

# Nicola Steering Committee

## Terms of Reference

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As approved June 8, 2013; updated October 7, 2013; updated July 13, 2015

### Background

A public meeting was held on September 19, 2012 in Merritt to seek input on the future of Nicola Lake and area. More than 70 participants expressed their concerns and highlighted priorities. The *Nicola Lake Working Group* was formed, which met nine times from November 2012 through May 2013 to create the Nicola Lake Action Plan. This plan was presented and endorsed at a public meeting on June 8, 2013 in Merritt. The Nicola Lake Steering Committee was the successor to the Nicola Lake Working Group and charged with implementing the Nicola Lake Action Plan.

The Nicola Lake Steering Committee Terms of Reference (TOR) was updated on October 7, 2013 to reflect changes in membership. The TOR was updated again on July 13<sup>th</sup>, 2015 to reflect changes in membership and scope of the Plan. The Nicola Lake Steering Committee has become the Nicola Steering Committee to reflect the inclusion of the watershed to the originally lake focused Plan.

### Purpose

The purpose of the Nicola Steering Committee (NSC) is to guide updates, revisions, and to implement the Nicola Action Plan, formerly the Nicola Lake Action Plan, following the June 8, 2013 public meeting.

### Composition and Structure

The following is the membership of the NSC:

<b>Perspective</b>	<b>Organization</b>
Community Groups	Beaver Point Estates
Community Groups	Harmon Estates
Community Groups	Nicola Lakeshore Estates
Federal Government	Fisheries and Oceans Canada
First Nations	Coldwater Indian Band
First Nations	Cook's Ferry Indian Band
First Nations	Lower Nicola Band
First Nations	Nicola Tribal Association
First Nations	Nicomien Indian Band
First Nations	Nooaitch Indian Band
First Nations	Shackan Indian Band
First Nations	Upper Nicola Indian Band
Industry - Forestry	Aspen Planers

Industry - Forestry	Stuwix Resources JV
Industry - Forestry	Tolko Industries
Industry - Mining	Highland Valley Copper
Industry - Ranching/agriculture	Douglas Lake Cattle Company
Industry - Ranching/agriculture	Gerrard Guichon Ranch
Industry - Ranching/agriculture	Nicola Lake Ranch
Local Government	City of Merritt
Local Government	Thompson Nicola Regional District
Non-profit Organizations	Nicola Watershed Community Roundtable
Non-profit Organizations	Southern Interior Weed Management Committee
Provincial Government	BC Parks
Provincial Government	Ministry of Environment - Water quality
Provincial Government	Ministry of Forests Lands and Natural Resource Operations - Fisheries
Provincial Government	Ministry of Forests Lands and Natural Resource Operations - Forestry
Provincial Government	Ministry of Forests Lands and Natural Resource Operations - Water
Provincial Government	Ministry of Transportation and Infrastructure
Recreation	Kamloops Sailing Association
Recreation	Nicola Valley Fish and Game Club

Fisheries and Oceans Canada and the provincial Ministries of Environment, and Forests, Lands and Natural Resource Operations have not committed a representative to participate on the NSC, but will provide technical expertise and in-kind resources on an as-needed and as-available basis.

### **Steering Committee Member Roles & Responsibilities**

The role of Steering Committee members is to:

- Provide direction, coordination and guidance to any revisions to the Plan;
- Provide direction, coordination and oversight to the implementation of the Plan including the achievement of the vision and goals;
- Promote the role of the NSC and the plan to collaboratively address issues;
- Attend meetings and work collaboratively with the NSC to seek joint opportunities ;
- Communicate from and to respective membership.

If the NSC chooses to appoint a chair or co-chair, their role, in addition to the roles above, is to understand all perspectives on the NSC, seek consensus, and be a spokesperson for the NSC. The Chair and Co-Chair will not make decisions independent of the NSC.

### **Support to the Nicola Steering Committee**

The Fraser Basin Council is an impartial non-profit organization that provides support to the NSC but is not a member. Support to the NSC includes but is not limited to:

- Coordinating, facilitating and summarizing meetings;
- Communicating with members of the public;

- Communicating with the media;
- Maintaining the website;
- Receiving and managing funds;
- Issuing and managing contracts;
- Hiring staff.

### **Reporting and Transparency**

The NSC will report to the larger public through annual public meetings. Meeting summaries of the NSC will be posted on the website [www.nicolaplan.ca](http://www.nicolaplan.ca) for transparency.

### **Meeting Frequency**

The NSC will meet at least three times per year or as needed. Participation can be by teleconference or by means other than in-person.

### **Committees**

The NSC may create sub-committees to address specific issues. Sub-committees must have specific objectives or tasks, membership criteria, and a limited time period outlined for their work. Committees may have expertise from outside the NSC, as needed. Committees have no delegated decision making authority, and will report back to the NSC.

### **Decision Making Process**

Quorum for meetings to proceed is six steering committee members. The NSC will seek consensus on all decisions. Where consensus cannot be reached, a decision will be made by simple majority.

### **Funding**

The Nicola planning process is funded by the Thompson Nicola Regional District. Funding for specific projects that fall under the guidance of the Nicola Steering Committee will be obtained from local, provincial, federal, industrial, and other funding sources. The NSC can apply for additional funds to complete projects through Fraser Basin Council or through individual member organizations.

### **Modification of the Terms of Reference**

The TOR will be updated as needed and agreed to by consensus of the members.

### **Completion**

The NSC will cease to exist if and when agreed to by consensus of the members. The NSC can make recommendations for a more permanent body (society or similar), including the modification of an existing society. Modification includes but is not limited to the constitution, bylaws, structure of directors and membership.