



Nechako Watershed Roundtable Terms of Reference

Update: July 23, 2019

The Nechako Watershed Roundtable (NWR) is a volunteer entity created to direct and advise water stewardship activities in the Nechako watershed. 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 or 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. The 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 Co-Chairs' role is to coordinate and communicate the strategic direction recommended by the Roundtable.

1. Name

Nechako Watershed Roundtable (hereafter referred to as the Roundtable).

2. Geographic Scope

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 working groups to work on a specific project or task on behalf of the Roundtable. Examples could include:
 - Governance working group;
 - Indicators working group;
 - Funding working group;
 - Technical working group;
 - Lakes Monitoring working group;
 - Youth Engagement working group.

8. Delegated Authority

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 Article 10).
- The Core Committee makes decisions on behalf of the Roundtable.
- The Core Committee reports to the Roundtable through annual meetings, working groups and other communications and engagement activities.
- The consensus decision-making process for the Roundtable is described in Article 11. 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

- Members of the Roundtable are accountable to the organizations/groups that they represent. For example:
 - For members who are elected or appointed by elected representatives, their accountability lies with that electorate in the various communities of the Nechako watershed.
 - 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.
- Although the Roundtable does not have any legislated or delegated decision-making authority, it has convened with the mission of advancing stewardship in the Nechako watershed with consideration for existing and future generations. Therefore, the Roundtable is accountable to these generations.

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 specific 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. For example:
 - Blaming and finger-pointing conversations will not be tolerated and individuals 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 and 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 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.** The Roundtable recognizes that Aboriginal nations within the Nechako watershed 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

