

North American Wetlands Conservation Council (Canada)

Terms of Reference

(Updated October, 2015)

DRAFT

Background

The North American Wetlands Conservation Council (NAWCC) Canada was established in 1990 by the Federal Minister of the Environment as a national organization committed to advancing wetland conservation efforts in Canada. The Council was charged with acting as senior administrative authority to deliver the North American Waterfowl Management Plan (NAWMP) in Canada by providing leadership to the Habitat and Species Joint Ventures and other appropriate means.

From 1999 to 2010, the NAWCC (Canada) operated as a Standing Committee of the North American Bird Conservation Initiative (NABCI) Council and as such, the responsibilities of NAWCC (Canada) were contained within the NABCI terms of reference. In 2010, NAWCC (Canada) adopted a ten year Strategic Plan with goals and strategies that described the responsibilities of NAWCC (Canada) in a more strategic manner than was previously described within the NABCI terms of reference. In addition, it was determined that rather than a Standing Committee of NABCI Council, the goals of the NAWCC (Canada) would be best achieved through a committee of parallel importance focusing on wetlands, waterfowl and other wetland dependent species with strong links to NABCI's 'all bird' mandate and key member overlap. The NAWCC (Canada) 2010-2020 Strategic Plan was updated in 2015 to reflect changes outlined in these Terms of Reference.

In 2014 the Canadian Roundtable on Wetland Conservation (CRWC) was established. To align with the new CRWC, in 2015 NAWCC (Canada) undertook a review of its responsibilities, focusing its efforts on implementing the North American Waterfowl Management Plan in Canada and directing North American Wetlands Conservation Act funding directed to Canada in support of NAWMP. Given the shared interests between CRWC and NAWCC (Canada), collaboration and coordination between these two Committees is expected and will be encouraged.

Appendix A depicts the linkages between NAWCC (Canada) and other related committees.

Mission

The mission of the North American Wetlands Conservation Council (NAWCC) Canada is to coordinate Canada's contributions to the conservation of *wetlands, waterfowl and wetland dependent species for Canadians through the North American Waterfowl Management Plan (NAWMP)*.

Responsibilities

NAWCC (Canada) is responsible for delivering work under four long-term, continuous strategies that enable it to achieve its vision of a "*Canada that has abundant and resilient wetlands, waterfowl and other wetland dependent species that are sustained and valued*" (NAWCC (Canada) Strategic Plan 2010-2020), updated 2015. These strategies are:

- A. Oversee the administration and guide the implementation of the NAWMP in Canada and provide advice on the Plan (to the Plan Committee).

- B. Influence and provide advice to science and technology priorities in order to support wetlands and other wetland dependent species conservation in Canada.
- C. Provide information on wetlands, waterfowl, and other wetland dependent species to support informed decision-making.
- D. Develop communications and outreach programs and materials (e.g., Habitat Matters) related to the conservation of wetlands, waterfowl, and other wetland dependent species as guided by the national communication plan

Appendix B describes in more detail the strategies and ongoing actions contained in the 2015 update of the NAWCC (Canada) Strategic Plan, 2010-2020.

Membership

NAWCC (Canada) members originate from federal, provincial and/or territorial governments and non-government organizations. The Committee currently includes 19 members as outlined below. The Committee is flexible to allow for the addition of new member organizations, as appropriate, and to ensure that the required expertise is available to deliver on NAWCC’s responsibilities. Further, to facilitate coordination and implementation of Council business and maintain important linkages with other organizations, several individuals have ex-officio status on the NAWCC (Canada); however, these organizations do not participate in decision making processes.

Member Category¹	Details
Council Co-Chairs (2)	Federal (currently Executive Director, Canadian Wildlife Service) and Provincial or Non-Governmental Organization Representative (currently Ducks Unlimited Canada)
Vice Chair	Director, Habitat Conservation Management, Canadian Wildlife Service
Plan Committee Member	NAWMP Plan Committee Canadian Co-Chair
Habitat Joint Venture Representatives	Eastern Habitat Joint Venture Chair Prairie Habitat Joint Venture Chair Canadian Intermountain Joint Venture Chair Pacific Birds Habitat Joint Venture Chair
Species Joint Ventures Representatives	Sea Duck Joint Venture Canadian Co-Chair Black Duck Joint Venture Canadian Co-Chair Arctic Goose Joint Venture Canadian Co-Chair
Non-governmental Organizations	Ducks Unlimited Canada Nature Conservancy of Canada Bird Studies Canada Nature Canada

	Wildlife Habitat Canada
Provincial / Territorial Representatives	Two representing eastern provinces Two representing western provinces and the territories
Ex-officio members	Co-Chairs, NAWCC (Canada) Staff Committee Director, Wildlife Research, Wildlife and Landscape Science Directorate, Environment Canada NAWMP / Canadian Wildlife Liaison

¹The NAWCC (Canada) Secretariat, housed at the Canadian Wildlife Service, sits as an observer on NAWCC (Canada) to support and facilitate Council business.

