



Lesser Slave Watershed Council
Integrated Watershed Management Plan
Steering Committee Terms of Reference

Document Version: 1.1

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APPROVALS

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Sept. 5th, 2014	1.1	Meghan Payne, LSWC Executive Director	

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1. BACKGROUND

As mandated by AESRD, the Lesser Slave Watershed Council has commenced the development of an Integrated Watershed Management Plan (IWMP) for the Lesser Slave Watershed. Integrated Watershed Management is a comprehensive approach to managing water and land resources. This involves looking at what affects the health of rivers/streams, wetlands, and riparian areas, particularly in relation to water quality and quantity. It combines local and scientific knowledge of watersheds in environmentally, socially and economically sustainable ways; bringing scientists together with the people who live and work in a watershed, to identify watershed issues and goals, and to develop and implement plans for improving watershed management.

The purpose of the Integrated Watershed Management Plan is to provide guidance to decision makers, natural resource managers, and all users and resident of the area regarding land and water resources within the Lesser Slave Watershed planning area.

2. ROLE OF THE LESSER SLAVE INTEGRATED WATERSHED MANAGEMENT PLAN STEERING COMMITTEE

The Steering Committee acts on behalf of the Board of Directors to oversee the development of a Terms of Reference for the IWMP and to oversee the completion of the various stages of the IWMP (i.e., initial planning, stakeholder involvement, draft recommendations, public review, final recommendations). Upon completion of the IWMP, the Steering Committee will disband. Membership in this committee includes sectors that most closely regulate, use, affect or are affected by the water resources and aquatic ecosystem health.

The purpose of these Terms of Reference is to ensure that Steering Committee members are aware of expectations, responsibilities and roles. These Terms of Reference should be reviewed regularly and revised as needed.

The role of the Steering Committee is as follows:

- Outlines the strategic direction and coordinates the actions required to implement the IWMP project. The Steering Committee is responsible for awarding and managing project-related contracts within the budgets assigned to them.
- Identifies potential members relevant to the different phases and/or working committees as required throughout the project.
- Engages in public awareness activities, identifies joint opportunities, and facilitates the sharing of information and collaborative work to best utilize resources and enhance linkages.
- Ensures that the preparation and implementation of the IWMP is done in consultation with local and regional stakeholders.
- Forms working committees, as required, to meet project deliverables. The Steering Committee creates and approves the Terms of Reference for all working committees.
- Works closely with other committees and groups to identify priorities in the watershed.
- Sets target dates and deliverables for the completion of the IWMP. Reviews materials and provides input within the timelines provided.
- Reports on progress to the Board and its members.
- Identifies any resource needs and forwards these requests to the Board for further action and approval
- Monitor risks, quality and timeliness and provide course corrections, as needed

- Follow all Board governance documents, such as bylaws, policies, procedures, and forms.

3. RESPONSIBILITIES OF THE STEERING COMMITTEE CHAIR

The Steering Committee Chair is the committee leader. Should the Chair be unable to attend a meeting, the Vice Chair or an elected chairperson will serve as meeting Committee Chair. Note that the Project Manager should not serve as Committee Chair in the absence of the Chair.

The duties of the Chair are to encourage each member's participation in discussions and decision-making and to represent and serve as the official Steering Committee spokesperson. The individual responsibilities of the Steering Committee Chair are as follows:

- Approves the agenda for each meeting.
- Ensures that agendas and supporting materials are delivered to members in advance of meetings.
- Makes the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting.
- Clarifies and summarizes what is happening throughout each meeting.
- Keeps the meeting moving by putting time limits on each agenda item and keeping all meetings focused.
- Encourages broad participation from members in discussion by calling on different people.
- Ends each meeting with a summary of decisions and assignments.
- Follows up with consistently absent members to determine if they wish to discontinue membership.
- Finds replacements for members who discontinue participation.

