



**DISTRICT ADVISORY COMMITTEE CHARTER**  
**Version 2025- April 9, 2025**



## 1.0 PREAMBLE

In 2022, the Saskatchewan Association of Watersheds (SAW) began establishing District Advisory Committees (DAC). The purpose of the DACs are to advise SAW on district watershed needs and programming. DACs have been established for the Northwest, Southwest, Northeast and Southeast districts (see Appendix A). A DAC for the Northern district will be established once SAW finances and staffing allow.

### 1.1. Objective and Scope

DACs are established to advise SAW on regional watershed stewardship issues that need to be addressed. The value of DAC participation enhances SAW's ability to access funding and deliver programming at both regional and provincial levels.

### 1.2. Purpose

A DAC will be a group of individuals who bring relevant knowledge and skills and have a passion for protecting and conserving watershed ecosystems at a district level.

## 2.0 DAC ORGANIZATIONAL STRUCTURE

**2.1.** Members of each DAC will include two (2) representatives from each geographic watershed area (see Appendix A for a map of watersheds).

**2.2.** Each DAC will be comprised of individuals with cross-sectoral representation, including but not limited to the following sectors:

- Rural Municipalities
- Urban Municipalities
- Indigenous Communities
- Industry (e.g. Agriculture, Energy, Mining, Tourism and Recreation, and Forestry)
- Provincial and Federal Government located within the named district (e.g. Department of Fisheries & Oceans or Water Security Agency)
- NGO's located within the named district. (e.g. Meewasin Valley Authority)
- Academia /Research (e.g. universities and colleges)

**2.3.** The committee is led by the selected Chair (Subsection 5.2) and a dedicated SAW staff member (Subsection 5.1).

## 3.0 DAC REPRESENTATIVES

- 3.1. Each DAC may consist of two (2) representatives per watershed (see Appendix B for definition).
- 3.2. The Chair, DAC members and designated SAW staff will source individuals interested in watershed stewardship from the non-represented watersheds and the additional sectors listed in Subsection 2.2.
- 3.3. Each DACs will have a minimum of 4 and a maximum of 18 committee members.
- 3.4. Each DAC will select a Chair from the DAC committee members. If the Chair is unable to attend a meeting of the DAC, the participants may appoint an Acting Chair to chair the meeting.
- 3.5. The length of term of DAC committee representative will be determined by the DAC.
- 3.6. Each DAC will review committee representation and roles annually.

## 4.0 DAC RESPONSIBILITIES

- 4.1. DACs will recommend district and watershed programming (see Appendix B for definitions).
- 4.2. DACs will collaborate on district watershed initiatives.
- 4.3. DACs will assist SAW with designated committees and policy advice.
- 4.4. DACs will liaise with **designated SAW staff**.
- 4.5. DACs will assist SAW with engaging district partners and community members.
- 4.6. DACs will nominate district representatives to fill positions on the SAW Board of Directors.
- 4.7. DACs will support SAW through the promotion and participation in communications, events and fundraising.
- 4.8. DAC meetings will be held a minimum of 4 times per year, preferably quarterly.
- 4.9. Meetings may be held virtually, in person, or a combination.

## 5.0 DAC MEMBER ROLES AND RESPONSIBILITIES

**5.1.** SAW will designate a staff member or members to liaise with each DAC.

**5.1.1.** SAW staff will source representatives that reside within the specified watersheds to participate in the DAC.

**5.1.2.** SAW staff will attend all DAC meetings.

**5.1.3.** SAW staff will collaborate with the DAC Chair to schedule meetings and complete action items as required.

**5.1.4.** SAW staff will liaise with members of the DAC.

**5.1.5.** SAW staff will organize the logistics and record minutes at the DAC meetings.

**5.1.6.** SAW staff will ensure DAC meeting information and minutes are shared and communicated with the DAC members and the SAW Executive Director.

