

EVENTS and ACTIVITIES PLANNING WORKING GROUP

TERMS OF REFERENCE

November 8, 2016

Type

Standing

Purpose

To assist with the front-end work of identifying opportunities for events and activities in support of the ALIDP's strategic pillars for the advancement of LID in Alberta:

1. Citizen engagement and social license
2. Training and Education
3. Feasibility and Demonstration
4. Policy and Planning

Events and activities will generally fall into the following categories and/or meet the following needs:

1. Filling information gaps, e.g., identifying research or policy needs
2. Facilitating dialog between disciplines, jurisdictions, agencies, e.g., industry/municipal discussion on redevelopment
3. Fanning out information, e.g., conferences
4. Equipping practitioners with training and education, e.g., Designing for Tomorrow
5. Networking, e.g., lunch and learns
6. Outreach, e.g., on-the-ground demos

Scope

Either the Board of Directors or Working Group may identify opportunities for all types and durations of events and activities for the Working Group to investigate for feasibility, timing and relevance. The primary scope is to review other events and activities and determine what speakers and content and delivery format and length would be appropriate to get emerging content delivered at ALIDP events, whether in-person or remotely.

This working group is not expected to participate in logistics or detailed event planning, or to support work-in-progress, such as projects.

Collaborations with other agencies may be explored.

Ad hoc sub-groups may be convened if topical specialization warrants it.

Authority and Reporting

From time to time, or as requested by the Board of Directors, the Working Group Chair will make recommendations verbally or in writing to the Executive Director or present recommendations to the Board of Directors at its Board Meeting, as appropriate.

*Equipping Alberta's professionals to create vibrant, functional landscapes
within the fabric of the built environment, through comprehensive stormwater management.*

Membership

The Chair is appointed annually by the Board of Directors. Membership in the working group is by annual call for volunteers to the ALIDP partners; others at the invitation of the Chair. Directors and the Executive Director are ex officio members.

Meeting Arrangements

Meetings will be held in person at the Calgary Water Centre or at another mutually agreeable location at the call of the Chair. Teleconference numbers and GoToMeetings will be set up by ALIDP staff for remote participants.

Resources and Budget

None.

Deliverables

A program of potential immediate and future events and activities to meet advancement of the strategic pillars, complete with proposed topics, durations, type of activity (discussion, presentation, etc.) speakers, speaker contact info and travel/fee requirements, delivery mode and where (in-person, remote), etc.

Review

These Terms of Reference shall be reviewed annually in the last quarter of the year.