4. RESPONSIBILITIES OF STEERING COMMITTEE MEMBERS

Steering Committee members are responsible for acting in the best long-term interests of the LSWC and its projects. They will provide an inclusive perspective, broad knowledge, and informed decision-making.

Individual Steering Committee members have the following responsibilities:

- Take a genuine interest in the project's outcomes and overall success.
- Understand the goals, objectives, and desired outcomes of the project.
- Understand and represent the interests of their individual sectors and liaise with members of the sectors regarding the project.
- Act on opportunities to communicate positively about the project.
- Check that the project is making sensible financial decisions –in responding to issues, risks and proposed project changes.
- Check that the project is aligned with the organizational strategy as well as policies and directions across government as a whole.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other Steering Committee documents.
- Support open discussion and debate, and encourage fellow Steering Committee members to voice their insights.

5. GENERAL

5.1 Membership

The table below lists the membership of the Steering Committee. The Steering Committee is appointed by the LSWC Board of Directors.

The Steering Committee will be composed of 11 members (not including the Project Manager), all representing different interests within the watershed. Members of the Steering Committee can not include the Project Manager or project team members. As a governance body, the Steering Committee must be made up of people who are not working on the project and can therefore provide an objective assessment of whether or not a project is progressing successfully.

However, it is common for the Project Manager to attend Steering Committee meetings to present information and answer questions. Other team members may attend as well if they are presenting a report, taking minutes, or providing other administrative or logistical support to the Steering Committee.

Members of the Steering Committee should be selected based on their specialist knowledge, ability to represent the interests of stakeholders, and ability to help resolve issues the project may face.

Sector	Name
Project Manager	Meghan Payne, Executive director
LSWC Chair	Tammy Kaleta
Environment and Parks	Jamie Bruha (Laura Johnson_
MD of Big Lakes	Robert Nygaard (Ron Matula)
MD of Lesser Slave River	Brad Pearson (Brian Rosche)
First Nations	Edna Willier
Town of High Prairie	Michael Long (Brian Panasiuk)
Town of Slave Lake	Tyler Warman (Mark Missal)
Oil and Gas Industry	Bob Popick
Forest Industry	Todd Bailey (George Gross)
Agriculture	Claude Smith
Member at Large	Tony McWhannel (Bob Jackle)

5.2 Quorum and Decision-making

5.2.1 Quorum

A minimum number of Steering Committee members (or their alternates) are required for decision-making purposes. Quorum will be reached when one-half + one of the Steering Committee members are present.

5.2.2 Decision-making Process

The Steering Committee will operate on a collaborative basis and group consensus will be the foundation on which decisions are made. In the case that consensus cannot be reached after a concerted effort, decisions will be made through a majority vote provided a quorum is present. Each committee member has one vote. The Steering Committee is responsible for reporting IWMP progress to the Lesser Slave Watershed Council membership through the Executive Director.

5.3 Meeting Participation & Frequency

Steering Committee meetings are limited to the participation of Steering Committee members and their alternates. The Steering Committee will meet at dates and times convenient to its members. Meetings will occur at least monthly, but may be more frequent if necessary for project progression. If a Steering Committee member misses three consecutive meetings, they may be asked to leave the Committee by letter from the Board of Directors.

5.4 Agenda, Minutes, and Decision Papers

A package will be sent to members via email three to five business days in advance of a Steering Committee meeting. This package will include the following:

- An agenda for the upcoming meeting.
- Minutes of previous meeting(s), including a decision log.
- A progress report for the project.
- Any other documents/information to be considered at the meeting.

5.5 In Camera Sessions

An in camera session within a meeting can be held when addressing legal, land, or labour issues.

5.6 Reporting

The Chair of the Steering Committee is responsible for reporting to the Board of Directors during Board meetings. When the Chair is unable to attend a reporting meeting, the Vice Chair will be responsible for attending and reporting to the Board. Reporting will include updates on project progression, budgets, and issues and resolutions.