for approval. <input type="checkbox"/> The SC will be responsible for the formation of BBWMP Working Groups as required to meet project priorities. <input type="checkbox"/> The SC will work closely with other BRBC Committees to help fulfill its mandate and enhance linkages. <input type="checkbox"/> The BBWMP SC provides strategic planning and direction to the overall project. <input type="checkbox"/> The Project Coordinator will be responsible for moving the process forward, facilitating all meetings, and preparing all necessary materials for the meetings (e.g., agendas, discussion papers, draft reports, etc.). <input type="checkbox"/> The SC will be responsible for electing a Chair and Vice-Chair from their membership on an annual basis. <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 at BRBC forums). <input type="checkbox"/> The SC will be responsible for the formation of BBWMP Working Groups (WG) as required to meet project priorities. To meet specific needs, WG membership can include representation from both BBWMP SC members, individuals assigned by SC members, and other BRBC members. Working Groups will be disbanded once their task is completed. New Working Groups can be formed at any time. <input type="checkbox"/> The SC will be responsible for reviewing materials and providing input in the timelines provided. <input type="checkbox"/> The SC is responsible for reviewing products of the BBWMP TC. <input type="checkbox"/> The SC is responsible for identifying resource needs and forwarding these requests to the BRBC BOD for further action. The BRBC will be responsible for hiring contractors as required. <input type="checkbox"/> The SC 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 the current and/or future planning initiatives. <input type="checkbox"/> The SC reports to the BRBC BOD. Quarterly updates will be provided. Additional updates can be requested by the BOD at any time.
<u>Decision-Making</u>	<input type="checkbox"/> Quorum is considered 51% of the confirmed SC 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 SC will strive for consensus in decision-making. <input type="checkbox"/> In the event that consensus is not reached, <ul style="list-style-type: none"> ○ a vote will be held using a show of hands ○ dissenting opinions will be recorded upon request.
<u>Timeframe, Reporting and Deadlines</u>	<input type="checkbox"/> Meetings will be held on the second Monday of each month from 9:00 AM – 12:00 PM at the Department of Fisheries and Oceans office. If the meeting is scheduled on a holiday, the meeting will be held on the second Tuesday of each month. <input type="checkbox"/> The following exceptions apply. For the months of September, December, March and June, the meetings will be held on the second Wednesday of each month from 4:00 PM – 7:00 PM at TransAlta. <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.

Bow Basin Watershed Management Plan - Phase One

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

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	<input type="checkbox"/> Meeting minutes will be adopted at the next SC meeting and posted on the BRBC website within two weeks. <input type="checkbox"/> A final draft of BBWMP Phase One is anticipated for BRBC BOD approval in November 2007.
<u>Composition</u>	<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 annually by the BBWMP SC and the BRBC BOD. <input type="checkbox"/> The SC may invite guests to the meeting or may grant individuals observer status as appropriate. <input type="checkbox"/> Interested individuals can be added to the SC distribution list as CC's. If these individuals would like to provide comments, they should respond directly to the Chair of SC (as opposed to responding to the entire SC). <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"/> SC members will formally report on communication with their respective agencies at every third meeting corresponding with the BRBC quarterly forum. <input type="checkbox"/> Membership is composed of the following individuals (alternate in brackets): <ul style="list-style-type: none"> o Hugh Pepper (Upstream Municipalities) o Sheikh Javed Ahmed (Municipal District of Rocky View) o Rick Blackwood (Alberta Sustainable Resource Development) o Heinz Unger (John Groeneveld) (Environmental Groups) o Shaun Quinn (Alberta Infrastructure and Transportation) o Danielle Droitsch (Meghan Beveridge) (Environmental Groups) o Rob Wolfe (Heather Sinton) (Alberta Environment) o Roger Hohm (Alberta Agriculture, Food and Rural Development) o Sheena Majewski (Dave Evans) (Department of Fisheries and Oceans) o Richard Phillips (Irrigation Districts) o Paul Fesko (John Jagorinec) (City of Calgary) o James Guthrie (Industry) o Lydia Hill¹ - (David Bearspaw²) (Litigation Research Consultant (Stoney First Nation)) o Bryce Starlight (Tsuu T'ina First Nation) o Shirley Pickering (Highwood Public Advisory Committee) o Mark Bennett³ (Nose Creek Watershed Partnership – Non-Voting Member) o Gloria Wilkinson (Chair)(Elbow River Watershed Partnership) o Chris Vermeeren (Vice-Chair) (Downstream Municipality) o Tracy Scott (Ducks Unlimited) o Mike Murray⁴ (Non-Voting Members - BRBC) o Bill Berzins⁵ (Non-Voting Member – AWC & BRBC) <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>	<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 Communication Expertise and Products: \$20,000 o Public Involvement Expertise and Hosting (e.g., Open Houses, Web-Based Responses): \$60,000 o Collaboration Expertise and Workshops (Facilitation and Hosting): \$60,000 o Total: \$140,000 o Meeting rooms provided free of charge.
<u>Approval Date</u>	<input type="checkbox"/> March 16, 2007
<u>Review Date</u>	<input type="checkbox"/>

¹ Requested to be Observer

² Requested to be Observer

³ BRBC Executive Director – Non-voting Member

⁴ BRBC Administrator – Non-voting Member

⁵ BRBC Chair – Non-voting Member