



Coquitlam River Watershed Roundtable

*Kwikwetlem, known as “Red fish up the river.”
A living river that reveals its spirit.*

Coquitlam River Watershed Roundtable Operational Guidelines and Core Committee Terms of Reference

Draft Version Update: November 9, 2016

Final Version to be Reviewed and Adopted: November 16, 2016

A. Roundtable: Operational Guidelines

1. The Roundtable will endeavour to meet twice a year – additional meetings will be entertained as needed.
2. The Roundtable is guided by a Common Vision and Mission.

Our Common Vision: A healthy watershed supported and enjoyed by the community in a manner that respects our common values through partnerships and collaboration; education, stewardship, and monitoring; conservation and green economics; and responsible decision-making, in perpetuity.

Mission: The Coquitlam River Watershed Roundtable (CRWR) is a multi-stakeholder body whose mission is to:

- Facilitate collaborative resolution of urban growth and natural resource use pressures consistent with agreed community objectives and values;
- Inform and educate people about these matters and the watershed; and
- Promote and support conservation of a sustainable, healthy watershed environment.

3. Guiding Principles for the Roundtable were developed through community consultation and finalized by the Roundtable Core Committee:

Principle	Specifics
1. Take a proactive approach	<ul style="list-style-type: none"> • Maintain and pursue Our Common Vision and Mission for the watershed. • Look towards generating a Coquitlam River Watershed Plan, ensuring it is relevant to landowners, agencies, First Nations, businesses and citizens. • Incorporate an ecosystem approach. • Think strategically, in terms of the watershed, at all levels, including individual project design and implementation.
2. Be accountable	<ul style="list-style-type: none"> • Ensure members are representative. • Be responsive and communicative, while taking ownership. • Respect Aboriginal rights and title.
3. Be influential and responsible	<ul style="list-style-type: none"> • Act responsibly. • Participate in decision-making processes. • Operate as a collective, without dependency on, or obligations to, a single Roundtable sector or member. • Do not replicate or overlap with other governance arrangements.
4. Be inclusive and respectful	<ul style="list-style-type: none"> • Ensure all stakeholders and broad interests are involved. • Discuss information and ideas, not people. • Come to meetings prepared and ready to listen as well as contribute. • Give credit to work that has come before, including adhering to agreements reached.
5. Build relationships	<ul style="list-style-type: none"> • Be a catalyst for cooperation, partnership and trust building. • Follow a positive approach to problem solving, rather than finger pointing and criticism of past practices. • Lead by example and allow people time to change their mind. • Understand that differences do exist – cultural, philosophical and technical.
6. Be collaborative	<ul style="list-style-type: none"> • Maintain fair practices, with integrity. • Follow consensus-oriented decision-making. • Be open and transparent in all processes (decision-making and actions). • Look for common goals and respect all concerns, rather than taking positions.
7. Be effective and credible	<ul style="list-style-type: none"> • Strive for respectable performance, i.e., timely, mutually beneficial, worthwhile, respectable, well-coordinated, and adhering to guiding principles. • Establish clear understanding of roles and responsibilities, with experienced leadership. • Make projects happen – taking action and energizing participants.
8. Be efficient, with capacity	<ul style="list-style-type: none"> • Access resources and staff, sustainably. • Maximize funding opportunities. • Keep processes simple and streamlined, valuing people's time. • Be frugal in the use of scarce resources.
9. Be adaptive	<ul style="list-style-type: none"> • Learn and improve based on experience. • Adapt to changing circumstances (demands, needs and requirements).

4. The Vision, Mission Statement, and Guiding Principles may be amended by the Roundtable through a consensus-oriented decision-making process. In the event that consensus cannot be achieved, a formal vote will be required and the following decision rule will apply: 80% of Roundtable members present must vote in the affirmative in order to amend the Vision, Mission or Guiding Principles.
5. The Roundtable will be assisted by a Core Committee comprised of sector representatives to perform administrative and other tasks related to the ongoing coordination of the Roundtable's activities, and to debate specific items arising out of the coordination of these activities. As resources permit, a Coordinator will assist the Core Committee.
6. The Core Committee will be comprised of 18 members. The formation of the Core Committee was established during two Transition Planning meetings held November 2010 and January 2011 to establish a first slate of sectors to serve on the Core Committee. The Operational Guidelines and Core Committee Terms of Reference were ratified by the Roundtable in November 2012. In Fall 2016, the Core Committee revisited the committee makeup. The following composition was reaffirmed in November 2016.

