Nechako Watershed Roundtable (NWR) & Core Committee Terms of Reference

Table of Contents

Nechako Watershed Roundtable Terms of Reference
(Updated November 8, 2016) ............................................................................................................. 2
Nechako Watershed Roundtable Governance Structure .............................................. 6
Nechako Watershed Roundtable Core Committee Terms of Reference
(Updated July 21, 2017) .................................................................................................................. 7
Attachment 1: Core Committee Members (Updated October 2, 2017) ............... 10

For more information about the Nechako Watershed Roundtable, please see our website at: http://www.nechakowatershedroundtable.ca
The Nechako Watershed Roundtable is a volunteer entity created to direct and advise water stewardship activities in the Nechako River Basin. The Roundtable sets the strategic direction of these activities with the Core Committee serving as the decision-making body to advance this direction. The meetings and work of the NWR should not be deemed as official/legal consultation for First Nations or any other participating groups or individuals.

The Roundtable’s Terms of Reference may change in order to accommodate its needs in achieving its stated goals. These Terms of Reference are intended to facilitate the achievement of the goals and objectives of the Roundtable. The Roundtable must ensure the interests of all members are considered while working to achieve the goals. The Chair’s role is to coordinate and communicate the strategic direction recommended by the Roundtable.

1) **Name:**
   a) Nechako Watershed Roundtable (hereafter referred to as the Roundtable).

2) **Geographic Scope:**
   a) The Nechako watershed includes all sub-watersheds up until the confluence of the Nechako River and the Fraser River.

3) **Vision**

   *For the Nechako watershed to be healthy for generations to come.*

4) **Mission**

   *To protect and improve the health of the Nechako watershed and its communities.*

5) **Goals:**
   The goals of the Roundtable are:
   a) To provide strategic direction and advice on issues related to Nechako watershed stewardship.
   b) To provide strategic advice and review of progress related to developing and implementing projects of the Roundtable.

6) **Objectives:**
   The objectives of the Roundtable are:
   a) To provide recommendations to help individuals, organizations and communities on *key issues or challenges* related to Nechako watershed stewardship.
b) To provide strategic advice on the development of initiatives that help individuals, organizations and communities to integrate watershed stewardship considerations into their plans and decisions.

7) Roundtable Membership Structure and Recruitment:
   a) Roundtable membership is voluntary and open but all new members must agree and adhere to the Terms of Reference.
   b) Membership will strive to include representatives from all four orders of government (First Nations, Local, Provincial and Federal), community groups, academia (or university researchers) and the general public.
   c) The Roundtable (or Core Committee) may establish committees to work on a specific project or task on behalf of the Roundtable. Examples of committees could include:
      i) Governance committee;
      ii) Indicators committee;
      iii) Technical Advisory committee;
      iv) Funding committee.

8) Delegated Authority:
   a) No specific legislated authority is delegated to the Roundtable

9) Roundtable Accountability

(a) Internal Accountability
   • Members of the Roundtable are accountable to each other and are responsible for adhering to the Terms of Reference and Meeting Rules of Engagement of the Roundtable (see below).
   • The Core Committee is accountable to Roundtable and any business arising out of the Core Committee work that requires formal approval will be brought to the Roundtable for ratification at the next scheduled Roundtable meeting (e.g. new projects for the Roundtable, changes in the Core Committee membership, revisions to the Core Committee Terms of Reference).
   • The consensus decision-making process for the Roundtable is described in Article 9). If a decision cannot be reached by the Roundtable, it may be directed back to the Core Committee for additional review and/or research and then brought back to the Roundtable at the next meeting.

(b) External Accountability
   • Externally the Roundtable members are accountable to the organizations/groups that they represent. For example:
      o For members who are elected or appointed by elected representatives, their accountability lies with that electorate in the various communities of the Nechako watershed.
      o Other members are accountable to the requirements and practices of the organizations they work for.
   • The Roundtable and Core Committee will observe and adhere to all legislation and related authorities that govern activities in the Nechako watershed/river basin.
• Although the Roundtable does not have any legislated or delegated decision-making authority, it has convened with the mission\textsuperscript{1} of advancing stewardship in the Nechako watershed with consideration for existing and future generations. Therefore, it is to these generations the Roundtable is accountable.

10) **Roundtable Meeting Rules of Engagement**
   a) Members will be respectful of one another despite how opinions on issues may differ;
   b) Discussion and debate is welcome when undertaken in good faith that it focuses on information, ideas and potential solutions/opportunities and not people
   c) It is the responsibility of the Chairperson to ensure this respectful environment, and recognize and stop any behavior that is counter to these rules of engagement e.g. Blaming and finger-pointing conversations will not be tolerated and will be asked to address any such conversations outside of Roundtable meetings.

