



# Thompson-Nicola Invasive Plant Management Committee

## Terms of Reference

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### 1. PURPOSE

- 1.1. The purpose of the Thompson-Nicola Invasive Plant Management Committee is to facilitate partnerships with government agencies, First Nations, stakeholder groups and the public to reduce the adverse economic, social and environmental impacts of terrestrial invasive plants within the Thompson-Nicola Regional District. The Committee takes action by coordinating invasive plant management efforts, and preventing further invasive plant introduction and spread through education and outreach. These efforts will help minimize the spread of invasive plants across the landscape and reduce their environmental, economic and social impacts within the region.

### 2. ESTABLISHMENT AND AUTHORITY

- 2.1. The TNRD Board has established the Thompson-Nicola Invasive Plant Management Committee (“the Committee”) as an advisory committee to provide advice and make recommendations to the Thompson-Nicola Regional District Board of Directors (“the Board”) regarding invasive plant management services and matters related to the Thompson-Nicola Region.

### 3. COMMITTEE MANDATE

- 3.1. The mandate of the Committee is to:
  - (a) Provide advice and recommendations concerning invasive plant management services in the Thompson-Nicola Regional District.
  - (b) Provide advice and recommendations to the TNRD Board on any matters that have been specifically referred to the Committee by the TNRD Board.
  - (c) Make recommendations to the TNRD Board to advocate to senior levels of government regarding “issues of importance”.
  - (d) Discuss and share information regarding any other issues related to invasive plants in the TNRD.

#### 4. ROLE OF MEMBERS

4.1. The roles of the Committee members are to:

- (a) Attend meetings, review meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration.
- (b) Advise and make recommendations on invasive plant program activities, including education, outreach, coordination and treatment programs, to ensure programs are effective, efficient and all-inclusive.
- (c) Support on working groups that may be formed to work on specific topics/ actions brought forward by the Committee. Working groups are considered to be time-limited, project specific sub-committees of the Committee in that that they are convened to accomplish a specific task (or tasks) in a narrowly defined time period.
- (d) Promote invasive plant management programs and engagement opportunities.
- (e) Communicate activities of the Committee to groups represented or those who may have an interest and offer information back to the committee expressed by those groups.
- (f) Provide constructive feedback on Committee activities.

#### 5. MEMBERSHIP

5.1. The Committee shall consist of representatives from the following perspectives: Provincial government, Local government, Indigenous groups, Agriculture/Producers, Conservation and Academia. The Committee will be comprised of representatives from the following:

- BC Cattleman's' Association – one member, one alternate
- Grasslands Conservation Council – one member, one alternate
- Industry/ Utilities– one member, one alternate
- Ministry of Environment- BC Parks – one member, one alternate
- Ministry of Forests– one member, one alternate
- Ministry of Transportation and Infrastructure– one member, one alternate
- Scw'exmx Tribal Council – one member, one alternate
- Shuswap Nation Tribal Council – one member, one alternate
- Thompson Rivers University – one member, one alternate
- TNRD Electoral Area Director – three members

5.2. The Committee shall consist of three (3) members of the TNRD Board, each of whom will be appointed by the Chair of the TNRD Board.

5.3. A chair and vice chair will be elected from committee members to preside over meetings and committee business. The chair and vice chair of the committee can be any Committee member.

- 5.4. It is the role of the chair to preside over Committee meetings so that its business can be carried out efficiently and effectively.
- 5.5. It is the role of the vice chair to preside over Committee meetings in the absence of the chair and to perform any other duties delegated by the chair or as assigned by the Committee.

## 6. TERMS OF APPOINTMENT

- 6.1. The Committee chair and Vice chair appointments will take place biennially (every two years) during the first meeting of the calendar year. The Committee Chair and Vice chair will hold a two year term.
- 6.2. All Committee appointments will take place biennially (every two years) by representing organizations. Committee members will be required to hold a two year term.
- 6.3. If a Committee member must be excused from the Committee, it is the responsibility of the representing organization to assign an appropriate replacement.

## 7. STAFF SUPPORT

- 7.1. The TNRD's General Manager of Operations, Manager of Community and Emergency Services, and Invasive Plant Management Program Coordinator support the committee in a non-voting, advisory and resource capacity.
- 7.2. The Program coordinator will develop meeting agendas, coordinate meeting logistics, prepare meeting summaries and share relevant information during the meeting.
- 7.3. The Chair and the Program coordinator will be the key contact for the Committee.

## 8. PROCEDURES

- 8.1. The Committee shall meet three (3) times per year or as otherwise convened at the call of the Chair of the Committee.
- 8.2. Committee meetings will be in person, unless otherwise stated by the Committee Chair or Program Coordinator.
- 8.3. Minutes of all Committee meetings will be recorded and provided to the Committee Chair for signature.

- 8.4. Agendas will be circulated at least one week in advance of meetings, and meeting summaries will be circulated within 2 weeks following meetings. Meeting summaries will be approved by the Committee at the subsequent meeting.
- 8.5. The committee will operate on a consensus\* decision making model wherever possible, with the identification of no consensus for issues, which parties dissented and why. \*A consensus decision making process is based on understanding multiple perspectives, for moving from individual positions to common interests; consensus may not necessarily be unanimous agreement with all elements by all parties, but simply the absence of objection. In the event that consensus cannot be reached, a vote will take place with a simple majority determining the result.
- 8.6. A TNRD Electoral Area Director Committee member will bring forward any recommendations from the Committee to the TNRD Board for review and approval
- 8.7. The following decisions must be made by the TNRD Board of Directors: budget approval of TNRD funds; entering contracts in which TNRD is a party (subject to TNRD delegated authority bylaw); and approving or amending these terms of reference.
- 8.8. Committee members or their respective organizations will fund their own expenses to participate in the committee (e.g., mileage, accommodation, per diems).
- 8.9. Amendments to these terms of reference may be made from time to time, according to the decision making process outlined above. Amendments must be approved by the TNRD Board.