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

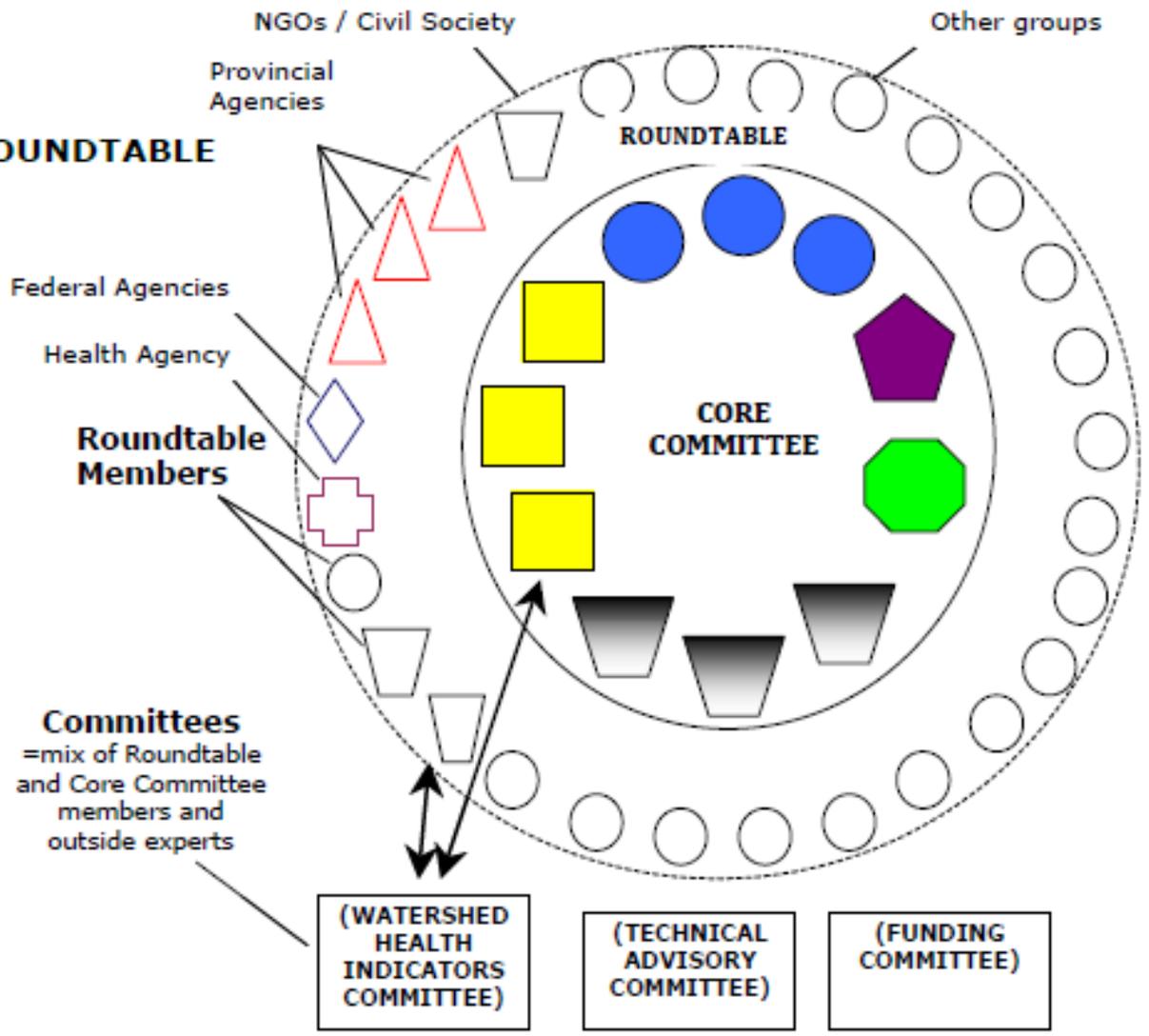
15. Reports

The Roundtable will provide an annual progress report to members and the public.

NECHAKO WATERSHED ROUNDTABLE Governance Structure

- Local Government
- First Nations
- NGOs / Civil Society
- FBC (temporary)
- UNBC (temporary)

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





Nechako Watershed Roundtable Core Committee Terms of Reference

Update: July 23, 2019

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

1. Purpose

The Core Committee will work toward the mission, goals, and objectives of the Nechako Watershed Roundtable (hereafter referred to as the Roundtable).

2. Membership Structure, Recruitment, and Succession

- a) The Core Committee will be comprised of 9-12 members representing the following sectors:
- Local Government
 - First Nations
 - Non-government / Civil Society

Sector	Seats	Example
Local Government	3	Regional districts, municipalities
First Nations Government	3	First Nations, Tribal Council
NGO / Civil Society	3-6	Non-governmental and community-based organizations, academic institutions, youth, Elders, members at large
Total Members	9-12	

- b) Guests, resource people, observers, and other participants may be invited to attend Core Committee meetings, but guest will not participate in decision-making and must observe and adhere to the Terms of Reference.
- c) It is recommended that Membership of the Core Committee be reviewed at least every 2 years or earlier if needed for effective succession.
- d) The term for Core Committee members will be 2 years unless there are exceptional circumstances. Term renewals can be made.
- e) When a Core Committee member steps aside, another individual may be appointed by the same organization, but this is not obligatory. An empty seat may be filled by another organization in that seat's sector.
- f) Vacancies on the Core Committee will be announced at Roundtable meetings and through electronic means of communication with the Roundtable (e.g. listserv and/or newsletter).
- g) Local and First Nations government candidates will be nominated by their respective organizations. Candidates will submit an application (available from the Secretariat) and a formal letter of appointment or similar resolution from their organization.
- h) Non-government / civil society candidates will submit an application (available from the Secretariat), and if they are representing an organization, they will also submit a formal letter of support from their organization.
- i) 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.
- j) It is the responsibility of Core Committee members and especially Chair / Co-chairs to notify the Core Committee in advance of a resignation.
- k) If a Core Committee member is absent from more than 2 meetings in a row without designating an alternate (see Article 3) or communicating with the Core Committee regarding extenuating circumstances, the Chair / Co-chairs will contact the absent member to clarify their intentions whether or not to continue to sit on the Core Committee.

3. Role of the 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) The Core Committee makes decisions on behalf of the Roundtable.
- d) The Core Committee reports to the Roundtable through annual meetings, working groups and other communications and engagement activities.
- e) Core Committee duties include:
 - Overseeing and advancing the work of the Roundtable.

