

# **Terms of Reference for the International Rainy – Lake of the Woods Watershed Board Community Advisory Group**

## **Preamble**

The Community Advisory Group (CAG) is a forum to advise on and support the International Rainy-Lake of the Woods 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. One United States and one Canadian member will be appointed as Co-Chairs by the Commission and will also be members of the Board.

CAG members are appointed by the Board for terms of three years. A member's term may be extended for an additional term. The Commission endeavors to ensure that appointments of members are scheduled to allow for continuity and systematic rotation of membership.

An individual may withdraw as a member from the Committee at any time upon written notification to the Commission with a copy to the CAG Co-Chairs. Membership may be terminated at any time upon written notification from the Commission in consultation with the CAG Co-Chairs.

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 at least six weeks in advance of regularly scheduled CAG meetings. The agenda is then developed by the CAG Co-Chairs and approved by the Board. Where possible, information is provided in advance of the meeting.

Discussion during CAG meetings is open, frank and free-flowing. All members of 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 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 approval and distribution of the minutes, with the assistance of Board Secretaries. The minutes will be posted to the Board website, as authorized by the Board.

## 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