

Sturgeon River Watershed Alliance
Technical Advisory Committee
Terms of Reference
April 15, 2015

PURPOSE

The Sturgeon River Watershed Alliance Technical Advisory Committee (TAC) has the following objectives:

- to provide technical advice and support to the Steering Committee
- to address data gaps identified in the *Sturgeon River State of the Watershed Report*
- to build on the findings of the *Sturgeon River State of the Watershed Report* by developing a management plan for the Sturgeon River Watershed
- to provide project findings, recommendations and advice on implementing the Sturgeon River Watershed Management Plan to the Steering Committee

MEMBERSHIP

The Sturgeon River Watershed Alliance Technical Advisory Committee (TAC) will consist of one staff or elected official representative from each member municipality and one representative from each member First Nations Reserve. Industry representatives, non-governmental organizations and learning institutions will be asked to participate as non-voting members. The participation of elected officials will be from those municipalities where there are limited staff resources available to participate on the TAC.

Representatives from provincial and federal governments (e.g. Alberta Environment and Sustainable Resource Development; Alberta Agriculture and Rural Development; Alberta Transportation, or other ministries) will be invited to participate and provide expertise to the TAC. Representatives from the North Saskatchewan Watershed Alliance (NSWA) will participate to provide technical advice to the TAC.

Membership is determined annually, with requests for representatives sent from the Technical Advisory Committee Chair to all member municipalities in September/October, to allow time for council committee appointments in November. Stakeholders must declare active or informed membership status prior to the first meeting of the year.

Since not all municipalities in the watershed are able to participate due to various constraints, a second membership category will include "Informed Members", who will receive information and updates about the Alliance and can choose to participate in future if resources permit. A membership schedule listing active and informed members will be prepared annually.

VOTING

Quorum shall consist of 50% + 1 of the TAC members based on confirmed active membership. An NSWA representative will serve as an interim chair for the TAC until such time as the committee is able to transition a municipal TAC member into this role. A new chair will be elected annually after that point.

Every reasonable effort will be made to achieve consensus in decisions and recommendations. Where consensus cannot be reached, decisions and recommendations of the TAC will be made by simple majority vote provided that a quorum of members is present. Voting can also be submitted electronically through email in times when a decision is required quickly but quorum cannot be reached. Dissenting votes will be noted and recorded.

MEETINGS

Meetings of the Sturgeon River Watershed Alliance Technical Advisory Committee will be held on a monthly basis. TAC members will also be expected to attend all Steering Committee meetings.

The North Saskatchewan Watershed Alliance (NSWA) will provide administrative support and will house the official records.

TECHNICAL ADVISORY COMMITTEE ROLES AND RESPONSIBILITIES

- prepare and submit SC meeting materials 3-4 weeks in advance of the next meeting
- provide technical support and advice to the Steering Committee and municipal councils
- address findings and recommendations of the *Sturgeon River State of the Watershed Report*
- address data gaps from the *Sturgeon River State of the Watershed Report*
- report progress on achievements and successes after key milestones
- complete stakeholder consultation for the watershed management plan
- develop the watershed management plan
- monitor and evaluate the outcomes of the plan
- develop an implementation plan and provide support for implementation
- ensure the SRWMP supports the overalls goals of the *North Saskatchewan River Integrated Watershed Management Plan*
- prepare subcommittee briefings for Steering Committee