

Canadian Coalition for Healthy Waters

Terms of Reference

PURPOSE

To view the purpose of the Canadian Coalition for Healthy Waters (“the Coalition”), including what unites us, and our advocacy focus, please see our [Purpose Statement here](#).

GOVERNANCE & DECISION-MAKING

The Coalition is governed by a Steering Committee composed of representatives of the membership. The Steering Committee shall consist of no less than **5** and no more than **15** members. We will strive for a membership that represents the diverse geographies and watershed issues of Canada, in both the membership at large and within the Steering Committee.

The Steering Committee meets at least once a month, and establishes strategy, sets direction, and makes consensus-based decisions on behalf of the Coalition.

The Steering Committee will be chaired by Our Living Waters. The Chair will be responsible for things like: setting meeting times and agendas, circulating minutes, facilitating, etc.

There is no restriction on the number of members of the Coalition. Meetings of the full membership will be held at least twice a year to ensure Coalition members are informed and engaged in the activities of the Coalition.

Members will receive regular email updates that will share activities of the Coalition and opportunities to engage and take action in support of the Coalition’s objectives.

ADVANCING RECONCILIATION

As part of our approach to embodying the foundational pillar within our [purpose statement](#) on Advancing Reconciliation, the Canadian Coalition for Healthy Waters:

- Commits to not take or apply for funds that are designated for Indigenous led organizations.
- Endeavors to not occupy space that should be occupied by Indigenous Peoples and to create space with decision makers for Indigenous Peoples.
- Endeavors to align our policy positions with what Indigenous Peoples are asking of the federal government, recognizing that there are often multiple interests amongst the diversity of Indigenous nations within the country.
- Commits to make it clear in our materials that any statement or policy position coming from the CCHW does not speak for Indigenous Peoples.

MEMBERSHIP STATEMENT

As a member, I/our organization confirms that I/our organization will:

- Accept and work towards the Coalition’s purpose;
- Stay informed and engage in Coalition activities and calls to action;
- Report to the appropriate government agencies on our own regarding regulated activities (e.g. lobbying, public policy dialogue and development, fundraising, etc) as required;
- Share activities and calls to action of the Coalition within my organization’s networks, where appropriate;
- Participate in the Coalition’s meetings;
- Share and respect diverse views and perspectives;
- Meet with federal elected officials and staff on behalf of the Coalition, including Ministers, MPs, and staff, as necessary;
- Act in the best interests of watershed security and health.

Individual and organization name: _____

Signature: _____

Date: _____

STEERING COMMITTEE TERMS OF REFERENCE

ROLES & RESPONSIBILITIES OF THE STEERING COMMITTEE

The Steering Committee undertakes the following responsibilities:

1. Establishes the strategic direction of the Coalition;
2. Supports communications and engagement with the full membership;
3. Supports public communications from the Coalition, including public presentations, media engagements, etc.;
4. Supports Coalition members in meeting with elected officials;
5. Revising the Terms of Reference as necessary.

EXPECTATIONS OF COMMITTEE MEMBERS

1. Attend meetings;
2. Actively engage in Committee meetings, sharing perspectives, ideas, suggestions and encouraging open, honest and respectful dialogue;
3. Review materials circulated for Committee decisions, communications, and strategy development;
4. As needed, participate in meetings with elected officials;
5. Take on action items to support equal distribution of the work of the Steering Committee members;

STEERING COMMITTEE COMPOSITION, TERMS & RECRUITMENT

The Steering Committee shall consist of no less than **5** and no more than **15** members.

Regarding Steering Committee terms:

- Steering Committee members will serve a term of two years, which may be renewed by a vote of the current Steering Committee should the member wish to pursue a subsequent term.
- Individuals representing a given Steering Committee member can change over time.
- If a Steering Committee member wishes to resign before the two-year term is up, they must provide written notice of their resignation to the Chair. This resignation will be effective on the receipt by the Chair of this notice.

The Steering Committee may recruit new Steering Committee members based on:

- Ensuring diverse perspectives are represented at the Steering Committee;
- Ability to fulfill expectations of committee members;
- Experience, knowledge and networks in government relations;
- Experience, knowledge and networks connected to the Coalition's current objectives;
- Commitment to contribute constructively to the collective goals of the Coalition;
- Sense of humour and collaborative personality.

DECISION-MAKING

Committee decisions will be made by consensus wherever possible. In the spirit of consensus, decisions do not need to be heartily agreed to by all, rather members should agree when a decision is, to them, at least *good enough for now and safe enough to try*. Where consensus is not able to be reached, a vote will be used to reach a decision. In that circumstance, a simple majority (50% +1) vote would be the basis for the decision.

ROLE OF ADVISORS

The policy positions taken on by the Canadian Coalition for Healthy Waters are developed with input from advisors. As such, the role of advisors is to provide subject matter advice and perspective on policy issues, and also on other areas as needed (for example, strategic communications or other areas of expertise advisors have). Advisors are not formal Steering Committee members, nor are they required to be members of the Coalition, but they are invited to Steering Committee meetings. It is not required for advisors to join meetings as they can also provide input through other means such as email, or one on one conversations as is convenient for them.