

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. Each steering committee member organization will be represented on the committee by a single designated individual, ensuring only one representative from each organization attends. Note: After consultation with committee members, this rule may be adapted to accommodate interns, aids or substitutes i.e. when a Steering Committee member is serving as the Chair. The Steering Committee meets at least once a month, and establishes and delivers on the strategy with the support of the secretariat and membership.

The Steering Committee will be chaired by a member or members of the Steering Committee. 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 (February & November) 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.
- Respect the views, work, and lived experience of all other Members and invited guests

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. Revises 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. Actively participate in sub-committee meetings of the Steering Committee;
6. Take on action items to support equal distribution of the work of the Steering Committee members; including but not limited to helping to write Op-Eds, co-producing reports and engaging in strategy.

STEERING COMMITTEE COMPOSITION, TERMS & RECRUITMENT

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

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(s). This resignation will be effective on the receipt by the Chair (s) of this notice.

Recruiting new Steering Committee members:

- 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.

New Steering Committee Members:

- If a Coalition member wishes to join the Steering Committee, and there is available space, the following criteria will be considered:
 - **Geographical Distribution:** The current composition of the Steering Committee will be taken into account to maintain geographical representation.
 - **Engagement:** The level of engagement exhibited by the member with the Coalition.
 - **Alignment:** The interests of the Member and their alignment with CCHW's purpose as stated [here](#).
 - **Membership Duration:** A minimum membership of the CCHW duration of one year is required for consideration. However, special consideration may be given to member groups that can significantly enhance and provide support to the Steering Committee
- Once a member expresses interest, the chair will be notified and will present the opportunity to the Steering Committee, who will use the Terms of Reference decision-making process to come to a decision.

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.

Individual and organization name:

Signature:

Date: