

Terms of Reference v.4

1. Background

The Shuswap Lake Integrated Planning Process (SLIPP) pilot project ended in 2014, and the Shuswap Watershed Council (SWC) was created with a mandate to facilitate collaboration for water quality monitoring, protection, and reporting and increase awareness for safe recreation. During 2014 – 2015, the SWC developed new programs and work was done to ratify the governance and funding model.

2. Shuswap Watershed Council Purpose

The SWC provides direction and representation to the implementation of its water quality and recreation safety education programs, as set out in [Shuswap Watershed Council: Water Quality Program & Recreation Safety Education Program in the Shuswap watershed for 2016 to 2020.pdf](#).

3. Shuswap Watershed Council Role

The role of the SWC is to:

- Provide direction and oversight for the implementation of its programs
- Increase collaboration of all relevant interests in the Shuswap watershed
- Monitor risks and quality of program implementation, and provide course corrections as needed
- Approve budgets and annual reports
- Resolve conflicts as necessary
- Receive scientific and technical input, and approve plans and budgets (as appropriate) from the Water Quality Monitoring Group and the Water Protection Advisory Committee for implementing the water quality program.

All SWC members sign and abide by a guiding principles document. See [Shuswap Watershed Council Principles 6May2015.pdf](#).

4. Shuswap Watershed Council Membership

The SWC is composed of 18 members:

Columbia Shuswap Regional District	4 members (1 each from Areas C, D, E, F)
Thompson-Nicola Regional District	2 members
City of Salmon Arm	1 member
District of Sicamous	1 member
Secwepemc Nation	2 members
North Okanagan Regional District	2 members
Okanagan Nation	1 member
BC Ministry of Environment	1 member
BC Ministry of Agriculture	1 member
Community	3 members

4.1 Recommendations and Appointments

Appointments to the SWC are made as follows¹:

- Members from regional and municipal governments must be elected officials
- Representatives from the CSRD are those directors representing Areas C, D, E and F
- Other than the CSRD, representatives from regional, first nation, and municipal governments are recommended to the SWC at the discretion of their respective Council or Board and appointed by the CSRD Chair
- Representatives from provincial agencies are recommended to the SWC by their respective agency, and appointed by the CSRD Chair
- Community representatives are recommended to the SWC through a process of evaluation of expressions of interest and appointed by the CSRD Chair.

4.2 Community representatives

Community representatives must:

- Be prepared to commit time and energy to participate on the SWC without remuneration
 - Travel expenses will be compensated at a rate of \$0.50/km (See Article 10)
- Be committed to examining issues and ideas objectively.

The participation of a community representative on the SWC includes:

- Attendance at quarterly meetings, held within the Shuswap area (see Article 11)
- Communications by e-mail.

It is desirable for a community representative on the SWC to show that he or she:

- Has a demonstrated track record of commitment to the community, and/or
- Has experience working in a collaborative setting, and/or
- Resides in the Shuswap watershed.

4.3 Terms

Members' terms are as follows:

- Representatives from regional, first nation, and municipal governments serve one-year terms, and may be re-appointed for subsequent terms at the discretion of their respective Council or Board
- Representatives from provincial agencies and the public serve 3-year terms
 - Representatives from provincial agencies may be re-appointed for subsequent terms.

4.4 Chair and Vice Chair

The SWC will elect a Chair and Vice Chair from among its members for one-year terms (see Article 6)

¹ This conforms with CSRD Bylaw 5705 that establishes the Shuswap Watershed Council Service (refer to Bylaw Article 7 for more information)

5. Decision Making

The SWC makes decisions by consensus whenever possible.

5.1 Voting rights

When a vote is required, rights are granted on the following basis:

- All rights (i.e., financial and non-financial decisions) are granted to elected officials or their alternates representing organizations that make a financial contribution (see Article 10)
- Voting on non-financial issues is granted to representatives from the Okanagan Nation, the North Okanagan Regional District, and the community
- Representatives of provincial agencies do not have voting rights.