Governance, Membership and Roles

Council Co-Chairs

There will be two Co-Chairs, one from federal and one from a provincial government or a non-government partners on the council.

The term for a Co-Chair will be for a period of two years. These terms may be renewed.

Identification of a non-federal Co-Chair will be on a volunteer basis and permanent council members will approve the selection of the co-chairs.

The Co-Chairs are accountable for the operation of the Council pursuant to its mission to provide national leadership in wetlands, waterfowl and wetland dependent species conservation through the NAWMP and other initiatives.

The Co-Chairs will determine the rotation of duties between them, and normally each Co-Chair will manage alternate meetings

Vice Chair

The Vice Chair fulfils the role of Council Co-Chair as an alternate when either of the co-chairs is not available.

Council Members

Members are identified for Council membership by the organization/agency they represent. Members shall be able to designate an alternate to be represented at Council meetings in the event that they are not available for a particular meeting. The main roles of Council members are to:

1. Share knowledge and expertise and work together for the success of fulfilling the NAWCC (Canada) Strategic Plan. Members are also expected to consider and support the best interests of the Council and its mission and vision;
2. Represent their respective agency/organization on Council matters and to ensure that Council's decisions and directions are communicated back to their agency/organization;
3. Promote the growth of the NAWMP within members' organization and sphere of influence;

4. Appoint members of their organization to participate on NAWCC (Canada) Staff Committee; and,
5. Attend meetings on a regular basis. Members are expected to make the necessary commitment to attend meetings and to serve on committees as required.

The Council may direct individual members, committees or NAWCC (Canada) Staff members to undertake particular priority actions (activities) in support of its functions, including establishing working groups on an as-needed basis. In addition, NAWCC (Canada) may be required, from time to time, to support member organizations in their specific roles and responsibilities. For example, the Director General of the Canadian Wildlife Service, in role as head of the wildlife agency in Canada, in consultation with the NAWCC (Canada), recommends Canadian members to the NAWMP Plan Committee. Similarly, NAWCC (Canada) may provide guidance to complementary activities but not under the direct responsibility of NAWCC (Canada).

NAWCC (Canada) Secretariat

The NAWCC (Canada) Secretariat is run by the Habitat Conservation Unit of the Canadian Wildlife Service's Conservation Partnerships and Programs Section. It supports and facilitates the NAWCC (Canada) in their activities and day-to-day operations. Secretariat responsibilities include:

- Providing logistical support for the NAWCC (Canada) for their face to face meetings and teleconferences
 - Providing support in the development of meeting agendas, distribution of meeting materials, preparation of records of decisions
 - Maintaining action items and forward agenda items for follow-up as required
 - Maintaining the website and uploading meeting material
 - Monitoring and responding to enquiries sent via the NAWMP email account
 - Assisting in coordinating activities for the NAWCC (Canada) members
 - Other such functions as may be mutually agreed upon
- Canadian Wildlife Service also provides coordinating and implementation capacity to the four Habitat Joint Ventures and three Species Joint Ventures.

Meeting Processes

The Council operates as a discussion group and decisions are made by consensus. A quorum for NAWCC (Canada) is defined as the presence of 50% of the Council members or their designated alternates, plus one of the Co-Chairs or Vice Chair.

Meeting Frequency

The Council will meet regularly, and will meet face-to-face annually when possible. Additional meetings may be convened, either face-to-face, by conference call or by other approved electronic means, as required by Council.

