

## **Terms of Reference for the International Rainy-Lake of the Woods Watershed Board:**

### **Industry Advisory Group**

#### **Preamble**

The Industry Advisory Group (IAG) is a forum to provide industry perspective on International Rainy-Lake of the Woods Watershed Board's (Board) mandated activities. The IAG 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 role of the IAG 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**

IAG membership is open to any industry or business operating in the Lake of the Woods-Rainy River basin, and is not limited to one representative per entity. The Board will appoint two co-chairs, one from each country. The IAG co-chairs must be members of the Board. The IAG Co-Chairs are responsible for providing nominations to the Board of potential members.

IAG members are appointed by the Board for an indeterminate term, related to their employment. Members represent both their company's and industrial sectors interests. An individual may withdraw as a member from the Committee at any time upon written notification to the Board with a copy to the IAG Co-Chairs. The Board is not allowed to dismiss any members of the IAG. Membership may be terminated by the Commission at any time upon written notification from the Commission in consultation with the IAG Co-Chairs. Consultation with the IAG Co-Chairs is not required if the termination relates to the IAG Co-Chair position.

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

#### **3. Reporting Structure**

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

possible, information is provided in advance of the meeting.

The IAG 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 IAG Co-chairs are responsible for all communications with the IAG members.

Discussion during IAG meetings is open, frank and free-flowing. All members of the IAG 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 IAG 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.

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

The IRLWB Board Secretaries will provide support to the IAG co-chairs to organize and schedule their meetings.

## 5. Roles and Expectations of IAG Members

Members carry out the mandate of IAG 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
- communicating with the sector they represent, as appropriate
- maintaining a good attendance record