**5.1.7.** SAW staff will abide by the SAW Conflict of Interest policy (see Appendix C).

**5.2.** Each DAC will select a Chair from within the committee members.

**5.2.1.** The DAC Chair will develop agendas in collaboration with SAW staff.

**5.2.2.** The DAC Chair will liaise with SAW staff to organize agendas and meetings.

**5.2.3.** The DAC Chair will chair the DAC meetings.

**5.2.4.** The DAC Chair will provide high level governance guidance to the DAC.

**5.2.5.** The DAC Chair will follow Rules of Order, as determined by the SAW Board, if questions of procedure arise.

**5.2.6.** The DAC Chair will abide by the SAW Conflict of Interest Policy (see Appendix C).

**5.3.** Individual members of the DAC agree to assist SAW and the committee.

**5.3.1.** DAC members will attend a minimum of three (3) meetings annually or 75% of the DAC meetings in person or virtually.

**5.3.2.** DAC members will be accountable to other DAC members for competent, conscientious and effective engagement.

**5.3.3.** DAC members will select a Chair for the DAC.

**5.3.4.** DAC members will nominate district representatives for positions on the SAW Board of Directors.

**5.3.5.** DAC members will support and assist the DAC Chair.

**5.3.6.** DAC members will participate in DAC and SAW subcommittees.

**5.3.7.** District representatives serving on the SAW Board must provide an update to their DAC at each DAC meeting.

**5.3.8.** District representatives serving on the SAW Board must provide an update from their district at each SAW Board meeting.

**5.3.9.** DAC members will abide by all SAW policies including the Conflict-of-Interest Policy (see Appendix C).

## 6.0 NOMINATION PROCESS TO THE SAW BOARD OF DIRECTORS

**6.1.** Each DAC will be allocated three (3) positions on the SAW Board of Directors.

**6.1.1.** District representatives nominated for the SAW Board of Directors cannot be current staff or contractors of SAW or **staff of** watershed organizations (see Appendix B for definitions).

**6.1.2.** Nominations will comply with the SAW Board Nomination Policy.

**6.1.3.** SAW Board of Directors terms will be **three (3) years**.

**6.1.4.** Each term is renewable, but no individual may serve on the SAW board more than two (2) consecutive terms. After a minimum one (1) year interval off the SAW Board, DAC representatives are again eligible for nomination and election to the SAW Board of Directors for an additional **three (3)** year renewable term. Exceptions to this rule may be made if SAW is unable to fill all positions on the Board designated to a given District.

## 7.0 THE ROLE OF SAW

**7.1.** SAW plays a key role in managing the DACs and assisting them in any way that facilitates the successful function of the DACs.

