

REGIONAL DISTRICT OF NANAIMO
DRINKING WATER & WATERSHED PROTECTION - TECHNICAL ADVISORY COMMITTEE
TERMS OF REFERENCE
Updated March 23, 2021

PURPOSE

The primary role of the Drinking Water & Watershed Protection Technical Advisory Committee (DWWP-TAC) is to advise staff and the Board on the implementation and review of the Drinking Water and Watershed Protection Service.

ROLES AND RESPONSIBILITIES

The DWWP-TAC will:

- provide input and feedback on technical reports, discussion papers, and other documents prepared for the committee's information;
- provide recommendations to the Board through the Committee of the Whole regarding activities relating to the Drinking Water and Watershed Protection program;
- participate on smaller ad-hoc committees dealing with specific issues or tasks;
- provide advice and feedback on consultation activities with service area stakeholders;
- review and become familiar with the Drinking Water and Watershed Protection service;
- review and become familiar with the existing state of drinking water protection in the RDN;
- identify tools and techniques to be employed in the monitoring and evaluation of the Drinking Water and Watershed Protection service and its implementation; and
- make recommendations to increase the effectiveness of the Drinking Water and Watershed Protection service.

MEMBERSHIP

The committee will consist of the following members. Members will be selected by the Board either through an application process (for the public / community positions) or by appointment by the member's organization.

1 member	Committee Chair, RDN GM Regional and Community Utilities
4 members	Water department staff member from the City of Nanaimo, District of Lantzville, City of Parksville, Town of Qualicum Beach.
2 members	General Public (1 north / 1 south)
1 member	Environment Community
1 member	Agricultural Community
1 member	Island Health
1 member	Ministry of Forests, Lands, and Natural Resource Operations
1 member	Ministry of Environment / Registered Professional Biologist
1 member	Ministry of Transportation and Infrastructure
1 member	Forest Industry
1 member	Water Purveyors' Representative
1 member	Professional Hydrogeologist
1 member	Professional Hydrologist
1 member	Academic Community (Vancouver Island University)
1 member	Islands Trust
1 member	Fisheries and Oceans Canada
3 members	Indigenous Community Representatives

Membership may be changed as needs or issues arise and other organizations may be called on where partnerships are identified that would be of mutual benefit at the discretion of the committee.

CHAIRPERSON

The General Manager of Regional and Community Utilities, or their designate, will Chair the committee.

RDN STAFF INVOLVEMENT

RDN staff members shall act as a resource to the committee as needed. RDN DWWP staff will be key resources, but participation could include staff from Sustainable and Community Development (Planning, Sustainability), Regional and Community Utilities (Water, Liquid Waste), and Corporate Services (GIS, Communications).

APPOINTMENT AND TERM

Government and agency members may appoint a representative and designate an alternate, should the representative be unable to attend.

Representatives from Indigenous communities will be appointed by their Council or organization.

At-large representatives from the environment community (1) , general public (2), and the agricultural community (1) will be appointed by the Board for a two-year term, through an open application process administered by RDN Corporate Services. In order to allow staggering of Committee membership and allow for greater continuity for the DWWP TAC, approximately half of the Community member terms will expire each year.

Applicants must demonstrate their:

- willingness and ability to commit to volunteering the necessary time to the committee;
- interest in drinking water and drinking water protection issues in the RDN;
- willingness and ability to consider issues from all sectors and geographical perspectives within the community;
- experience related to drinking water and drinking water protection issues;
- willingness and ability to work towards consensus on issues being addressed by the committee.

Selection of members will attempt to create a committee with a balance of representation:

- geographically;
- demographically; and
- with a variety of interests and perspectives.

Members are expected to attend all committee meetings. If a member must resign from the committee, their position will be filled through the application process (for at-large members) or by appointments (for organization / agency representatives), as appropriate.

MEETINGS

In general, annually there will be 3-4 meetings of the committee, although periodically more frequent meetings may be required (i.e. sub-committees). Meetings are expected to be held mid-day. There is no remuneration for participation on the committee but if committee activities coincide with meal times, meals will be provided. For in-person meetings, the RDN will reimburse mileage expenses for at-large members according to Volunteer Mileage Reimbursement Policy A2.19.

QUORUM

Meetings will achieve quorum when at least eleven members are present. In the absence of a quorum, a meeting can still proceed, and topics can still be discussed, provided no motions are made or votes taken.

DECISION MAKING

Committee recommendations to the RDN Board will be made by consensus whenever possible. If necessary, votes may be taken.

Committee recommendations to the Board will be made through the Committee of the Whole.

DWWP-TAC meetings will be open to the public; however, non-DWWP-TAC members will not have speaking or voting privileges.

Drinking Water & Watershed Protection Service Established by Referendum – November, 2008
ToR – adopted by the Board on January 27, 2009
Amended, March 24, 2009
Amended – December 8, 2009
Amended – March 23, 2010
Amended – December 14, 2010
Amended – July 26, 2011
Amended – January 10, 2012
Amended – June 27, 2017
Amended – March 23, 2021