

**REGIONAL DISTRICT OF NANAIMO  
DRINKING WATER & WATERSHED PROTECTION - TECHNICAL ADVISORY COMMITTEE  
TERMS OF REFERENCE**

**Original: January 2012**

**Update: April 2016**

**Purpose**

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

**Committee Roles and Responsibilities**

The DWWP-TAC will:

- provide recommendations to the Board through the Sustainability Select Committee 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;
- provide input and feedback on technical reports, discussion papers, and other documents prepared for the committee's information;
- 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 Criteria/Selection**

The committee will consist of 23 members. Members will be selected by the Board either through an application process or by appointment by the member's organization. Membership representation will be as follows:

5 members	Staff member from the RDN, City of Nanaimo, District of Lantzville, City of Parksville and Town of Qualicum Beach
2 members	General Public (1 north / 1 south)
1 member	VIHA
1 member	Ministry of Forests, Lands, and Natural Resource Operations
1 member	Environment Community
2 members	Forest Industry
1 member	Water Purveyors' Representative
1 member	Hydrogeologist
1 member	Hydrologist
2 members	Academic Community (1 From the Vancouver Island University)
1 member	Ministry of Environment
1 member	Islands Trust
1 member	Ministry of Transportation and Infrastructure
1 member	Fisheries and Oceans Canada
1 member	Mt Arrowsmith Biosphere Region
1 member	Cowichan Valley Regional District Staff (Inter-Regional Education Initiative)

The Manager of Water Services will Chair the committee. RDN staff members will be present in an advisory capacity. 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.

The application for committee membership for the General Public and Environment Community will be promoted through advertisements in local media. Applications must demonstrate the applicant's:

- 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.

### **Term**

Members will be appointed by the RDN Board for the duration of 2 years. Alternate member appointments will be approved by the Committee as required. No substitute members will be permitted. If a member must resign from the committee, their position will be filled through the application process (for at large members) or by appointments, as appropriate.

In general, annually there will be 3 meetings of the committee although, periodically more frequent meetings may be required. Meetings are expected to be held mid-day.

Members are expected to attend all committee meetings and participate in public consultation activities. Lack of attendance may result in members having their membership revoked at the discretion of the committee. There is no remuneration for participation on the committee but if committee activities coincide with meal times, meals will be provided.

### **Decision Making**

Committee recommendations to the RDN Board will be made by consensus whenever possible. If necessary, votes may be taken and minority reports may be submitted to the Board in addition to the majority opinion.

Committee recommendations to the Board will be made through the Sustainability Select Committee.

DWWP-TAC meetings will be open to the public, however non-DWWP-TAC members will not have speaking or voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request. Acceptance of a delegate's request to speak to the committee will be at the discretion of the committee.