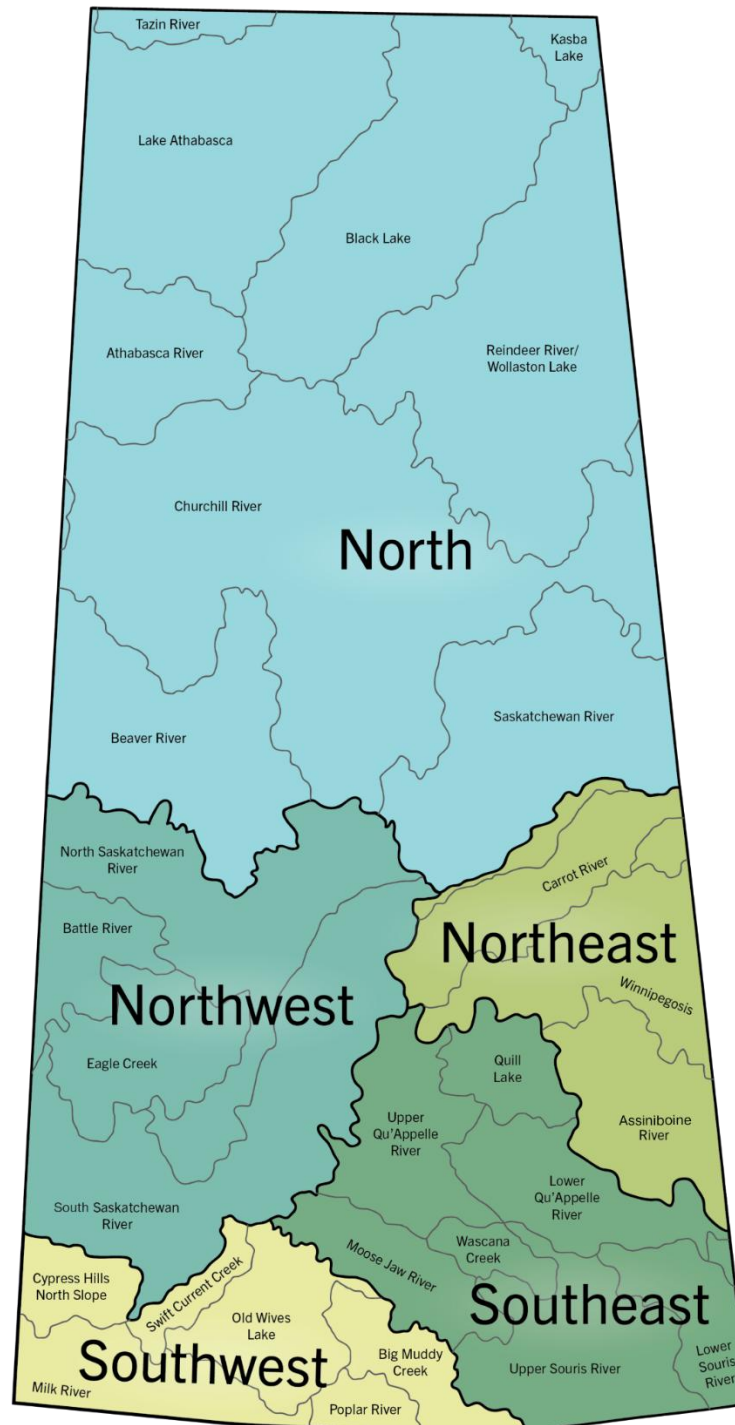
**7.1.1.** SAW will assign staff to liaise and support the DACs.

**7.1.2.** SAW will cover the costs of the venue, virtual meeting platforms, travel and sustenance for DAC meetings within the SAW allocated budget.

**7.1.3.** SAW will provide the DACs with liability insurance coverage.

**7.1.4.** Where possible, SAW will address district needs brought forward by the DACs

## Appendix A - SAW District Watershed Map





## Appendix B – District Advisory Committee Charter

### Definitions

**Watershed** – A geographical area where all the water drains to a common point, whether it be a river, lake or other waterbody (see Appendix A for a map of the watersheds in Saskatchewan).

**Watershed organization** – For the purposes of this document, watershed organization is used as an encompassing term to include Watershed Stewardship Groups as well as **watershed associations** in Saskatchewan.

**Regional programming** – Initiatives, tasks, and/or projects that are undertaken to address specific concerns or issues related to watersheds, source water protection, watershed stewardship, water conservation, and/or water quality within any of the watersheds in the province.

**District programming** – Initiatives, tasks and projects that are undertaken to address specific concerns or issues related to watersheds, source water protection, watershed stewardship, water conservation, and/or water quality in any of the five SAW Districts.

**Provincial programming** – Initiatives, tasks, and projects that are undertaken to address province-wide concerns or issues related to watersheds, source water protection, watershed stewardship, water conservation, and/or water quality.

**SAW Districts** – During the restructure process, the SAW Board ratified a district structure that divides the province of Saskatchewan into 5 districts. These districts include Northwest, Northeast, Southwest, Southeast and Northern Districts) see Appendix A for a map of the SAW districts).

