

# DRAFT TERMS OF REFERENCE: XWULQW'SELU WATERSHED PLAN COLLABORATIVE COMMUNITY ADVISORY TABLE

## MANDATE

Established by the Government-to-Government Table (Cowichan Tribes and the Province of BC) the purpose of the Collaborative Community Advisory Table (CCAT) is to provide input and advice to the development of a Xwulqw'selu (Koksilah) Watershed Plan. A multi-party group comprised of diverse watershed interests and sectors, the CCAT helps to identify and evaluate options for land/water management, policy, and legal measures. It listens and learns about the values and interests of others, builds a shared understanding of management options and their consequences, and deliberates together about key uncertainties and trade-offs in an effort to reach consensus. The CCAT builds its awareness and respect for Cowichan Tribes customs, culture, worldview, laws, and language; and learns about how to achieve solutions and lasting change in the Xwulqw'selu watershed. Alongside the CCAT, Cowichan Tribes has a Guidance Table comprised of Cowichan Tribes members. Coordination and information sharing will take place between these tables.

## PURPOSE

The CCAT will convene in a series of workshops (**approximately 12-16 hours quarterly**) over 2023-2026, working through the following steps to reach recommendations and provide advice (for more discussion of these steps and the planning process, see the **Planning Process Guidance**):

- **Clarify the key questions the Plan should address:** translate aspirations or problems into concrete decisions and opportunities that can be addressed
- **Clarify goals and measures of performance:** define what matters for a given question or decision, and define specific measures of performance
- **Develop, refine, evaluate, and integrate options:** to achieve the goals
- **Characterize consequences:** build a shared understanding of the effectiveness and risks of different interventions based on the best available evidence before recommending what to do
- **Deliberate about trade-offs:** respectfully discuss and learn from others, and carefully balance the risks and benefits associated with different water and land management actions

- **Decide on recommendations to the Government-to-Government (G2G) Table:** seek recommendations that thoughtfully and transparently consider all values, are informed by a shared understanding of evidence, and utilize both Cowichan Tribes and Government of BC legal and implementation tools.

## PLANNING PRINCIPLES

Cowichan Tribes' **snuw'uy'ulh (teachings)** and **syuw'entst (proper ways of being)** are defined in the Xwulqw'selu Watershed Planning Agreement (S-xats-thut tst) and in the Planning Process Guidance. These teachings guide they'tal' (relationship-building). The following principles, which were identified through survey/interviews with community members in 2020, will also be considered by CCAT (the full 2020 report can be found on [www.koksilahwater.ca](http://www.koksilahwater.ca)).

**Transparency and Accountability.** The planning process will follow a clear process, providing fair and equitable opportunities for communities and stakeholders to participate at each stage. Decisions will be guided by clear goals, and the rationale for Watershed Plan recommendations will be clearly communicated.

**Inclusive of Diverse Values.** Different groups hold different values towards the Watershed. A collaborative process requires these views be clearly expressed so that everyone can learn about their origins, strength, relevance, and implications. The process will foster dialogue about what different values mean in practice, and how these values may be affected by decisions. The goal is to build shared understanding and arrive at decisions that have explicitly considered the full range of values – including values that are less obvious and harder to quantify.

**Seeking an Acceptable Balance.** It is understood that planning and decision-making is likely to involve compromises and trade-offs – or value-based choices – among desired outcomes. Deliberations about difficult choices will be based on seeking an acceptable balance across multiple outcomes. The process will be solutions-oriented, with the shared goal of finding alternatives that are mutually acceptable.

**Co-learning and Informed Decisions.** The planning process will work to build participants' full and shared understanding of watershed issues, the options proposed to address them, and the likely consequences of the options. The planning process will respect and use all forms of knowledges – Indigenous, scientific, and local, adhering to protocols and agreements to respect culturally sensitive information. It will provide timely access to the same information (e.g., data, studies, reports/reviews) and work toward building a common

understanding of technical findings. The extent and nature of uncertainty and its implications will be explored and documented. Monitoring and adaptive management to improve information over time will be an important part of the path forward.

## CCAT TERM

Once established, the CCAT will be in place for the duration of planning process (expected 2026).

## PROCESS TO DEVELOP RECOMMENDATIONS

The CCAT is an advisory table, not a decision-making body. It makes recommendations to the G2G Table through the Planning Team. The Planning Team draws on input from multiple sources, including but not limited to the Advisory Tables, to support the decisions of the G2G Table (i.e., developing briefing material for the G2G Table). The G2G Table will seriously consider the CCAT's advice, but is not bound to it. The Planning Team will report back on how the CCAT's advice was considered.