5.2 Financial and Non-financial decisions

Financial decisions are made by vote as follows:

- Quorum for financial decisions is 75% of SWC membership with financial voting rights
- Financial decisions are made by two-thirds majority of those present with financial voting rights.

When a vote is required, non-financial decisions are made as follows:

- Quorum for non-financial decisions is 50% of SWC membership with voting rights
- Non-financial decisions are made by simple majority of those with voting rights.

5.3 Casting votes

Each member with voting rights is assigned one vote. Participation in meetings, including voting, may take place via tele-conference.

5.4 Alternates

The SWC will honour alternates set up by the members' organizations. Therefore, alternates are permitted for elected members of the SWC representing regional districts, municipalities, and the Secwepemc Nation. Alternates are selected by the respective organization. Community representatives and representatives of provincial agencies do not have alternates.

6. Chair and Vice Chair

The SWC will elect a Chair and Vice Chair from among its members for one-year terms.

6.1 Election of Chair and Vice Chair

Following the terms for non-financial decisions (per 5.2), the election of a chair and vice chair will take place as follows:

- Elections will take place at the first meeting of the calendar year, presided over by the program managers
- Chair and Vice Chair appointments are for one year
- Nominees must be present at the meeting, or nominations may be submitted to the Program Manager in advance of the SWC meeting at which elections take place. The

latter requires a letter of nomination from the nominator and a letter of acceptance from the nominee.

- Elections will take place by secret ballot, unless election is made by acclamation
- Election of Chair and Vice Chair is a non-financial decision, therefore simple majority is required for election and quorum is 50%.

6.2 Chair and Vice Chair Roles and Responsibilities

Further to the purpose and role of the SWC described in Article 3, the role of the Chair will be to:

- Champion and be an ambassador for the SWC's programs
- Ensure committee members are aware of their roles and responsibilities
- Bring issues and correspondence before the SWC for discussion
- Be a spokesperson
- Chair SWC meetings
- Liaise with program managers on the following, but not limited to:
 - Setting meeting agendas
 - Key program deliverables and achievements
 - Controversial issues
- Collaborate with program managers on communications materials
- Approve invoices from the program managers.

The role of the Vice Chair will be to:

- Support the Chair in the activities described above
- Act as Chair in the Chair's absence.

7. Liaise with Water Quality Monitoring Group and Water Protection Advisory Committee

The SWC will be supported by the Water Quality Monitoring Group and the Water Protection Advisory Committee, each of which have their own committee Terms of Reference. From time to time, the SWC may refer information or requests to the Monitoring Group or Advisory Committee for discussion and recommendations.

Summaries from the Monitoring Group and Advisory Committee meetings will be included in SWC agenda packages, to be received for information.

8. Comments in Public or the Media

Council members should refer all questions and inquiries from the media to the Chair, Vice Chair or program managers. When speaking publically, Council members must convey the interest of the SWC.

9. Term

The term for this document is January 1st 2016 – December 31st 2020. The Terms of Reference are subject to revision.

10. Funding and Compensation

The Contribution Agreement sets out the financial contributions from the funders².

Community representatives will receive compensation for travel expenses incurred for attending SWC meetings at a rate of \$0.50/km.

All other SWC members or their respective organizations will fund their expenses related to their participation.

11. Shuswap Watershed Council Administration

- The SWC will meet quarterly
- Meeting dates will be convenient to the majority of the members
- Meeting dates will be set for a calendar year, early in that year
- Meetings will be open to the public and advertised in a manner consistent with CSRD Bylaw 5648, Regional District Board and Committee Procedures Bylaw
- The program managers will be responsible for:
 - Preparing meeting agendas, with the Chair and Vice Chair, and distributing meeting materials
 - Recording decisions and action items, and preparing meeting summaries
 - Making arrangements for meeting venues and refreshments.

² See *SWC Contribution Agreement 2016-2018 SIGNED.pdf* and *SWC Contribution Agreement 2016-2018 Amendment.pdf*