11) **Roundtable Decision-Making Process**
   a) All decisions of the Roundtable will be made by consensus.
   b) Consensus is a process to ensure all members are in agreement/acceptance with a proposal or strategy.
   c) If there is full agreement or lack of expressed disagreement, then consensus has been reached.
   d) If consensus cannot be reached, the matter will need to be returned to the Core Committee and revisited by the Roundtable at a later date.

12) **Meeting Logistics:**
   a) The Roundtable will meet at least once a year in a location within the Nechako watershed. Additional meetings may be scheduled as necessary.
   b) Meeting summaries will be compiled and circulated to all members in a timely manner.

13) **Guiding Principles:**
   a) *Mutual Dependence* – Land, water, air and all living organisms including humans are integral parts of the ecosystem. Biodiversity must be conserved.
   b) *Accountability* – Each of us is responsible for the social, economic and environmental consequences of our decisions and accountable for our actions.
   c) *Equity* – All communities and regions must have equal opportunities to provide for the social, economic and environmental needs of residents.
   d) *Integration* – Consideration of social, economic and environmental costs and benefits must be an integral part of all decision-making.
   e) *Adaptive Approaches* – Plans and activities must be adaptable and able to respond to external pressures and changing social values.
   f) *Coordinated and Cooperative Efforts* – Coordinated and cooperative efforts are needed among all government and non-government interests.
   g) *Open and Informed Decision-Making* – Open decision-making depends on the best available information.
   h) *Exercising Caution* – Caution must be exercised when shaping decisions to avoid making

\textsuperscript{1} This kind of statement reflects ideas discussed in the development of the Nechako Watershed Roundtable and may be better reflected in a future mission or vision statement.
irreversible mistakes.

i) *Managing Uncertainty* – A lack of certainty should not prevent decisive actions for sustainability.

j) *Acknowledgement*– There must be an acknowledgement of existing rights, agreements and obligations in all decision-making in addition to a commitment to continuously improve those over time.

k) *Aboriginal Rights and Title* – We recognize that Aboriginal nations within the Nechako Basin assert Aboriginal rights and title. These rights and title, now being defined, must be acknowledged and reconciled in a just and fair manner.

l) *Transition Takes Time* – Sustainability is a journey that requires constant feedback, learning and adjustment. In the short-term, the elements of sustainability may not always be in balance.

14) **Funding:**

   a) An annual budget and work plan will be developed and approved by the Roundtable.

15) **Reports:**

   a) The Roundtable will provide an annual progress report to members and the public.
Nechako Watershed Roundtable Governance Structure

- The Core Committee advances projects of the Roundtable
- The Roundtable serves to give advice and input to the Core Committee

Committees = mix of Roundtable and Core Committee members and outside experts

Local Government
First Nations
NGOs / Civil Society
FBC (temporary)
UNBC (temporary)
Nechako Watershed Roundtable Core Committee
Terms of Reference
(Updated July 21, 2017)

The Core Committee of the Nechako Watershed Roundtable is the decision-making arm of the Nechako Watershed Roundtable. These Terms of Reference are intended to facilitate the achievement of the goals and objectives of the Core Committee.

1) The Core Committee would work toward the mission, goals and objectives of the Nechako Watershed Roundtable.

2) Core Committee Membership Structure and Recruitment:
   a. The Core Committee will be comprised of 10-12 members representing the following ‘sectors’:
      i. Local Government
      ii. First Nations
      iii. Non-government / Civil Society

<table>
<thead>
<tr>
<th>Category</th>
<th>Members</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Government</td>
<td>3</td>
<td>E.g. regional districts, municipalities</td>
</tr>
<tr>
<td>First Nations Government</td>
<td>3</td>
<td>E.g. First Nations, Tribal Council</td>
</tr>
<tr>
<td>Non-government / Civil Society</td>
<td>4-6</td>
<td>E.g. Non government / community-based organizations, academic institutions, youth (16-29 years old), elder (indigenous or non-Indigenous), member at large (no affiliation)</td>
</tr>
<tr>
<td>Total Members</td>
<td>10-12</td>
<td></td>
</tr>
</tbody>
</table>

b. For the purposes of launching the Nechako Watershed Roundtable a Founding Core Committee of volunteers was established for a one-year term.
c. After the initial one-year term of the Founding Core Committee, members may have their terms renewed for 1-2 years,
d. The typical term for Core Committee members will be 2 years unless there are exceptional circumstances.
e. Vacancies on the Core Committee will be announced at Roundtable meeting(s).
f. Local and First Nations government candidates will be nominated by their respective organizations. Non-government / civil society candidates will submit an application, and if they are representing an organization, they must have the support of that organization. Current Core Committee members will decide on the approval of incoming members. The Core Committee may seek advice on the selection of incoming members from their peers.
g. Membership of the Core Committee must be reviewed at least every 2 years or more often, as needed. Reappointments can be made.
h. Guests, resource people, observers and other participants may be invited to attend Core Committee meetings but won't participate in decision-making and must observe and adhere to the Terms of Reference;

i. The Core Committee may establish other committees to work on specific projects or tasks on behalf of the Roundtable.

