

**Integrated Watershed Management Plan (IWMP)
Steering Committee
Terms of Reference**

September 2005

PURPOSE

The purpose of the IWMP Steering Committee is to provide direction to the Working Group, Regional Advisory Committees (RAC's) and the Technical Advisory Committees (TAC's) on all matters pertaining to the IWMP process consistent with the goals and objectives of the Integrated Watershed Management Plan Terms of Reference (attached).

The IWMP Steering Committee is responsible for:

- Approving the Terms of Reference for the Regional Advisory Committees.
- Identifying potential members of and approving the Terms of Reference for work that will be undertaken by any Technical Advisory Committee of the IWMP.
- Ensuring that the preparation of the IWMP is done in consultation with the stakeholders and meets local and regional needs.
- Setting target dates and deliverables for the completion of the IWMP.
- Reporting on progress to the NSWA Board of Directors and membership through the preparation and dissemination of IWMP status reports.
- Advancing the IWMP for the North Saskatchewan watershed in Alberta for approval by the NSWA Board of Directors who will then be responsible for submission of the IWMP for approval to the Director.

COMMITTEE COMPOSITION

To be composed of not more than sixteen NSWA members resident or with jurisdiction in the North Saskatchewan watershed in Alberta representing the following:

- 1 representative from the oil and gas industry
- 1 representative from the forestry industry
- 1 representative from the agriculture industry
- 1 representative from rural municipal government (Elected Official or administration)
- 1 representative from urban municipal government (Elected Official or administration)
- 1 representative from Alberta Environment
- 1 representative from federal government
- 1 representative from provincial government
- 1 representative from the Métis Nation
- 1 representative from First Nations
- 1 representative from a tourism/recreation organization
- 1 representative from an education/research institution
- 1 representative from a public health organization
- 1 representative from a non-government conservation organization
- 1 representative from a water/wastewater utility
- 1 representative from the largest water allocation in the watershed

COMMITTEE SELECTION

The NSWA manager will solicit applications from the NSWA membership for participation in the Steering Committee. The applicant will be asked to submit a letter of interest that includes a short biography stating experience and/or interests in watershed planning, the name of the stakeholder group they intend to represent and three letters of support for the applicant from other organizations or individuals who could represent the same stakeholder sector.

If there is more than one suitable* applicant for a particular stakeholder sector, the representative will be chosen amongst those nominated to represent their particular sector. If an applicant is not selected for the Steering Committee, then they will be considered for a role in another IWMP committee. Both funding and non-funding organizations of the NSWA are encouraged to participate.

COMMITMENT

Steering Committee members are committed for a minimum of three-years and will be asked to re-state their commitment at the beginning of each year. After three years they are able to rotate out of the Steering Committee if they so wish. After three years the Steering Committee representative should check back with others in their sector to ensure the sector is satisfied with their representation. If there is a change in the situation of the Committee member – i.e., not re-elected, change in employment, etc. then they should notify the Committee.

If a Steering Committee member misses 3 consecutive meetings (this does not include those times that an alternate is sent) that they be asked to leave the Committee by letter from the NSWA Board of Directors.

SPOKESPERSON

Depending on the type of event that requires a spokesperson, an individual who is most appropriate will be selected by consensus by the Steering Committee. For example, if there is a forestry-related event, the forestry sector representative of the Steering Committee may be selected to be the spokesperson of the Steering Committee for that event.

MEETINGS

Meetings will be held bi-monthly or, as required. An elected, rotating chairperson with a one-year term will prepare the meeting agendas and co-run the IWMP Steering Committee meetings in collaboration with the IWMP Project Coordinator. Each chairperson must represent a different sector or stakeholder group than that previous represented. Meetings will be held at a location to be determined.

* A "suitable" applicant is defined as an individual who agrees to the terms set out on the Terms of Reference for the North Saskatchewan Integrated Watershed Management Plan and to the Vision and Goals set by the North Saskatchewan Watershed Alliance with a specialty or interest in watershed management planning in the North Saskatchewan River watershed in Alberta.

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The IWMP Coordinator and Steering Committee Chairperson will prepare and circulate the meeting agenda one week before the meeting date. Meeting minutes will record decisions, outcomes and actions and will be circulated to committee members in a timely manner. The IWMP Coordinator and NSWA Manager will attend the Steering Committee meetings. The Coordinator will be responsible for recording and circulating meeting minutes.

DECISION MAKING AND REPORTING

Decisions and recommendations will be made by consensus. In the case that consensus cannot be reached, decisions will be made through a majority vote provided quorum is present. Each committee member has one vote. Quorum shall consist of half + 1 of Steering Committee members. The Steering Committee is responsible for reporting IWMP progress to the NSWA Board of Directors and the NSWA membership.

RESOURCES

The Committee may call upon the resources of the NSWA membership or other funding bodies to support the IWMP process. Compensation of \$50 per meeting plus reimbursement of travel expenses of \$0.41/kilometer (if traveling more than 30 kilometers to and from a meeting) will be provided to each Steering Committee member belonging to a community or non-profit organization that does not normally cover travel expenses. Receipts for meals, hotel costs, etc. should be submitted to the NSWA following the meeting. Carpooling is encouraged.