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## Terms of Reference: SLIPP Steering Committee

### **SLIPP Background**

The Shuswap Lake Integrated Planning Process (SLIPP) Strategic Plan was finalized in late 2008 and implementation is ongoing. SLIPP was launched in response to the intense pressure the surrounding area is experiencing as a result of increased development, wastewater discharge and conflicting demands on recreational resources. These challenges are set against a complicated regulatory environment where public agencies from every level of government have legal jurisdiction over some aspect of the region.

SLIPP is designed to bring land and water use planning and governance issues relating to the Shuswap Watershed to a single table and to identify cross-cutting issues in the region that can be addressed through collaboration. Fourteen public agencies from the four levels of government have been engaged in the development of the SLIPP Strategic Plan and are active in implementation.

At the forefront of developing this Plan was the recognition that it must compliment and enhance the region's various planning processes that are already completed, underway or in preparation.

### **Steering Committee Purpose**

The SLIPP Steering Committee provides strategic direction, coordination and oversight to SLIPP.

The SLIPP Strategic Plan is the guiding document for the work of the Steering Committee.

The purpose of these Terms of Reference is to ensure that Steering Committee members are aware of their expectations, responsibilities and roles. These Terms of Reference should be reviewed regularly and revised as needed.

### **Steering Committee Role**

The role of the Steering Committee is to:

- Provide strategic direction, coordination and oversight to SLIPP
- Assume responsibility for SLIPP, the implementation of its Strategic Plan and the achievement of its vision and goals
- Share information, increase collaboration and identify joint opportunities
- Address issues with implications for SLIPP success
- Oversee the implementation of SLIPP strategies and activities and provide direction to the work of Technical Teams and Public Advisory Committees
- Monitor risks, quality and timeliness and provide course corrections, as needed
- Ensure that SLIPP and its activities align with the needs of SLIPP stakeholders
- Approve budgetary and funding strategy
- Review and ratify terms of reference, budgets, work plans and guiding documents
- Resolve disputes as necessary
- Provide regular updates to the public via Public Advisory Committee meetings, town halls, SLIPP Status reports and other communications.



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### Membership and Structure

The SLIPP Steering Committee will be composed of 14 members noted in the table below. Additional members can be added, as agreed to by the Steering Committee.

SLIPP Partner	Representation
City of Salmon Arm	1 member
Columbia-Shuswap Regional District	4 members
District of Sicamous	1 member
North Okanagan Regional District	2 members
SLIPP Public Advisory Committee Representative	1 member
Shuswap Nation Tribal Council	2 members
SLIPP Technical Team Representative	1 member
Thompson-Nicola Regional District	2 members

Additional membership criteria include:

- Steering Committee members from municipalities and regional districts and must be elected officials
- Steering Committee members from municipalities, regional districts and the Shuswap Nation Tribal Council will be appointed at the discretion of their respective Boards or Councils
- Steering Committee members from the Technical Teams (TT) and Public Advisory Committees (PAC) will be elected by a plurality of votes from either the TT or PAC members
- Steering Committee members will sit for two-year terms and may be reappointed for successive terms
- The Steering Committee will elect a Chair and a Vice-Chair from among its members for a one-year term, ending December 31 of each year
- Regulatory agencies will provide support to the Steering Committee as needed. Agencies could include but are not limited to Fisheries and Oceans Canada, the Interior Health Authority, the Ministry of Agriculture and Lands, the Ministry of Environment, the Ministry of Forests and Range, Transport Canada, the Fraser Basin Council and the Ministry of Natural Resource Operations.

### Decision Making

- The Steering Committee will operate on a collaborative basis and consensus is desired
- However, when voting is required, decisions will be made by simple majority, save and except for voting on financial matters where a two-thirds majority is required. Accordingly, the following voting rights shall apply:
  - Steering Committee members from municipalities, regional districts and the Shuswap Nation Tribal Council can vote on non-financial decisions and decisions shall be made by simple majority



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- Steering Committee members providing dedicated SLIPP funding through the Fraser Basin Council can vote on financial decisions and a two-thirds majority is required
- SLIPP Technical Team and Public Advisory Committee representatives do not have voting rights
- Each Steering Committee member with voting rights is assigned one vote
- Quorum is 50% of Steering Committee membership for non-financial decisions. Quorum for financial decisions is 75% of all Steering Committee members providing dedicated SLIPP funding through the Fraser Basin Council
- Alternates are permitted and will be selected by the respective SLIPP partner Board, Council or representative body
- Steering Committee members can participate in meetings by teleconference
- As of March 2011, funding Steering Committee members include the CSRD, the City of Salmon Arm, the District of Sicamous and the TNRD.

### **Funding and Compensation**

SLIPP partners will contribute to the implementation of the SLIPP Strategic Plan through in-kind or financial contributions, based on funding availability and budgets.

The SLIPP Contribution Agreement between Steering Committee members providing funding includes additional details on the three-year SLIPP pilot.

Each SLIPP Steering Committee member will fund her or his participation on the Steering Committee.

### **Committee Administration**

- The Steering Committee will meet on dates and at times convenient to the majority of the members
- It is anticipated that the Steering Committee will meet at least 2 times a year with each meeting lasting approximately three hours
- SLIPP will provide a meeting venue, refreshments, person to record decisions and key outcomes and a meeting facilitator, as needed. Presentations by scientific experts will be provided, as needed
- A SLIPP administrator will prepare and distribute the agenda, relevant meeting materials and key meeting outcomes.