



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

(Adopted by the Core Committee July 6, 2011)

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 for the Coquitlam River Watershed which is articulated as *“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.”*
3. Guiding Principles for the Roundtable were developed through the community consultation meetings and finalized by the Core Committee:

Principle	Specifics
1. Take a proactive approach	<ul style="list-style-type: none"> • Maintain and pursue Our Common Vision for the watershed. • Look towards generating a Coquitlam River Strategic/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.

	<ul style="list-style-type: none"> • 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/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 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 the Roundtable members present must vote in the affirmative in order to amend the Vision or Guiding Principles.
5. The Roundtable will appoint 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.
6. The Core Committee will be comprised of 17 members¹. Core Committee members will be representative of sectors participating in the Roundtable and will include one or two designates as indicated below, and appointed by their own process within their respective sectors:
 - Municipal Government (City of Coquitlam (2), City of Port Coquitlam (2))
 - First Nations (Kwkwetlem) (2)
 - Regional Government (Metro Vancouver) (1)
 - Federal Government (Department of Fisheries and Oceans) (1)
 - Provincial Government (BC Ministry of Natural Resources/Ministry of Environment) (1)
 - Utilities (BC Hydro) (1)
 - Aggregate Industry (1)
 - Real Estate Development (1)
 - Outdoor Recreation (1)
 - Fishing and Hunting (1)
 - Stewardship (2)
 - Education (1)

¹ 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. Vacancies will be filled at a future date by the Core Committee.

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 – for more information see #22 under the Core Committee Terms of Reference) may establish a Task Group, responsible to the Core Committee, to perform a specific function on behalf of the Roundtable. The Task Group 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. Task Groups formed to date include:
 - Governance (Feb/March 2011)
 - Virtual Watershed Environmental Centre (Feb/March 2011)
 - Education Core Committee Representation (May 2011)
 - Funding (May 2011)
9. Roundtable and Core Committee agendas and meeting notes will be posted to the Coquitlam River Watershed website 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 of the meeting 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.

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.
2. Members will commit to the Core Committee for a period of 18 months. A member may designate an alternate to participate on the members' behalf in their absence during this period.
3. At the end of the 18-month period, Core Committee members will be revisited, as this will provide an opportunity to refresh, renew or dissolve an individual's participation in the Core Committee.
4. The Core Committee will meet approximately six (6) times a year on the first Wednesday of January, March, May, July, September and November for approximately two hours. Additional meeting dates can be called by the Core Committee as deemed necessary.
5. Core Committee meetings will be facilitated using a rotating Chairperson and Co-Chairperson procedure. The Chairperson and Co-Chairperson for the next Core committee meeting will be identified at the end of a Core Committee meeting.

6. The 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 also be posted to the Coquitlam River Watershed website for review by other Roundtable members. 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.
7. 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. A Draft Agenda for the next Core Committee meeting should be identified at the end of a Core Committee meeting. 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, revised and posted to the website within 14 days following a Core Committee meeting.
8. Prior to the close of a Core Committee meeting, a draft agenda will be prepared for the next meeting.
9. The proper circulation of meeting materials (such as previous meeting notes, meeting agendas and relevant meeting materials) will ensure that Core Committee members come prepared to meetings to participate.
10. 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.
11. Quorum is defined as 50% +1 Core Committee members. 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.
12. 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.
13. 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
14. Core Committee meetings are typically open to Roundtable members as observers. Observers may participate in discussion when requested by 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.

15. 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).
16. When items arise out of discussion and/or debate that require a decision, best efforts to apply a consensus-oriented decision-making process will be taken. In the event that consensus cannot be achieved, a formal vote will be required and the following decision rule will apply: 80% of Core Committee members present vote in the affirmative. Not all of whom vote may agree to the decision, but they agree to live with the decision. In the event that consensus or the decision rule cannot be reached on an item of debate, the item will either be referred to a Task Group or Core Committee member to gather more information, or if there is no appetite to move the item forward (i.e. less than 50% of the Core Committee agrees to live with the decision) the item may be defeated.
17. Each Core Committee member or alternate has one vote. Observers do not have a vote.
18. 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. In the event that a vote must be taken, no vote would be counted for a member that has identified a conflict of interest.
19. 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.
20. In the event of a tie, the motion is defeated. A member present at the meeting at the time of a vote who does not indicate his or her vote is deemed to have voted in the affirmative (unless that member has stated a conflict of interest, wherein no vote would be counted for this member).
21. The Core Committee may establish a Task Group, responsible to the Core Committee, to perform a specific function. The Task Group 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.
22. Core Committee members and alternates will attend Core Committee meetings at their own expense.