

Terms of Reference for the International Lake of the Woods and Rainy River Watershed Board

Community Advisory Group

Preamble

The Community Advisory Group (CAG) is a forum to advise on and support the International Lake of the Woods and Rainy River Watershed Board's (Board) mandate and public involvement activities. The CAG is a component of the International Joint Commission's strategy to increase transparency and public involvement through the consultation processes in connection with its activities.

1. Mandate

The CAG is to provide advice and insight to the Board on issues related to its mandate and to carry out specific activities that the Board may request from time to time.

2. Membership

CAG members from the United States and Canada should be roughly equal in number, and should try to balance upstream and downstream interests. The Board will appoint two co-chairs, one from each country for a three-year rotating term. The CAG co-chairs shall be drawn from the public membership of the Board.

CAG members are typically appointed by the Board for terms of three years. A member's term may be extended for additional terms. The Board endeavors to ensure that appointments of members are scheduled to allow for continuity and systematic rotation of membership, as well as to reflect the diverse nature of the environment in which the Board operates. The CAG Co-Chairs are responsible for providing nominations to the Board of potential members as well as proposed extension of terms of current members.

An individual may withdraw as a member from the CAG at any time upon written notification to the Board with a copy to the CAG Co-Chairs. The Board is not allowed to dismiss any members of the CAG prior to the end of their terms. Membership of a CAG member may be terminated by the Commission at any time upon written notification from the Commission in consultation with the CAG Co-Chairs. Consultation with the CAG Co-Chairs is not required if the termination relates to the CAG Co-Chairs position.

Commission staff will not serve as members of CAG but will respond to questions, and provide information at the call of the CAG Co-Chairs.

3. Reporting Structure

The CAG reports through the CAG Co-Chairs directly to the Board.

4. Management and Administration

Commissioners, members of the Board and relevant Commission staff are invited to any meetings of CAG. The CAG meets face-to-face at least once per year. Additional meetings, including teleconferences, may be held at the request of the Commissioners, the Board or CAG Co-Chairs.

Board members, CAG members and IJC staff are canvassed for agenda items in advance of regularly scheduled CAG meetings. The agenda is then developed by the CAG Co-Chairs and shared with the Board, IJC staff and CAG members before the meeting. Where possible, information is provided in advance of the meeting.

The CAG Co-chairs may call upon the Board secretaries for meeting logistics, such as room scheduling, and for any purchases necessary, such as for advertisements. The CAG Co-chairs are responsible for all communications with the CAG members.

Discussion during CAG meetings is open, frank and free-flowing. All members of the CAG have equal status during discussion and are expected to demonstrate fairness and a commitment to in-depth examination of matters under review. Topics that do not fit within the mandate of the Board should not be discussed.

Minutes of CAG meetings are prepared and certified for accuracy by the CAG Co-Chairs. Minutes are kept to the minimum detail required to summarize effectively the proceedings and to reflect advice offered. There is no attribution of comments unless specifically requested by a member.

CAG Co-chairs will be responsible for the preparation, approval, and distribution of the minutes. The CAG Co-Chairs will circulate meeting minutes to the CAG for approval and to the Board for information. The minutes will be posted to the Board website.

5. Roles and Expectations of CAG Members

Members carry out the mandate of CAG by:

- demonstrating preparedness for meetings
- fostering and contributing to an open, collaborative climate
- actively providing constructive input to the deliberations
- drawing on their knowledge, contacts and experience to provide informed input into discussions
- maintaining a good attendance record