3) **Role of Core Committee Members:**
   a. The primary role of the Core Committee is to oversee progress on the work of the Nechako Watershed Roundtable and to make decisions on behalf of the Roundtable.
   b. Core Committee members will provide leadership in keeping with the mission and goals of Nechako Watershed Roundtable.
   c. Core Committee duties include:
      • Attending Core Committee meetings (see Article 6). Availability should be indicated in advance to the Chair and/or Coordinator to ensure quorum (see Article 5).
      • Actively participating in discussions and decision-making process of the Core Committee. This may include sharing information as relevant to Core Committee projects and discussions, including but not limited to:
         1. The Nechako Watershed Roundtable;
         2. Key interests, objectives, jurisdictions and concerns;
         3. Relevant data, information, and knowledge; and,
         4. Policies, regulations, planning processes, referrals and decisions
      • Actively supporting activities and decisions of the Core Committee.

4) **Role of the Chair / Co-Chairs and Coordinator / Secretariat:**
   a. The Core Committee members will select a Chair or Co-chairs.
   b. The Chair / Co-chairs will serve for a 2-year period (renewable).
   c. The Chair / Co-chairs will provide leadership to the Roundtable through coordination and communication to ensure the goals and objectives of the Roundtable are accomplished.
   d. The Chair / Co-chairs will designate a Coordinator / Secretariat who will also serve for a 2-year period (renewable). If funding permits, this role can be delivered by a paid position.
   e. Chair / Co-Chair duties include:
      • Facilitate consensus of views and strategies;
      • Communicate and coordinate Roundtable activities with all members, interested parties, and the general public as appropriate;
      • Review and provide feedback on meeting notes and agendas in coordination with the Secretariat.
   f. Coordinator / Secretariat duties include:
      • Organize and provide notice for all meetings;
      • Document meeting minutes/actions/communications;
      • Arrange for communications to all members.

5) **Decision Making Process:**
a. Quorum for the Core Committee will be two members from each category of membership (See Article 2)
b. All decisions of the Core Committee will be made by consensus.
   - Consensus is a process to ensure all members are in agreement/acceptance with a proposal or decision.
   - If there is full agreement or lack of expressed disagreement, then consensus has been reached.
   - If one or more members do not agree, then the Core Committee must provide more information and/or modify the proposal or decision in an effort to achieve consensus as a group.
   - Under extraordinary circumstances if consensus cannot be reached, the Chair / co-chairs could invoke a voting mechanism to ensure that a decision can be made. Each Core Committee member may vote.

6) Meeting Logistics:
   a. Meetings will be held at the call of the Co-chairs (at least 3 times/year) and located throughout the Nechako Basin. Additional meetings can be called by the Core Committee if necessary.
   b. For those that cannot travel to meeting locations, accessible communications tools will be explored (e.g. teleconference or web-based options). If funding permits, travel assistance will be made available.
   c. Meeting summaries will be compiled and circulated to all members in a timely manner.

7) Core Committee Meeting Rules of Engagement
   a. Members will be respectful of one another regardless of how opinions on issues may differ;
   b. Discussion and debate is welcome when undertaken in good faith and when it focuses on information, ideas and potential solutions/opportunities and not individuals;
   c. It is the responsibility of the Chair / Co-Chairs to ensure this respectful environment, and recognize and stop any behavior that is counter to these rules of engagement
   e.g. Blaming and finger-pointing conversations will not be tolerated and will be asked to address any such conversations outside of Core Committee meetings.
Attachment 1: Core Committee Members (Updated October 2, 2017)

Local Government
1. Tom Greenaway, Director, Area C (Fort St. James Rural), Bulkley, Nechako Regional District
2. Lara Beckett, Director, Area C (Chilako River-Nechako), Fraser Fort George Regional District
3. Brian Frenkel, Councillor, District of Vanderhoof; Alternate – Michael Riis-Christianson, Councillor, Burns Lake

First Nations
1. Christina Ciesielski, Carrier-Sekani Tribal Council
2. Mike Robertson, Cheslatta Carrier Nation
3. Harold Prince, Councillor, Nak’azdli Whut’en

NGO / Civil Society
1. Steve Litke, Fraser Basin Council (Chair of the Core Committee)
3. Wayne Salewski, Nechako Environment and Water Stewardship Society (NEWSS)
4. Adam Thomas, Youth Representative

Coordinator / Secretariat: Theresa Fresco, Fraser Basin Council