



Technical Committee Terms of Reference February 2015

1. Name and Type of Committee

The Technical Committee is a standing committee of the Athabasca Watershed Council (AWC-WPAC) Board of Directors.

2. General Purpose

The purpose of the Technical Committee is to improve understanding and knowledge of the state of the Athabasca watershed, in support of an Integrated Watershed Management Plan (IWMP), and in support of the AWC-WPAC vision, mission and values.

Vision: The Athabasca watershed is ecologically healthy, diverse and dynamic.

Mission: The Athabasca Watershed Council promotes, fosters respect, and plans for an ecologically healthy watershed by demonstrating leadership and facilitating informed decision-making to ensure environmental, economic and social sustainability.

Values:

- We value integrity, trust, and transparency.
- We respect all points of view.
- Water is a blessing and gift and is essential for the environment, society, the economy and the spirit.
- We respect the environment and people.
- We believe in consensus decision making.
- We respect economic necessities.
- We value a high standard of achievement and conduct in the Athabasca Watershed Council.
- We value ecological health as foundational to all life.
- We value timely responses to issues.
- We value and respect the aboriginal communities, culture, and knowledge in the Athabasca watershed.
- We value inclusivity.
- We value creativity, innovation, and risk taking.
- We are responsible and accountable to all members.
- We are purpose driven.

3. Duties and Responsibilities

- Provide support and recommendations to the AWC-WPAC Board of Directors.
- Propose criteria for technical reports and submit to the Board for approval.
- Guide preparation of project Requests for Proposals and Expressions of Interest.
- Provide direction to projects within the approved scope and budget.

- Ensure that project deliverables are completed as per required timelines.
- Review Terms of Reference and resulting technical reports and submit to Board for approval.
- Support the board through acquisition of required information and development of knowledge.
- Support information-sharing with stakeholders to the extent possible, and respect intellectual property rights.
- Participate in conferences, forums, workshops, webinars or other opportunities relevant to the development of technical reports and watershed management planning, and share information with the board.
- Assist the board in development of an IWMP Terms of Reference.
- Guide the provision of gap analysis
- Prioritize technical work.
- Advise on linkages and coordination between research, monitoring and modelling needs within the Athabasca Watershed.
- Operate with respect and support for AWC-WPAC IWMP strategic planning processes and outcomes.

4. Composition and Appointments

- Committee members must be AWC-WPAC members.
- Based on expertise relevant to current projects, the Committee invites scientific or technical advisors to join the Committee.
- Scientific advisors outside of the committee may provide expertise and advice to the committee.
- The Board of Directors approves appointments of members to the Committee, and these appointments are reviewed annually.
- The Committee selects one (1) Chair or two (2) Co-Chairs from among the AWC-WPAC Directors on the Committee.
- Committee members are encouraged serve minimum one (1) year terms.
- All sectors of the AWC-WPAC Board are encouraged to be represented on the Technical Committee.

5. Meetings

- Face to face meetings and teleconferences occur as needed.
- Meetings are called by the Chair or Co-Chair, and will also be called by the Chair or Co-Chair upon request in writing from any two committee members.

6. Financial and Staff Resources

- Funding is approved by the Board in the budget and Operational and Project Plans.
- Administrative staff provides support.

7. Accountability

- Provide committee updates for review and discussion at each Board of Directors meeting.
- Ensure that project status reports and invoices are submitted to funders as required.
- Meeting minutes are recorded and distributed to committee members and the board.
- Ensure that approved minutes are available to the public via the web site.
- Ensure that project reports and status updates are available to the public via the web site.
- Document accomplishments in the AWC-WPAC Annual Report.
- Announce project completions and results at the Annual General Meeting.

8. Terms of Reference Review

- Review annually and if required submit revisions to the Board of Directors for approval.