



**TERMS OF REFERENCE FOR THE TECHNICAL ADVISORY COMMITTEES**  
**December 15, 2022**

Geoscience BC's Technical Advisory Committees ("TACs") are a key contributor of geoscientific ideas and knowledge to the Board of Directors ("Board") and executive. Through the members' broad technical knowledge and experience, Geoscience BC gains valuable technical advice and guidance on design and implementation of programs vital to its mandate.

**1. PURPOSE**

The purpose of a TAC is, on behalf of the Board, when needed, to:

- 1.1 Review, rate, comment on and recommend proposals for funding that are received or solicited by Geoscience BC.
- 1.2 Provide advice and recommendations on geoscience priorities, needs and directions across BC, and
- 1.3 Provide technical guidance to support Geoscience BC's evaluation of project deliverables and outcomes.

**2. MEMBERSHIP**

- 2.1 A TAC will be maintained for each of the following organizational focus areas: minerals, energy resources and geothermal geosciences. The Board may form other TACs to meet organizational needs.
- 2.2 A TAC is a committee of the Board who approves membership on the Committee.
- 2.3 Each TAC shall consist of a minimum of five voluntary members that represent a range of technical expertise in relevant disciplines such as geology, geochemistry, geophysics, engineering, and water and environmental protection. Relevant experience of current TAC members is tracked in a skills matrix maintained by Geoscience BC staff. A TAC must have at least 50% of the members representing the resource sector.
- 2.4 Nominations for membership are open to anyone, including Board members, and should be directed to the Chair of the relevant TAC and Geoscience BC staff.
- 2.5 The Chair, in consultation with the President and CEO, will forward recommendations for new members to the Board for approval.

- 2.6 TAC members will be appointed for a minimum three-year term, with the term expiring at a regular Board meeting closest in time beyond the three-year minimum.
- 2.7 The President and CEO will be a non-voting member of each TAC and may appoint Geoscience BC staff members to a TAC as non-voting members
- 2.8 A Chair shall be identified from the TAC membership and jointly recommended by the TAC and the President and CEO to the Board for approval.
- 2.9 A Chair for each TAC committee will be appointed for a minimum term of three years, with the term expiring at a regular Board meeting closest in time beyond the three-year minimum.
- 2.10 A staff member of Geoscience BC cannot be a Chair.
- 2.11 Each TAC may maintain a list of Subject Matter Experts who may be called upon for sub-committee work, technical advice or project output review. Subject Matter Experts are non-voting appointments for a minimum three-year term, with the term expiring at a regular Board meeting closest in time beyond the three-year minimum. They are subject to all the terms and conditions of the TAC Terms of Reference.

Note: The Chair or President and CEO in consultation with the Board, may distribute information and seek the advice of non-committee members in the process of conducting the committee's work.

### **3. DUTIES, FUNCTIONS AND RESPONSIBILITIES**

The duties, functions and responsibilities of a TAC are to:

- 3.1 Review, rate, comment on and recommend proposals for funding that are received by Geoscience BC. This includes proposals received through a request for proposals, those solicited by Geoscience BC independent of a request for proposals, and those generated internally by a consensus process of a TAC. A review shall consider the technical quality of the proposed project, its relevance to Geoscience BC's mission, the personnel involved, and the budget.
- 3.2 Provide advice and recommendation on geoscience priorities, needs and directions from organized workshops, outreach exercises or brainstorming sessions that gather broad sector and community input.
- 3.3 Provide technical guidance to support reviews of data and publications related to projects as requested by the Chair.
- 3.4 Form sub-committees (Project Advisory Committees) that are directed to design, review or manage specific projects where deemed necessary. Sub-committees may comprise of members of a TAC, staff or Subject Matter Experts. Sub-committees are subject to the same Terms of Reference and Code of Conduct and Ethics and Conflict of Interest Guideline as a TAC.

The duties, functions and responsibilities of a Chair are to:

- 3.5 Ensure that supporting documentation is maintained regarding proposals that have been reviewed and the level of support of the TAC.
- 3.6 Forward TAC recommendations to the Board for final approval. The Board may consider global budgets, current priorities and strategic directions in its approval or rejection of proposals and a TAC's recommendations.

The functions of Geoscience BC staff appointed to the TAC are to:

- 3.7 Provide technical and strategic input to proposals and internally generated projects, overseeing that projects are executed, and ensure a TAC functions effectively.
- 3.8 Support the Chair in the execution of their duties including: organizing meetings, developing agendas, preparing materials, delivering recommendations to the Board and other tasks as required.
- 3.9 Maintain a signed Acknowledgement and Declaration indicating acceptance of the Code of Conduct and Ethics, and Conflict of Interest Guidelines for each member and Subject Matter Expert.

#### **4. CONDUCT OF THE COMMITTEE**

- 4.1 Meetings will be led by the Chair, or a delegate approved by the President and CEO in the absence of the Chair.
- 4.2 The Chair will ensure quorum exists at the start of the meeting which is defined by greater than 50% of the voting members.
- 4.3 Members will declare and excuse themselves from the meeting, or any portion thereof, where a conflict is deemed to exist in accordance with the Code of Conduct and Ethics, and Conflict of Interest Guidelines and any of the items on the meeting agenda.
- 4.4 All members in attendance at a meeting will be entitled to one vote with the exception of the President and CEO and any Geoscience BC staff in attendance..
- 4.5 Members unable to attend a meeting are encouraged to send in comments about proposals or other items on the agenda to the Chair in writing before the start of the meeting but will not have a vote unless they are present in person or by remote connection during the meeting.
- 4.6 Members unable to attend a meeting and wishing to nominate an alternate should submit their request in writing to the TAC Chair and Geoscience BC Staff, at least one week prior to the meeting in order for the alternate to vote on the member's behalf. If approved by the TAC Chair to attend, the alternate will need to complete the

Acknowledgement and Declaration indicating acceptance of the Code of Conduct and Ethics, and Conflict of Interest Guidelines.

- 4.7 Members may be subject to removal if they provide no rationale for missing three consecutive meetings, or if they breach conflict of interest guidelines or confidentiality protocol.
- 4.8 Travel, accommodation and meal expenses incurred by TAC members to attend TAC meetings shall be covered by Geoscience BC, if requested. A completed expense form and original receipts are required.

## **5. NOTICES, AGENDAS AND MINUTES OF COMMITTEE**

- 5.1 Notices of meetings will normally be provided at least 14 days prior to the meeting and minutes will normally be distributed within 14 days after the meeting.