

TERMS OF REFERENCE

FOR

VERMILION RIVER WATER MANAGEMENT SYSTEM OPERATIONS ADVISORY COMMITTEE

Authority

The Committee will provide advice to Alberta Environment on the operation of the Vermilion River water management system.

Role

The Committee will:

- Advise on the procedures for operation of Alberta Environment's water management infrastructure on the Vermilion River.
- Advise on water management priorities if there are potential conflicts between various operating objectives (e.g. flood control and riparian flows)
- Monitor implementation of the operation procedures and advise on annual adjustments that may be necessary based on water conditions and operational experience.
- Inform the local community on the water management advice being provided to the Minister.
- Seek community feedback and comment on operation of the system.
- Develop and implement a procedure for notifying municipalities and landowners prior to the release of water from structures on the system.
- Monitor implementation of the *Operation Guidelines for the Vermilion River Water Management System* prepared by the Minister of Environment in October 2001.

Membership

Membership on the Committee will include representatives from the following organizations:

- Beaver County (maximum of 3 representatives)
- County of Minburn (maximum of 3 representatives)
- County of Two Hills (maximum of 3 representatives)
- County of Vermilion River (maximum of 3 representatives)
- Holden Drainage District (maximum of 2 representatives)
- Non-Government Stakeholder Organizations (e.g. Alberta Conservation Association, Ducks Unlimited) (maximum of 2 representatives)

Changes in the organizations represented on the Committee may be made with the agreement of existing members and Alberta Environment.

Organizations will appoint their representatives for three-year terms. Representatives may be elected officials, employees, or stakeholders from the community. The municipalities will be encouraged to appoint individuals who are directly affected by water management of the Vermilion River and who represent different reaches of the river.

Alberta Environment staff will act ex-officio members of the committee and act as resource advisors.

Chairperson

The Committee will select a Chairperson from among the members for a one-year term. The sitting chairperson is eligible for re-election in subsequent years, but may serve a maximum of only 3 consecutive terms as chairperson. Initially, Alberta Environment will provide a meeting facilitator to assist with the meetings.

Decision Making

The Committee will be encouraged to utilize a consensus approach to decision making in order to provide advice on fair and equitable water management throughout the Vermilion River basin.

Formal decision making will be by resolution and majority voting. The Chairperson will not vote, except to decide a tie vote.

Meeting Schedule

The committee will meet a minimum of twice a year, generally before spring break up (February-March) and before riparian operations (July-August). Additional meetings may occur as scheduled by the Committee, or at the call of the Chairperson.

Meeting Records

A written record will be kept of all meetings and distributed to the Committee members, local municipalities and Alberta Environment staff.

The Committee will prepare and distribute an annual report or newsletter to the local community and the Minister of Environment. The report or newsletter will summarize the activities of the public advisory committee and request public comment or feedback. As part of the report or newsletter, Alberta Environment staff will provide an overview of the past season's operations and summarize the results of the operational procedures that were implemented.

Public Attendance at Committee Meetings

Members of the public may attend meetings as observers or to provide input to the Advisory Committee. The Committee may also invite members of the public or other organizations to make presentations on subjects of interest to the Committee.

Periodic Evaluation

The Minister of Environment will evaluate the role, performance, and continued relevance of the Advisory Committee at five-year intervals.