

Geoscience BC

Technical Advisory Committee

TERMS OF REFERENCE as at <date of Board approval>

Geoscience BC's Technical Advisory Committee ("TAC") is a key contributor of geoscientific ideas and knowledge to its Board of Directors ("Board") and executive. Through the member's 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 a technical review of publications arising out of projects funded by Geoscience BC.

2. MEMBERSHIP

- 2.1 A TAC will be maintained for each of the following organizational foci: minerals and mining, oil and gas, and geothermal geosciences.
- 2.2 A TAC is a sub-committee of the Board who approves membership on the Committee.
- 2.3 The President and CEO and relevant Vice President of Geoscience BC will be non-voting members of each TAC.
- 2.4 The Chair of each TAC committee shall be appointed by the Board for a term of two years, based on recommendations from a TAC and the President and CEO, renewable for subsequent two year terms at the Board's discretion.
- 2.5 The relevant Vice President shall Chair a TAC where the TAC does not recommend a Chair or the Board directly appoints them.
- 2.6 Nominations for membership are open to anyone and should be directed to the Chair of the relevant TAC.
- 2.7 The Chair, in consultation with the President and CEO will forward recommendations for new members to the Board for approval.
- 2.8 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 in the exploration and development of natural resources and sustainable use and protection of

water and environmental resources is important. A TAC shall seek to have at least 50% of the members representing the resource sector.

- 2.9 TAC members will be appointed for a three year term, renewable for an additional two year term.
- 2.10 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 three years subject to all the terms and conditions of the TAC Terms of Reference.

Note: The Chair or President & 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.
 - 3.1.1 A TAC will recommend external and solicited proposals based on a technical review. This includes the technical quality of the proposed project, its relevance to Geoscience BC's mandate, the personnel involved, and the budget.
 - 3.1.2 A TAC Chair shall provide supporting documentation that internally generated proposals have been reviewed and received an adequate level of support from a TAC to the satisfaction of the Board.
 - 3.1.3 The Chair will forward TAC recommendations to the Board, who is responsible for final approval of proposals. The Board may consider global budgets, current priorities and strategic directions in its approval or rejection of proposals and a TAC's recommendations.
- 3.2 Provide advice and recommendation on geoscience priorities, needs and directions from organized workshops, outreach exercises or brainstorming sessions that gathered broad sector and community input.
- 3.3 Provide technical reviews of data and publications related to projects as requested by the Chair.
- 3.4 Maintain a signed Acknowledgement and Declaration indicating their acceptance of the Code of Conduct and Ethics, and Conflict of Interest Guidelines for each member and Subject Matter Expert.
- 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 functions of the Vice President(s) are to:

- 3.5 Provide technical and strategic input to proposals and internally generated projects, oversee projects are executed, and ensure a TAC functions effectively.

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 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.
- 4.3 All members in attendance at a meeting will be entitled to one vote with the exception of government members and Geoscience BC Board members and staff, including the President and CEO.
- 4.4 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.
- 4.5 Members unable to attend a meeting and wishing to nominate an alternate should submit their request in writing to a TAC Chair, at least one week prior to the meeting in order for the alternate to vote on the member's behalf.
- 4.6 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.
- 4.7 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.
- 4.8 Robert's rules of order shall prevail if reference to rules of order is 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.