While the CCAT seeks consensus on its recommendations, consensus is not a requirement. To clarify whether consensus has been reached, when proposals or recommendations are presented for deliberation and endorsement to CCAT, each Member will report one of three levels of support:

- **Endorse:** Indicates the Member's full support,
- **Accept:** Indicates that the Member may not be fully satisfied but acknowledges the decision is suitable and achievable under the circumstances, and importantly that the Member confirms their support for the proposal both at the table and externally. Reasons for the accept, rather than endorse, are documented.
- **Oppose:** Indicates the Member is unable to support the proposal, for now.

Consensus is defined as occurring when all Members either Endorse or Accept a proposal.

## MEMBERSHIP

The CCAT is comprised of 15-20 individuals. The group is intended to be inclusive of diverse local interested parties in the Xwulqw'selu watershed, including local government, the agricultural community (recognizing that this includes commercial and

non-commercial farms of different sizes and producer types), forest sector, stewardship groups, resident associations, industry, as well as key province-wide sector associations.

### **Selection Process**

- An open call for members, and an application form, is communicated through a series of community events, and website and other public communications (summer 2023).
- Applicants may be contacted for an interview by a member of the Planning Team
- Applications are evaluated by the Planning Team, based on the selection criteria (below), as well as considerations about group dynamics.
- The Planning Team summarizes all the applicants for the G2G Table with recommendations about the membership.
- The G2G Table establishes the CCAT membership with formal invitations.
- The Planning Team follows up with those not selected, with clear reasons why not selected, and proposals for other opportunities to be involved (for example, in topic-specific watershed planning workstreams).

### **Selection criteria**

Applicants chosen to represent watershed interests will be selected based on whether they:

- are committed to and understand what it means to participate and provide advice within a Government-to-Government process
- speak with an influential, respected voice for a particular government, sector, or interest group, and are committed to reporting back regularly to their networks to bring perspectives forward
- offer local knowledge and experience of the Xwulqw'selu Watershed (AND/OR knowledge of sector-specific policy/regulatory issues relevant to Xwulqw'selu Watershed planning)
- demonstrate good listening skills and willingness to collaborate
- demonstrate a track record of community involvement
- are committed to attend all CCAT workshops

### **Members**

*[List to be confirmed in Fall 2023]*

## **ROLE OF G2G GOVERNING ENTITIES**

Lead staff from the convening G2G government entities (Cowichan Tribes and the Ministry of Water, Land, Resource Stewardship) are key resources to the CCAT. Lead staff, who are members of the G2G Planning Team, participate in CCAT workshops in order to facilitate learning and information-sharing between tables. They do not participate in consensus-seeking. Rather, they are liaisons, working to ensure that the CCAT deliberations are informed by an understanding of Cowichan Tribes and Province of BC priorities, and vice-versa, and that the CCAT's input and advice is understood and considered in the development of the Watershed Plan.

Either Cowichan Tribes or the Province of BC may determine to appoint other representatives to CCAT if they desire, later in the process.

## **CCAT ORGANIZING AND SUPPORT ROLES**

- Joint Executive Director
- Technical and Planning Facilitator
- Cowichan Tribes and BC Planning Team Leads
- Community & Communications Liaison
- Technical advisors (who support CCAT deliberations by identifying and clarifying relevant technical considerations, and do not participate in consensus seeking).

## **OBSERVERS AND GUESTS**

Observers may attend meetings but may not participate in CCAT discussions unless called upon. If an Observer wishes to attend an upcoming meeting, they must inform the Joint ED in advance. Permission may be dependent on the nature of the discussion (e.g., sensitive information or issues on the agenda), and on meeting logistics (e.g., venue or transportation limitations).

Guests may be invited to attend meetings to provide presentations or respond to questions on a subject relevant to the CCAT. Any invitation to a guest must be coordinated through the Joint ED in advance of the meeting.

## **CULTURAL SAFETY AND BRIDGE-BUILDING**

The CCAT will take deliberate steps to create a culturally safe, respectful place that promotes bridge-building among diverse people in the Xwulqw'selu watershed. The CCAT will:

- Acknowledge and respect the different backgrounds and values of all CCAT participants
- Formally recognize Cowichan jurisdiction and territory
- Maintain a focus on the vision and outcomes outlined in the G2G Agreement
- Meet regularly on the land
- Learn and grow a shared understanding of Cowichan worldviews, customs, culture, laws, and language.
- Spend time in meetings reflecting on Quw'utsun culture, language and teachings

The CCAT may, where appropriate, and on the advice/guidance of Cowichan Tribes, participate in Quw'utsun ceremony and protocol, and seek the advice, wisdom, stories, and guidance of Elders.

## **MEMBER RESPONSIBILITIES AND CODE OF CONDUCT**

This code of conduct is intended to support respectful and productive dialogue. If any CCAT member is acting in a way that is inconsistent with the code of conduct, the G2G partners may choose to remove that member from the Table.

