

October 18, 1978

INTERNATIONAL JOINT COMMISSION
DIRECTIVE TO THE INTERNATIONAL GREAT LAKES
LEVELS ADVISORY BOARD

1. The Governments of Canada and the United States have forwarded the attached Reference, dated April 15, 1977, requesting the Commission pursuant to Article IX of the Boundary Waters Treaty of 1909, to establish an Advisory Board to assist the Commission in obtaining information regarding a number of matters related to its continuing responsibilities regarding Great Lakes water supplies, levels and flows.
2. The Commission established the International Great Lakes Levels Advisory Board on _____ as requested by the Reference.
3. The International Great Lakes Levels Advisory Board, hereinafter referred to as the Board, shall make suitable arrangements to be currently informed regarding activities that might have a significant impact on water supplies, levels and flows on the Great Lakes, Connecting Channels and the St. Lawrence River. In particular, the Board shall direct its attention to the following matters that might have such an impact:
 - (a) new structures, structural alterations, landfill, shoreline development, and dredging for navigation or other purposes;
 - (b) proposed programs of winter ice management for navigation or other purposes;
 - (c) potentially significant weather modification activities;
 - (d) other activities affecting levels and flows.
4. Should the Board identify activities under Paragraph (3) that might have a significant impact on water supplies, levels and flows and thereby affect riparian, navigation, power, municipal, environmental, recreational or other interests within the specified area of impact, the Board should inform the Commission concerning the technical nature and impact of such activities, and provide a preliminary assessment of their significance to various user-interests. In its analysis, the Board should take into account the system wide implications of any activities affecting water supplies, levels and flows.
5. The Commission may request the Board, from time to time, to consider, advise on and otherwise assist the Commission in assessing the nature and impact of activities affecting water supplies, levels and flows within the Great Lakes Basin.
6. In addition, the Board shall study and make recommendations to the Commission on practicable methods of increasing public awareness of and involvement in issues concerning Great Lakes water supplies,

levels and flows. This should include the definition of practicable methods to encourage further participation in the activities of the Commission by various interest-groups affected by Great Lakes levels and flows and by the public at large, and particularly on increasing the effectiveness of the Commission's public hearing and public information procedures with respect to References and Applications concerning water levels and flows in the Great Lakes Basin. The study should also include an assessment of the extent to which the needs by the general public or specific interest groups for data and information concerning levels and flows are being met, in terms of the quantity, quality, availability and interpretation of such data and information.

7. The Board shall prepare and submit to the Commission as soon as possible and in any event by

(a) an outline of the program it plans to undertake, proposed methods of operation, and other measures to be adopted in order to discharge its responsibilities under paragraphs 3, 4 and 5, as well as a schedule of the estimated costs involved in carrying out these responsibilities.

(b) a Plan of Study for Commission approval, and a schedule of the estimated time and costs involved in the completion of the studies required under paragraph 6 including the submission to the Commission of interim reports as appropriate, as well as the final Report.

8. Upon receipt of the outline of the Board's proposed program and methods of operation, and the plans of study, the Commission will meet with the Board to discuss them, and the Board shall carry out the program in accordance with the approved program, methods of operation and plans of study. If it appears to the Board subsequently that the program should be modified, it shall so advise the Commission and request instructions.

9. The Board shall submit written reports to the Commission on matters relating to paragraphs 3, 4 and 5 semi-annually at least two weeks in advance of the April and October meetings of the Commission, and at such other times as the Commission may request or the Board may desire. In addition, progress reports on the conduct of the studies outlined in paragraph 6 should be included in the semi-annual reports until such time as the final Report on that study is completed.

10. The Board shall submit its final Report relating to paragraph 6 in sufficient quantity for public distribution by

11. In the conduct of its investigations and in the preparation of its reports, the Board should make use of information and technical data available from official agencies or other sources, and shall take full advantage of the work already done or being done by existing Boards of the Commission dealing with Great Lakes matters, whether related to water levels or water quality.

12. The Board will consist of a United States Section and a Canadian Section, each having 8 members. The appointments of Board members are for a two year term. The Commission will appoint one member of each Section to be Chairman of that Section. At the request of any member, the Commission may approve an alternate member to act in the place and stead of such member at a specific meeting of the Board whenever the said member, for any exceptional reason, is not available to act as a member of the Board.

13. Members of the Board, and of its committees and working groups, whether or not employed by departments or agencies of government, are not representatives of their employers or organizations. They serve in their personal and/or professional capacities under the direction of the Commission. Their employers or organizations are not committed in any way by the actions of the individual members of the Board.

14. The Chairmen of the two Sections shall be joint Chairmen of the Board and shall be responsible for maintaining proper liaison between the Board and the Commission and between their respective sections of the Board and the corresponding sections of the Commission.

In addition, the Chairmen shall keep the Commission currently informed of the Board's plans and progress and of any developments, actual or anticipated, which are likely to impede, delay or otherwise affect the carrying out of the Board's responsibilities. This will enable the Commission to take such action as may be appropriate to the circumstances without the delay that otherwise would occur while the members familiarized themselves with the background of the problem.

15. Each Chairman shall ensure that the other members of his Section of the Board are informed of all instructions, inquiries and authorizations received from the Commission; also of activities undertaken by or on

behalf of the Board, progress made and any developments affecting such progress.

16. A Chairman, after consulting the other members of his Section of the Board, may appoint a Secretary of that Section. Under the general supervision of the Chairman, the Secretary shall carry out such duties as are assigned by the Section.

17. The Board shall establish such Committees and Task Forces as may be required to assist it in carrying out its responsibilities effectively. Such Committees and Task Forces should consist of members from as wide a range of disciplines and public interest groups as may be required. The duties and composition of the Board's sub-structure shall be developed in consultation with and subject to the approval of the Commission.

18. The Commission will consider requests by members of the Board who are not employed by Federal governments, for reimbursement of their necessary travel expenses for travel to Board meetings, in accordance with current Federal government travel regulations. Provision for such reimbursement should be specifically identified in the Board's cost estimates.

19. If, in the opinion of the Board, there is a lack of clarity of precision in any instruction, directive or authorization received from the Commission, the matter shall be referred promptly to the Commission for appropriate action.

20. Documents, letters, memoranda and communications of every kind in the official records of the Commission are privileged and become available for public information only after release by the Commission. The Commission considers all documents in the official records of the Board or of any of its committees to be similarly privileged. Accordingly, all such documents shall be so identified and maintained in separate files. They shall become available for public information only after Commission approval.

21. In its dealing with the public and the news media, the Board shall observe the principles of the attached documents on Public Relations Policy dated 27 July 1973 and 20 September 1974 of the Commission as

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supplemented by the provisions of the study plan of the Board when approved by the Commission.

Issued this _____ 1978

William A. Bullard

David G. Chance

Joint Secretaries
International Joint Commission