

Community Awareness & Involvement Team Terms of Reference

1. The Terms of Reference (ToR) for the CAIT shall be developed by the Team and approved by the Board before any work is done.

2. The Team must consider the MRWCC objectives, the bylaws, the current Business Plan, Integrated Watershed Management Plan, and any specific initiating instruction from the Board of Directors in the development of the ToR.

3. CAIT Terms of Reference:

3.1 Team Name: Community Awareness & Involvement Team (CAIT). The identity indicates its general objectives.

3.2 Team Type: ongoing

3.3 Chairperson: To be decided annually by the Board of Directors by consensus at the first Board meeting after the AGM. The Chairperson should be someone skilled in chairing meetings who may or may not be a subject matter expert. The Chairperson will be a member of the Board of Directors.

3.4 Purpose:

3.4.1 To improve community knowledge and interest in maintaining the overall health of the Milk River watershed by ensuring that community members are aware and involved in the activities of the Council. CAIT serves in an advisory capacity, bringing together individuals with a variety of experiences related to the Milk River watershed.

3.4.2 To develop and extend communication strategy that will:

- a. Inform and educate community members and stakeholders regarding Milk River Watershed Issues related to water quantity, water quality, riparian, wetland, biodiversity, and the economy.
- b. Communicate outcomes of work completed by the MRWCC to the community.
- c. Encourage local participation and involvement.

3.5 Authority/Responsibility:

- The Terms of Reference of CAIT are approved by the Board. The Board may, at its discretion, alter the terms of reference.
- At least one member of the Board will be a member of CAIT. One member of the Board will have the role of Chairperson of CAIT.
- The Program Coordinator is responsible for coordinating the Team and will assist the Team in clearly setting out any decision-making methods, specific objectives/tasks the Team plans to achieve, policy guidelines that the Team expects to follow in its activities including preparing the Strategic Management Plan; reports assigned by the Board; and meeting minutes.

3.6 Decision-making:

- Advice and recommendations will be reached using a consensus-based approach.

3.7 The Team Chair will give a team update at each Board Meeting. The team will meet no less than 4 times per year. The Program Coordinator will record meeting minutes. The Team members will decide on meeting dates and times prior to the year.

3.8 Composition: No more than 12 members.

3.9 Resources Required: Staff support, project funding, and bring in experts as required.

3.10 Approval date: the date on which the terms of reference are approved by the board.

3.11 Review date: the date by which the Team reviews and evaluates its terms of reference and forwards recommended adjustments to the board. *Coincides with Board budget process.

Approved on April 26, 2018