- Arrive informed of the history and ongoing impacts of colonization in Canada and the Xwulqw'selu watershed and ready to explore change (resources will be provided)
- Consistently demonstrate respect for Cowichan Tribes rights, culture, and vision for a healthy watershed
- Work collaboratively toward shared understanding and consensus
- Engage in deliberations in a respectful, open and direct manner with a commitment to learning
- Share your intentions and reasons, listen to others, and let opposing views co-exist
- Focus on interests rather than positions, be open to a range of outcomes and ready to change your mind
- Attend and come prepared to all meetings (read materials, etc.), recognizing the importance of continuity in attendance
- Communicate with your neighbours/constituents/organization for input before and after meetings

## **MEETING NOTES AND CONFIDENTIALITY**

**Objective and transparent meeting notes.** The Joint ED and Planning & Technical Facilitator are responsible for developing meeting notes. Meeting notes are an

independent third-party interpretation and summary, intended for discussion purposes, towards the goal of advancing the planning process. The Joint ED and Facilitator will take care to reflect perspectives in an objective, transparent manner, to avoid potential for misinterpretation or ambiguity.

**Review of meeting notes.** A 1-week review period will be provided for CCAT meeting participants to review draft meeting notes and raise any concerns or questions to the Joint ED.

**Non-confidential.** CCAT representatives are responsible for articulating during the meeting, or during document review, when the information or a perspective they have shared should be considered sensitive or confidential (not to be documented). Once finalized by the Joint ED, meeting notes will be considered non-confidential and may be circulated or used to inform the content of public communications.

**Non-attribution.** Materials will generally be non-attributed (no direct quotes). However, given the small group size, and public listing of members, even with non-attribution, it is reasonable to expect that individuals could be identified, therefore this process does not guarantee anonymity.

**APPENDIX: APPLICATION FORM  
XWULQW'SELU WATERSHED PLAN  
COLLABORATIVE COMMUNITY ADVISORY TABLE**

**\*DEADLINE TO RESPOND: AUGUST 15, 2023\***

Cowichan Tribes and the Province of BC are establishing a Collaborative Community Advisory Table (CCAT) to provide input and advice on the development of a Xwulqw'selu Watershed Plan. See the **draft CCAT Terms of Reference** and **Planning Process Guidelines** for more information on the planning process, CCAT's mandate, member responsibilities and time commitments, and how appointments will be made.

Candidates interested in being considered to participate on the CCAT are asked to fill out the following Application Form (also available as an electronic form at [www.koksilahwater.ca](http://www.koksilahwater.ca)). To ensure an efficient planning process, total CCAT membership will be limited to approximately 15-20 members, however there will be multiple other opportunities for interested parties to give input to the Watershed Plan.

Please email the completed application form to Maya Guttman @ [mguttman@compassrm.com](mailto:mguttman@compassrm.com) by **August 15, 2023**.

Applicants may be contacted for a follow-up interview. All applicants will receive an email once appointments have been made.

**APPLICATION CRITERIA**

Applicants chosen to represent watershed interests will be selected based on whether they:

- are committed to and understand what it means to participate and provide advice within a Government-to-Government process
- speak with an influential, respected voice for a particular government, sector, or interest group, and are committed to reporting back regularly to their networks to bring perspectives forward
- offer local knowledge and experience of the Xwulqw'selu Watershed (AND/OR knowledge of sector-specific policy/regulatory issues relevant to Xwulqw'selu Watershed planning)
- demonstrate good listening skills and willingness to collaborate
- demonstrate a track record of community involvement
- are committed to attend all CCAT workshops



## APPLICATION FORM – *electronic form available online at [www.koksilahwater.ca](http://www.koksilahwater.ca)*

Name: \_\_\_\_\_

Your sector/organization: \_\_\_\_\_

Contact Information (Email & Phone): \_\_\_\_\_

How long have you lived and/or worked in the Koksilah region? \_\_\_\_years

Are you affiliated with and/or able to represent a particular interest group or organization? Is so, which one(s) and in what role or capacity? How will you report back to those you represent?

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What is your understanding of what it means to participate and provide advice within a Government-to-Government process?

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Why would you like to participate in the Xwulqw'selu Watershed Planning Process? What would you bring to it?

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Please share some of your previous involvement in community initiatives (e.g., previous planning processes or local organizations)

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Are you committed and available to attend regular (approx. quarterly) daytime workshops in 2023-2024? Yes / No

Time and travel stipends may be available to compensate CCAT members who are not otherwise covered. The intention is that no one will be excluded from participation for financial reasons. Please indicate if you may require support. Yes / No

Are you interested in being added to an electronic mailing list to receive updates during the planning? Yes / No