- Providing leadership and contributing to decisions on behalf of the Roundtable in keeping with the vision, mission, and goals of the Roundtable.
 - Attending Core Committee meetings (see Article 7). Availability should be indicated in advance to the Chair and/or Secretariat to ensure quorum (see Article 6).
 - 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:
 - The Nechako Watershed Roundtable;
 - Key interests, objectives, jurisdictions and concerns;
 - Relevant data, information, and knowledge; and,
 - Policies, regulations, planning processes, referrals, and decisions.
 - Actively supporting activities and decisions of the Core Committee.
 - Preparation and follow-up related to Core Committee meetings.
- f) The Core Committee may establish other committees or working groups to work on specific projects or tasks on behalf of the Roundtable.
- g) Core Committee members may designate an alternate to attend a meeting in their place. This can also be a means of mentoring incoming Core Committee members.

4. Role of the Chair / Co-Chairs

- a) The Core Committee members will select a Chair or Co-chairs from among the Core Committee. The aspiration is for the Co-chairs to come out of two out of the three Core Committee sectors (see Article 2).
- b) Core Committee members may self-nominate or be nominated by others on the Core Committee briefly describe why they want the position, and to send their self-nomination to the Secretariat.
- c) Discussion and deliberation about Chair nominations will be held at a Core Committee meeting, in the absence of nominees. The Core Committee's decision will be made in a meeting, by teleconference, and/or by email to reach quorum.
- d) The Chair / Co-chairs will be selected according to the following criteria:
 - Availability and capacity to fulfill leadership roles.
 - Experience in chairing, moderating, and/or facilitating meetings.
 - Ability and willingness to serve as a spokesperson for the NWR.
 - Willingness to commit to a 2-year term.
 - The support of their organization(s) to serve in this role if applicable.
- e) The Chair / Co-chairs will serve for a 2-year period (renewable).
- f) There will be a transition period / overlap between outgoing and incoming Chairs.
- g) 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.

- h) The Chair / Co-chairs will designate a Secretariat / Coordinator(s) who will also serve for a 2-year period (renewable). If funding permits, this role can be delivered by a paid position.
- i) Chair / Co-Chair duties include:
 - Facilitating consensus of views and strategies.
 - Communicating and coordinating Roundtable activities with all members, interested parties, and the general public as appropriate.
 - Reviewing and providing feedback on meeting notes and agendas in coordination with the Secretariat.

5. Role of the Secretariat / Coordinator(s)

- a) The Chair / Co-chairs will designate a Secretariat / Coordinator(s) who will serve for a 2-year period (renewable).
- b) Coordinator / Secretariat duties include:
 - Organizing and providing notice for all meetings.
 - Documenting meeting minutes, actions, and communications.
 - Arranging for communications to all Roundtable members.
 - Monitoring budgets and reporting to funder(s).
 - Regularly liaising with the Chair / Co-chairs as well as Core Committee members as needed to follow up on activities and decisions of the Core Committee and Roundtable meetings.

6. Decision Making Process

- a) Quorum for the Core Committee will be two members from two of the Core Committee sectors, and one member from the third sector (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 and 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 may invoke a voting mechanism to ensure that a decision can be made. Each Core Committee member may vote.

7. Meeting Logistics

- a) Meetings will be held at the call of the Co-chairs (4 times/year) and located throughout the Nechako watershed (with teleconference option). 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.

8. 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 specific 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. For example:
 - Blaming and finger-pointing conversations will not be tolerated and individuals will be asked to address any such conversations outside of Core Committee meetings.



Attachment 1

Core Committee Members

Date: August 10th, 2021

Local Government

1. Garth Frizzell, Councilor, City of Prince George
2. Clint Lambert, Regional District Bulkley Nechako
3. Kevin Moutray, Councilor, District of Vanderhoof (Co-Chair of the Core Committee)

First Nations

1. Mike Robertson, Cheslatta Carrier Nation
2. TBD
3. TBD

NGO / Civil Society

1. Wayne Salewski, Nechako Environment and Water Stewardship Society (NEWSS)
2. Margot Parkes, Integrated Water Research Group (IWRG), UNBC (Co-Chair of the Core Committee)
 - Alternate: Barry Booth, IWRG, UNBC
3. Norm Bilodeau, Member-at-large
4. Kim Menounos, Fraser Basin Council