Core Committee members will be representative of sectors participating in the Roundtable and will include one or two designates as indicated below, or as amended by the Core Committee following a formal vote, and a quorum of the current membership:

- Municipal Government (City of Coquitlam (2), City of Port Coquitlam (2))
 - First Nations (Kwikwetlem) (2)
 - Regional Government (Metro Vancouver) (1)
 - Federal Government (Department of Fisheries and Oceans) (1)
 - Provincial Government (BC Ministry of Energy, Mines and Natural Gas/ Ministry of Environment/ Ministry of Forest, Lands and Natural Resource Operations) (1)
 - Utilities (BC Hydro) (1)
 - Aggregate Industry (1)
 - Real Estate Development (1)
 - Outdoor Recreation (1)
 - Stewardship (3)
 - Education (1)
 - Arts and Culture (1)
7. The Core Committee is responsible/accountable to the 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 Core Committee sector representation, revisions to Operational Guidelines/Terms of Reference). Ratification is defined per item # 4 above – if a decision cannot be made on the business put forward for discussion, the item can be directed back to the Core Committee for additional review/research. New information relating to the unresolved business should then be brought back to the Roundtable for consideration at the next meeting.

8. The Roundtable and Core Committee may establish Task Groups or Standing Committees, responsible to the Core Committee, to perform a specific function on behalf of the Roundtable (see Section C).
9. Roundtable and Core Committee Agendas and meeting notes will be posted by the Roundtable Coordinator or appointed designate, to the Coquitlam River Watershed website, www.coquitlamriverwatershed.ca, to foster inclusiveness and to ensure transparency and accountability.
10. Roundtable members can add items to a Core Committee meeting Agenda by contacting the Chairperson and/or the Roundtable Coordinator if in place, or another member of the Core Committee (who would then approach the Chairperson with the item) to request that a specific item be addressed. See items # 6 and 7 below for specific terms relating to the drafting of the Agenda.
11. From time to time, as needs arise, the Coquitlam River Watershed Roundtable may partner with another organization, e.g., NGO, Society or City, to apply for and serve as financial trustees to manage funds.

B. Core Committee: Terms of Reference

1. The purpose of the Core Committee is to serve as the administrative body to support the Roundtable and provide continuity for the Roundtable. Members of the Core Committee will be guided by the Common Vision and Values for the watershed, the Mission Statement and the nine Guiding Principles for the Roundtable (see Section A).
2. Individual sectors are responsible for selecting designates and alternates to represent their interests on the Core Committee. Sectors will seek to fill their seats through an open and inclusive process. With the exception of the Stewardship sector, one alternate is permitted per seat. The Stewardship sector shall appoint one alternate.
3. Members will commit to the Core Committee for a period of 12, 18 or 24 months to permit overlaps of new sector members with current sector members. A member may designate an alternate to participate on the members' behalf in their absence during his/her period of appointment.
4. If a member of the Core Committee must leave their seat before the end of their period, and their departure happens within the first 12 months of the term, a replacement will be sought. If the departure happens within the last 6 months of the term, the alternate will be requested to fill in for the remainder of the term.
5. At the end of a sector member 12, 18 or 24-month commitment period, Core Committee membership will be reviewed by a Committee Recruitment Task Group, that is to be formed to assist a sector with filling its vacancy. This will provide an opportunity to renew or dissolve an individual's participation in the Core Committee.
6. The Core Committee will meet approximately five (5) times a year on the second Wednesday of January, March, May, September and November for approximately three hours - additional meetings can be called by the Core Committee as deemed necessary.

