



Technical Committee Terms of Reference

Objective: To set Terms of Reference for the SEAWA Technical Committee, as approved by the SEAWA Board of Directors.

Context: The Technical Committee acts as the Steering Committee to provide direction in the development of technical and scientific projects of SEAWA. It also provides advice or comments on policy documents or initiatives that may require technical or scientific input.

Authority: The Technical Committee derives its Authority through delegation of responsibilities from the SEAWA Board, through these Terms of Reference, and through passed motions.

Name: SEAWA Technical Committee

Type: This Committee is: standing

Purpose:

To provide direction as the Steering Committee of any SEAWA project that is technical or scientific in nature including the State of the Watershed (SoW) Report, the Integrated Watershed Management Plan (IWMP), bio-chemical-physical watershed studies (e.g. water quality monitoring, etc.), ecosystem restoration and enhancement, and any other such similar project.

To help develop and review grant applications for projects and their associated Request for Proposals, and the selection of a project proposal and contractor.

To provide advice or comments on policy documents or initiatives requested by the Government of Alberta, Watershed Planning and Advisory Councils, Water for Life partners, and other watershed partners, that may require technical or scientific input from SEAWA.

To provide advice or comments on SEAWA policies that may require technical or scientific input.

Responsibilities:

Fulfill the Purpose as stated above.

Elect a Chair and Vice-Chair from their membership for a two-year term. The Chair and/or Vice-Chair will be responsible for providing updates to the SEAWA Board.

Work closely with other SEAWA committees such as the Communication Committee and other committees as required.

Bring forward any suggestions for expertise (for inclusion on the Committee or for consultation) or other resource needs to the Technical Committee.

Hold Technical Committee meetings or meetings with other committees as required.

Decisions:

Decisions of the Committee will be by consensus. If not possible, decisions will be moved forward as identified in SEAWA's bylaws. Dissenting opinions will be recorded upon request.

A quorum is considered to be 50% plus 1 of the confirmed Committee membership. Meetings can proceed with less than quorum, although decisions can only be made when quorum is present.

All recommendations or decisions of the Technical Committee require approval of the SEAWA Board of Directors.

Composition:

The Committee will include those who have a thorough understanding of the water resource, ecosystems and/or the bio-physical characteristics of the area within the SEAWA watershed boundary; and risks and pressures on the watershed .

Membership in the Technical Committee and associated working groups may vary by project.

Committee members should expect a commitment of two years.

The Committee will adopt the Basic Philosophies, Core Values and Guiding Principles of SEAWA. It is each member's responsibility to conduct him or herself accordingly.

The SEAWA Executive Director is a Committee member. Based on the current SEAWA staff capacity, the Executive Director is also the Project Manager.

Meetings:

Members will exercise good meeting etiquette: engaged listening, open, honest communications, and respect for each other. Members are expected to attend meetings regularly and to provide relevant, timely and accurate information for the Committee's consideration.

Sound meeting management will be followed. A SEAWA staff will record minutes (including actions and decisions) in a succinct and unbiased manner, and they will be distributed in a timely manner. Meeting minutes will be approved at the following Committee meeting.

Agenda will be prepared by the Executive Director or the Project Manager and Committee Chair. Draft agenda will be circulated to the members for comment one week prior to meetings.

Meetings will be held as workload and availability dictates.

Members who are unable to attend the meeting should inform the Executive Director, Project Manager, or Chair as soon as possible. Alternative forms of attending (i.e., teleconferencing) will be offered if available.

Resources Required:

SEAWA staff will be responsible for coordinating all logistics for meetings and ensuring meeting notes are recorded.

Financial resources will be allocated as indicated in the SEAWA budget, grants and contractual agreements. All financial resource requirements will be proposed to and approved by the SEAWA Board.

Approval Date: November 19, 2016

Review Date: November 8, 2016. Review of these Terms of Reference will be done annually.