**Conflict of interest** – See attached Appendix C.



## **Appendix C - Saskatchewan Association of Watersheds Conflict of Interest Policy**

### **Rationale**

A conflict of interest arises in any situation where a member of the SAW Board of Directors, contractor, committee member or employee might have a material interest outside of SAW that could influence him/her or could be perceived to influence him/her to act in a manner contrary to the best interests of the organization. The results of a conflict-of-interest situation can result in loss of public confidence and damage to the reputation of SAW and the District Advisory Committee (DAC).

### **Purpose**

The purpose of this policy is to establish guidelines that will aid in avoiding situations that may be interpreted as conflicts-of-interest.

### **Policy and Responsibility**

No committee member shall, without making full disclosure to SAW or the DAC, derive any monetary benefit through:

- Taking advantage of his or her position with SAW or the DAC.
- Any affiliation with, or material interest in, any business which conflicts with the performance of his/her responsibilities for SAW or the DAC, or which would tend to influence or affect his/her judgement with respect to any transaction of SAW or the DAC.
- No payment shall be approved or made on behalf of SAW, DAC or any affiliate with the intention or understanding that a part or all of such payment is to be used for any purpose other than that described on the document supporting the payment.
- No payment shall be made on behalf of SAW or the DAC which could be considered bribery.
- It is the responsibility of each member of the SAW Board of Directors, committee member, contractor or employee to report a conflict situation at any time during their tenure.

### **Review of Policy**

This policy will be reviewed annually.

**Date Approved: April 9, 2025**

## Appendix D - Process to Nominate Members of District Advisory Committees for the SAW Board of Directors (2025-N-001)

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### Process

Each District Advisory Committee (DAC) is allocated three (3) positions on the Saskatchewan Association of Watersheds (SAW) Board of Directors. DAC's may nominate as many or as few candidates to the SAW Board as they wish. If the number of nominations from a DAC is insufficient to fill 3 positions the (the position(s) will sit vacant until such time as a suitable candidate is nominated.

If the number of nominations from a DAC is more than three (3) candidates, then the existing SAW Board will select the three (3) most suitable candidates to represent the District. Nominating exactly three (3) candidates to the SAW Board does not guarantee that those candidates will be automatically appointed to the Board. Every nominee will be vetted by the SAW Board.

To be nominated for the SAW Board of Directors, a candidate must:

- Be a member of the DAC in the District in which they reside.
- Be in compliance with the SAW Conflict of Interest policy with respect to being a SAW Director.
- Be willing to provide a criminal record check if elected to the SAW Board of Directors.
- Submit two (2) copies of the nomination by petition form (appended) signed by three (3) other members of the DAC (which can include the Chair) to both the DAC Chair and the Director of Water Resources, who will then submit the nominations to the Executive Director. The Executive Director will submit the nominations to the SAW Board of Directors.
- Include in the Nomination Package a completed nomination form and a biography and a brief list of supporting experience and skills the nominee would bring to the SAW board.

Nomination Packages will be submitted to both the DAC Chair and Director of Water Resources **60 days** in advance of the SAW AGM.

Nominees will be notified of the election results **30 days** in advance of the SAW AGM.

**Date Approved: April 9, 2025**

## NOMINATION FORM of a District Advisory Committee Member to the SAW Board of Directors

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We, the undersigned members of the \_\_\_\_\_ District Advisory Committee,  
(SW, NW, NE or SE) endorse the nomination of:

\_\_\_\_\_  
(Full Name of Nominee)

\_\_\_\_\_  
(Civic Address or Legal Land Description)

\_\_\_\_\_  
(Mailing Address if Different from Civic Address)

\_\_\_\_\_  
(E-mail address)

\_\_\_\_\_  
(Phone)

for position of Director on the Saskatchewan Association of Watersheds Board of Directors.

\_\_\_\_\_  
(Full Name Printed)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Full Name Printed)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Full Name Printed)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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**I, the nominee for position of Director on the Saskatchewan Association of Watersheds Board of Directors, accept this nomination.**

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(Full Name Printed)

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(Signature)

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(Date)

☐ I declare that I do not have an adult criminal record and am willing to provide a criminal record check if elected to the SAW Board of Directors.