7. Core Committee meetings will be facilitated using a rotating Chairperson and Co-Chairperson procedure. The Chairperson and Co-Chairperson for the next meeting will be identified at the end of a Core Committee meeting, or prior to the next Meeting Agenda being finalized.
8. In the absence of a Roundtable Coordinator, the volunteer Chairperson for a Core Committee meeting will prepare and circulate a draft Agenda and available relevant information to the Core Committee via e-mail at least seven (7) days prior to the meeting. The draft Agenda will be posted to the Coquitlam River Watershed website for review by other Roundtable members in advance of the scheduled meeting. Any additions to the Core Committee Agenda must be brought to the attention of the Chair directly, or through another Core Committee member. A revised draft Agenda will be circulated to the Core Committee two (2) days prior to the Core Committee meeting. The role of the Chairperson at the Core Committee meeting is to follow the Agenda, keep track of the meeting time and a speakers list to ensure an efficient and effective meeting.
9. In the absence of a Roundtable Coordinator, the Co-Chairperson is responsible for keeping a record of attendance, meeting notes and action items from the Core Committee meeting. Notes should capture the general intent of discussion items and include recommendations and supporting rationale as well as consenting and dissenting arguments on issues where consensus was not achieved. The Co-Chairperson will send the meeting notes in electronic format to all members of the Core Committee for review and solicit feedback from Core Committee members within 2-3 business days. The Co-Chairperson will endeavor to have meeting notes prepared, reviewed, and posted to the website within 14 days following a Core Committee meeting.
10. Provided resources are available, the Roundtable, Core Committee and volunteer chairpersons will be supported by a Roundtable Coordinator to provide the administrative support of scheduling meetings, preparing Agendas, taking notes, preparing notes and keeping committee meeting information up to date on the website, and as outlined in item # 8 and 9 above.
11. The proper circulation of meeting materials (such as previous meeting minutes, meeting Agendas and relevant meeting materials) will ensure that Core Committee members come prepared to meetings to participate.
12. Core Committee members/alternates should confirm attendance at a meeting with the Chairperson at least 7 days prior to the meeting date. Core Committee members and/or alternates are encouraged to actively participate in the preparation for and in discussion at meetings. Attendance at meetings will be noted and as necessary, active participation from all members discussed.
13. Quorum is defined as 50% +1 Core Committee members (represented by their designates or alternates). The Chairperson will decide whether to proceed with a meeting if quorum is not present. A meeting that is held without quorum is not considered official business, and items discussed at the meeting could be discussed at another meeting where quorum is met.
14. The Chairperson will present a revised Agenda at the start of the Core Committee meeting for consideration and acceptance by the Core Committee members. The notes from the previous Core Committee meeting will be discussed and adopted after the Agenda is accepted.

15. Norms of meetings:
 - members will be respectful of one another
 - no 'he-said she-said' conversations – it is the responsibility of the Chairperson to recognize and stop the behavior, requesting the conversation be taken offline
 - discussion and debate is undertaken in good faith and focuses on information and ideas, not people
16. Core Committee meetings are typically open to Roundtable members and the public. Observers may only participate through a Core Committee member, or at the end of a meeting with the permission of the Chairperson. Items arising out of an observer's participation in a meeting could also be recorded or submitted in written format for consideration at a subsequent Core Committee meeting.
17. A Core Committee meeting may be a closed meeting – meaning members of the public and other Roundtable members are not permitted. This will occur in the event that the Core Committee must discuss matters that may have legal implications (including personnel issues).
18. When items arise out of discussion and/or debate that require a decision (e.g. a motion), best efforts to apply a consensus-based decision-making process will be taken. Consensus is deemed to have been achieved when a show of hands indicates that all present are in favour or no hands are raised in response to the question: Can anyone not live with this? If consensus cannot be achieved through dialogue and a decision is needed, the following process will be followed:
 - a. A formal vote will proceed with 80% of Core Committee members (designates or alternates, not both) present required to vote in the affirmative (note: not all of whom vote *in the affirmative strongly support* the decision, but they agree to live with the decision)
 - b. In the event that fewer than 80%, but more than 50%, vote in the affirmative the item will be referred to a task group or Core Committee member for more info and further discussion at a future meeting
 - c. In the event that less than 50% of the Core Committee votes in the affirmative and/or there is no appetite to move the item forward, the item may be defeated
 - d. The objection will be noted and documented
19. Each Core Committee member or alternate has one vote. Observers do not have a vote.
20. If a Core Committee member has the potential of financial gain when a decision is required, the Core Committee member must state a 'conflict of interest' and leave the room during the discussion and vote.
21. In the event that an item arising out of discussion and/or debate requires a decision that a Core Committee member feels they do not have the authority to make without further discussion with their organization or group, then such an item would be tabled until the next meeting.
22. Core Committee members and alternates will attend Core Committee meetings at their own expense.

C. Task Groups and Standing Committees

1. Task Groups will be used to undertake specific, time-limited tasks such as funded projects, e.g., Watershed Plan, Roundtable Coordinator Recruitment, Core Committee Recruitment, Roundtable Meetings, Terms of Reference, Governance, Watershed Cafes.
2. Standing Committees will be used to address ongoing needs, and include such activities as Fundraising and Communications/Website.
3. Task Groups and Standing Committees will abide by the Core Committee Terms of Reference and may develop additional terms to guide their operation and report to the Core Committee with updates at the next scheduled Core Committee meeting as appropriate. Each group will include a selection of members that represent a diverse set of interests, i.e., government, business or industry and stewardship.
4. Task Groups will endeavour to complete the task in a timely manner, and will meet, as needed, until the specific task/function for which they were established is completed.