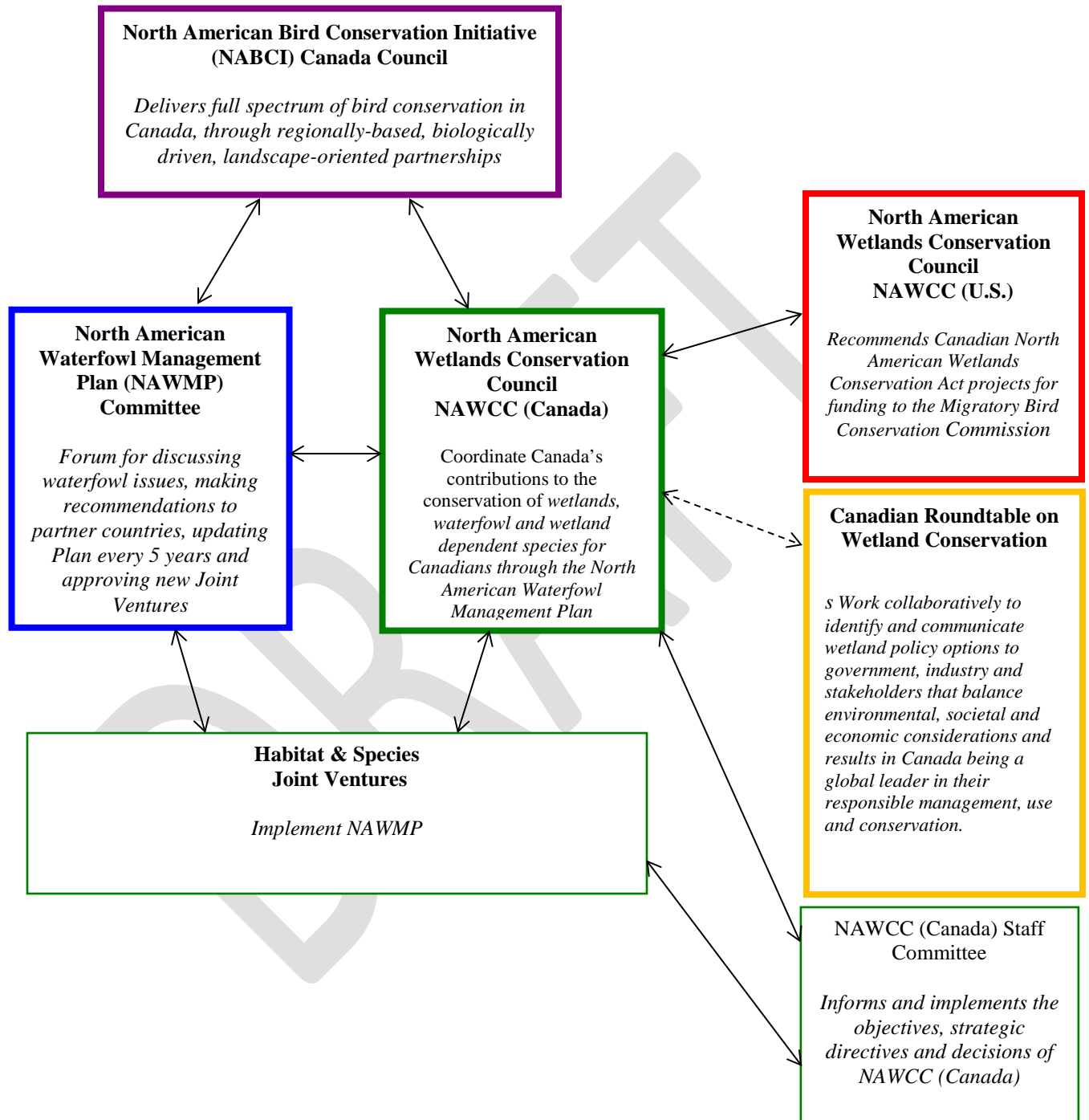
Nomination of New Members

Membership in the NAWCC (Canada) stems from an organization's interest and capacity to provide input to and deliver the NAWCC (Canada's) vision and goals as articulated in the 2015 update of the NAWCC (Canada) Strategic Plan 2010-2020. New members are considered by NAWCC (Canada) for the expertise they bring. Nominations will be discussed in advance by all members, with consensus determining the final outcome of membership status.

DRAFT

Appendix A

NAWCC (Canada) and Related Committees



Appendix B

NAWCC (Canada) Strategies and Ongoing Actions

(from NAWCC (Canada) Strategic Plan 2010-2020)

- A. Oversee the administration and guide the implementation of the NAWMP in Canada and provide advice on the Plan (to the Plan Committee).

Ongoing Actions:

- A1 - Ensure effective cooperation between NAWCC (Canada), the NAWMP Plan Committee and Joint Ventures in Canada
- A2 - Lead the management of the NAWMP partnership internationally
- A3 - Provide strategic direction for Joint Ventures planning and implementation
- A4 - Review and guide the allocation of funding, including NAWCA funds, among Habitat Joint Ventures.
- A5 - Review and endorse NAWCA proposals to NAWCC (U.S.)
- A6 - Foster, facilitate and actively maintain partnerships in support of NAWMP goals

- B. Influence science and technology priorities in order to support wetlands and other wetland dependent species conservation in Canada.

Ongoing Actions:

- B1 - Support the creation and maintenance of research working groups on wetland and wetland dependent species in Habitat Joint Ventures and at the national level as required. The working groups will work on a variety of topics, including linking threats to wetlands, waterfowl and other wetland dependent species (e.g., climate change).
- B2 - Advocate resourcing for science needs.

- C. Provide information on wetlands, waterfowl, and other wetland dependent species to support informed decision-making.

Ongoing Actions:

- C1 - Facilitate the completion, maintenance and ongoing support for the Canadian Wetland Inventory in collaboration with the Canadian Roundtable on Wetland Conservation
- C2 - Monitor the status and trends of wetlands in Canada in collaboration with the Canadian Roundtable on Wetland Conservation
- C3 - Maintain national data on achievements under the NAWMP

- D. Develop communications and outreach programs and materials (e.g. Habitat Matters) related to the conservation of wetlands, waterfowl, and other wetland dependent species as guided by the national communication plan

Ongoing Actions:

- D1 - Undertake annual reporting of NAWMP program activities and achievements.
- D2 - Lead on communication with the US on NAWMP-related issues and accomplishments.
- D3 - Preserve longstanding partnerships through public recognition of partner contributions and achievements.