

TERMS OF REFERENCE

(Adopted Jan 13, 2011 by the SCRD Board and amended at the regular Board meeting of May 12, 2011 and amended again at the regular Board meeting of July 14, 2011)

Chapman Watershed Drinking Water Source Protection Technical Working Group

1. Purpose

- 1.1 The purpose of the Working Group is to:
- a. Address potential risks, hazards and management options for drinking water within the Chapman watershed as identified in the "Chapman Watershed Drinking Water Source Assessment Final Report";
 - b. Oversee the development of a Request for Proposal for retaining a consultant to develop a Chapman Watershed Source Assessment Response Plan (SARP);
 - c. Overseeing the development of the SARP for adoption by the Board; and
 - d. Monitoring the implementation of the SARP for a one year period following adoption by the Board.

2. Duties

- 2.1 The Working Group will be expected to:
- a. Review the Joint Watershed Management Agreement and *Chapman Creek Drinking Water Source Assessment Final Report*, other technical reports, existing regulations and policies pertaining to the management and source protection of drinking water within the Chapman Watershed;
 - b. Provide perspectives related to the issue of protecting source water quality, possible solutions and roles in implementation and monitoring of water quality protection results;
 - c. Evaluate the risks and management options recommended in the *Chapman Creek Drinking Water Source Assessment Final Report* in addition to evaluating existing water quality monitoring in the Chapman watershed;
 - d. Provide recommendations on Best Management Practices regarding activities in the Chapman Watershed;
 - e. Provide input on the development of a Request for Proposal for retaining a consultant to develop a Chapman watershed SARP;
 - f. Reviewing the progress of the development of the SARP at key milestones of the planning process;
 - g. Monitor the implementation of SARP for a one year period

- 2.2 The Working Group will be dissolved on the one year anniversary date of the completion of the SARP.

3. Membership

- 3.1 The Working Group shall be comprised of one member from each of the following organizations:
1. Sunshine Coast Community Forests (Sechelt Community Projects Inc.)
 2. Western Forest Products
 3. AJB
 4. Tetrahedron Outdoor Club
 5. Sechelt Indian Band - Staff Representative
 6. Squamish First Nation – Staff Representative
 7. SCRD Natural Resources Advisory Committee Representative
 8. Sunshine Coast Conservation Association
 9. Ministry of Environment
 10. BC Timber Sales/Ministry of Forests Lands and Natural Resource Operations – Forestry
 11. Ministry of Forests Lands and Natural Resource Operations – Water Allocation
 12. Ministry of Energy Mines and Petroleum
 13. Vancouver Coastal Health Authority– Drinking Water Officer
 14. Fisheries and Oceans Canada
 15. SCRD Board Representative
- 3.2 Regional District staff will be assigned to serve in a liaison capacity. The role of the staff liaison may include:
- a. Providing information;
 - b. Facilitating meetings;
 - c. Assisting the Working Group secretary in writing reports and recommendations to the Board as requested by the Working Group;
 - d. Bringing such matters to the Working Group's attention as are appropriate for it to consider in support of Regional District Board direction;
 - e. Serving as one of the communication channels to and from the Board;
 - f. Coordinating community engagement processes including flow of information to and from the Natural Resources Advisory Committee;
 - g. Providing advice to the Board that may be at variance to a Working Group recommendation; and
 - h. Organizing meeting logistics (i.e. location, room, supplies, equipment etc.);
- 3.3 Upon the dissolving of the Working Group, issues related to the protection of drinking water in the Chapman Watershed and the SARP will be addressed by the Infrastructure Services Committee.

4. Operations

- 4.1 The Working Group will meet at key stages of the SARP development process.
- 4.2 The authority of the Working Group is limited as follows:
 - a. Other than as set out in the Terms of Reference, the Working Group does not have the authority to call public meetings, commit funds, enter into contracts or bind the SCRD in any way, nor engage or otherwise contact third parties, consultants, organizations or authorities in a manner which may appear to be officially representing the SCRD.
 - b. The Working Group may communicate with external organizations and agencies to collect information and make inquiries.
 - c. Where the Working Group wishes to express opinions or make recommendations to external organizations and agencies, it must first obtain authorization from the SCRD Board.
- 4.3 Working Group members should:
 - a. Attend and participate in meetings of the Working Group;
 - b. Provide a declaration of their interests in participation on the Working Group
 - c. Share experiences and ideas while maintaining an open mind to others' perspectives;
 - d. Report back to the Infrastructure Services Committee and Regional District staff; and
 - e. Be able to dedicate approximately 3 hours every three months to the work of the Working Group.
- 4.4 In carrying out its mandate, the Working Group will work towards conducting operations in a way that:
 - a. Improves the economic, environmental and social well-being for present and future generations;
 - b. Encourages and fosters community involvement;
 - c. Enhances the friendly, caring character of the community;
 - d. Maintains an open, accountable and effective operation;
 - e. Preserves and enhances the unique mix of natural ecosystems and green spaces in the SCRD;
 - f. Respects all members of the Working Group by following a set of established Ground Rules that will apply to all Working Group meetings;

- g. Incorporates the principles contained in the Joint Watershed Management Agreement with the Sechelt Indian Band;
 - h. Ensures water quality;
 - i. Ensures that fish values are not compromised;
 - j. Is consistent with the goals and objectives of the SCRD's strategic plan; and
 - k. Recognizes that working groups are one of many channels that the Regional Board may utilize to obtain opinions and advice when making decisions.
- 4.5 The SCRD will provide a recording secretary whose duties will include:
- a. Preparing meeting agendas and distributing them to the Working Group members in advance of the meeting;
 - b. Preparing minutes of all meetings using SCRD standard practices;
 - c. Forwarding the approved minutes to the Infrastructure Services Committee for further consideration and approval; and
 - d. Place approved minutes and materials on the SCRD website
- 4.6 Unless otherwise provided for, meetings shall be conducted in accordance with the rules of procedure set out in the Board Procedure Bylaw.
- 4.7 Working Group members must respect and maintain the confidentiality of the issues brought before them.
- 4.8 Working Group members from the public serve without remuneration but may be eligible to have reasonable expenses reimbursed in accordance with the SCRD Policy on Committee Volunteer Meeting Expenses.
- 4.9 Disagreements or unresolved issues among Working Group members will be resolved as follows:
- a) If any disagreements or unresolved issues arise during the implementation of these Terms of Reference, the members of the Working Group will discuss the matter and attempt to resolve it;
 - b) If the Working Group's attempt to resolve the issue does not prove successful, those parties will refer the matter to the Infrastructure Services Committee for final resolution.

5. Reference Documents

- 5.1 SCRD Procedure Bylaw No. 474
- 5.2 *Community Charter*, Section 90 – Open/Closed Meetings