My preference is a (please check box or boxes):

☐ 2-year term

☐ 3-year term

**Indicate any skills or sector experience you would bring to the SAW Board of Directors.**

- ☐ Governance experience
- ☐ Previous director experience or employment with an environmental NGO
- ☐ Current or past professional status (e.g., accountant, lawyer, engineer, forester, agrologist, etc)
- ☐ Current or past experience with industry (e.g., forestry, mining, agriculture etc.)
- ☐ Current or experience with local, provincial or federal government (e.g., elected official or employment in a specific department such as natural resources (agriculture, water, forestry etc.), environment, public health, education, infrastructure, emergency services etc.)
- ☐ Current or past experience as an academic or researcher
- ☐ Member or employee of an indigenous community
- ☐ Other. Please specify \_\_\_\_\_

For any boxes checked, please provide specific information in your biography.

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*A Nomination Package must include this completed form and a biography of the nominee. Nomination Packages are to be submitted to both the DAC Chair and the Director of Water Resources. If the Director position is vacant, the package shall be submitted to the SAW Executive Director.*

**Date Approved: April 9, 2025**

## **Appendix E: Process to Nominate Members to the SAW Board of Directors to Fill a Vacant Director Position Prior to Term Expiry. (2025-N-003)**

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Each District Advisory Committee (DAC) is allocated three (3) positions on the Saskatchewan Association of Watersheds (SAW) Board of Directors. If a Board of Director position becomes vacant prior to the term expiring, the following protocol will be advanced:

- 1) The SAW Chair will notify the DAC Chair of the Director vacancy within 5 days of the vacancy occurring.
- 2) The DAC will notify the DAC members of the vacancy with 5 days following the notification from the SAW Chair.
- 3) DAC members will nominate Board candidates at the next scheduled DAC meeting. In the event the DAC meeting falls within 60 days of the SAW Annual General Meeting then the nomination process will occur at the next scheduled DAC meeting.
- 4) Nominee packages will be put forth to the DAC Chair and the Director of Water Resources who will submit the nominations to the Executive Director. The Executive Director will submit the nominations to the SAW Board of Directors. DAC members may nominate as many or as few candidates to fill the vacancy. If a suitable nomination does not come forward, the position assigned to that District will sit vacant until such time as a suitable candidate is nominated. If the number of nominations from a DAC is more than one (1) candidate, the existing SAW Board will select the most suitable candidates to represent the District. Nominating a candidate to the SAW Board does not guarantee that the candidate will be automatically appointed to the Board. Every nominee will be vetted by the SAW board and the SAW Board of Directors reserves the right to refuse nominations.

To be nominated for the SAW Board of Directors, a candidate must:

- Be a member of the DAC in the District in which they reside.
- Be in compliance with the SAW Conflict of Interest Policy with respect to being a SAW Director.
- Be willing to provide a criminal record check if elected to the SAW Board of Directors.
- Submit two (2) copies of the nomination by petition form (appended) signed by three (3) other members of the DAC (which can include the chair) to DAC Chair and the Director of Water Resources who will submit the nominations to the Executive Director. The Executive Director will submit the nominations to the SAW Board of Directors. Include in the Nomination Package a

completed nomination form and a biography and a brief list of supporting experience and skills the nominee would bring to the SAW board.

Nomination Packages for the vacant Director position will be put forth to the DAC Chair and the Director of Water Resources who will submit the nominations to the Executive Director a minimum of **5 days prior to the next SAW Board meeting.** The Executive Director will submit the nominations to the SAW Board of Directors.

Nominees will be notified of their election results 30 days in advance of the SAW Annual General Meeting. After nominees have been informed of the results of the election, the SAW Chair will inform the DAC Chair.

**Date Approved: April 9, 2025**