

**DFO PACIFIC REGION**  
**SMALL HYDRO/INSTREAM FLOW WORKING GROUP**  
**TERMS OF REFERENCE**

**1. TITLE OF WORKING GROUP**

*SMALL HYDRO/INSTREAM FLOW WORKING GROUP*

**2. ESTABLISHMENT**

*FEBRUARY, 2003*

*DURATION: ONGOING*

**3. PURPOSE**

*The Small Hydro/instream flow Working Group (WG) will address water quantity/quality, fish habitat, fish passage and mortality issues (the issues) associated with small hydro power development or other water diversion projects throughout the Pacific Region. The WG will:*

- 1. Provide a forum for discussion and exchange of information on the issues.*
- 2. Promote consistency in habitat management decisions for the review of small hydro developments and associated instream flow changes.*
- 3. Develop support tools (e.g. Decision framework, IPP Monitoring Guidelines, etc.), to facilitate the review process and to address the issues in the region.*
- 4. Identify and resolve further issues that need to be addressed from a policy perspective, and seek approval from the LC.*

**4. MEMBERSHIP**

**CHAIR: ALASDAIR BEATTIE, RHQ**

**HABITAT MANAGERS LEADERSHIP COMMITTEE CHAMPION: DEREK NISHIMURA , RHQ**

<b>CURRENT MEMBERS</b>	<b>AFFILIATION</b>
<b>ALAIN MAGNAN</b>	<b>HM, SOUTH COAST</b>
<b>ALASDAIR BEATTIE</b>	<b>EAMP, RHQ</b>
<b>BRIAN FERGUSON</b>	<b>HM, INTERIOR</b>
<b>DALE DESROCHERS</b>	<b>EAMP, AREA</b>
<b>DEAN WATTS</b>	<b>HM, INTERIOR</b>
<b>FRANCESCA KNIGHT</b>	<b>HM, LOWER FRASER</b>
<b>JOHN CLARK</b>	<b>DOJ, RHQ</b>
<b>TOM PENDRAY</b>	<b>HM, NORTH COAST</b>
<b>VINCE BUSTO</b>	<b>HM, LOWER FRASER</b>
<b>VACANT</b>	<b>HPSD, MONITORING GROUP</b>
<b>VACANT</b>	<b>HM, YUKON/TRANSBOUNDARY</b>
<b>VACANT</b>	<b>SCIENCE</b>

## 5. GOVERNANCE

### ***Direction from Regional Habitat Managers Committee***

*The working group reports to the Regional Habitat Managers Leadership Committee (LC). The WG will make recommendations to the LC on issues, priorities and workplans.*

*The LC will provide direction and support to the WG through a Champion from HPSD. This includes reviewing and making recommendations on WG products, providing input on the priorities and workplans, and reporting to Regional Director.*

### ***Workplanning***

*Each year, the WG will develop and submit an annual workplan to the LC. This plan will outline priority activities and budget requirements for the fiscal year, and broader priorities and approaches for implementation of WG.*

### ***Deliverables***

*Improved communications and consistency in decision-making for practitioners, stakeholders, clients and other levels of government through the development of a formal risk based decision process for impacts to fish and fish habitat. This process will be consistent with other program initiatives and include the following tools:*

- a decision framework;*
- reference package;*
- research priorities;*
- website development;*
- communication templates, including authorizations; and*
- monitoring guidelines and reporting.*

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## 6. OPERATION

*The HPSD will appoint a champion for the WG. The WG will be chaired by a representative from RHQ. Through the Chair, RHQ will be responsible for logistical support for conference calls and meetings; including the preparation and distribution of final agendas, minutes, and items of interest to the WG mandate.*

*The WG membership shall consist of at least one representative from each of the regional area offices and will be appointed by their manager, DOJ, EAMP, HCM and Science will also provide representatives. WG members will provide technical expertise and development of deliverables, workplans and reports.*

*Conference calls will be held at a minimum on a quarterly basis, and up to two face-to-face meetings will be held each year, to advance the business of the WG. Location of face-to-face meetings will vary to allow for regional exposure and to ensure equitable travel requirements.*

*Each area will be responsible for travel costs to meetings. The host of the meeting will assist RHQ in securing the provision of facilities, audio-visual support, and logistical support.*

*Other costs will be covered by RHQ or as identified in the annual budget.*

*The following principles will apply:*

- 1. Any DFO staff member can present issues to the WG .*
- 2. Working group members will act as liaisons with area staff, including Managers. They will communicate the activities/minutes and deliverables of the WG to their colleagues as appropriate.*
- 3. When appropriate during the development of position papers, guidelines, or Best Management Practices, the WG will forward draft documents to the LC for review and approval. The LC will provide such in a timely manner.*
- 4. Members will be responsible for assigned action items, informing others of key issues, and providing input on draft documents upon request.*
- 5. The LC will provide the necessary support for the WG to carry out its purpose.*

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**7. REPORTING**

*The Chair and Champion will provide regular updates on WG activities to the LC. The members will provide similar updates to the areas.*

*An annual update on activities and a workplan will be provided by the WG to the LC as early in the fiscal year as possible.*

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**8. REVIEW AND EVALUATION**

*As needed, the LC may review this TOR and direct the WG accordingly.*

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