

REGIONAL DISTRICT OF KITIMAT-STIKINE

WELLHEAD PROTECTION ADVISORY COMMITTEE

TERMS OF REFERENCE

August 7, 2015

ROLE

The primary role of the Wellhead Protection Advisory Committee “the Committee” is to create and implement a Wellhead Protection Program for the community of Thornhill within the Regional District of Kitimat-Stikine (RDKS). The Committee is an advisory group established by the Regional District Board.

SCOPE

The Program is specifically for the area serviced by the Thornhill Water System in the community of Thornhill within the RDKS.

OBJECTIVES AND TASKS

1. To identify other potential members for the Wellhead Protection Advisory Committee
2. To coordinate efforts with other agencies
3. To develop goals and objectives for the Wellhead Protection Program
4. To assess information needs and acquire information for the Wellhead Protection Program
5. To identify potential contaminants and assess risk
6. To develop a management strategy
7. To develop a contingency plan
8. To create a Wellhead Protection Program document

STRUCTURE

The Committee will rely on technical expertise and local knowledge, through representation from provincial ministries, the Northern Health Authority, the Thornhill Advisory Planning Commission (TAPC), the Electoral Area E Director, Regional District Staff and a Groundwater Expert. Other technical experts may be brought in to advise if necessary.

ROLES AND RESPONSIBILITIES

The Committee has the task of creating a Wellhead Protection Program for the subject area. Members are expected to share their knowledge and diplomatically engage in discussions. In general, RDKS Staff will carry out much of the research, writing, etc. whereas the other members are to advise, share expertise and provide feedback. A list of potential Committee members is below, to be finalized by the Committee.

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Representative	Role/Jurisdiction
Local Government Staff	Authority for bylaws/regulations pertaining to wellhead protection. Delivers potable water to community.
TAPC Member(s)	Represents community interests.
Area Director	Represents the Regional District Board and community interests.
Kitselas First Nation	Represents community interests.
Health Authority- Northern Health	Brings knowledge of septic/sewer systems, ensures safe drinking water supply, issues permits for water system construction and operation. Offers technical advice.
Ministry of Transportation & Infrastructure	Maintains roads and highways, issues approval of subdivisions. Offers technical advice.
Environmental Authority- BC Ministry of Environment	Brings knowledge of flood forecasting, handling of manure, pesticide use, water discharge and contaminated sites. Offers technical advice.
Groundwater Expert	Provides technical expertise/advice and may be engaged to carry out work for the program.

MEETING ADMINISTRATION

Meeting Structure: The meetings will be carried out in a semi-formal basis, consisting of facilitated dialogue led by a Committee-elected Chair. A predefined agenda will reflect the objectives of the Committee meeting. The Committee will work on a consensus basis arriving from discussion. The Chair will have discretion in determining when a consensus has been reached. Consensus will be recorded in the Record of Meeting (ROM).

Meeting Schedule: Meetings will be held as needed and are not expected to be held more frequently than once a month. The committee will meet until the Wellhead Protection Program is complete, estimated to be over the course of six months to one year. The meeting schedule can be determined by the Committee.

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Meeting Agendas: Regional District Staff will ensure the meeting agenda packages include detailed agendas and sufficient information to enable an effective meeting. Information in the agenda package may include technical memos, requested information and the ROM from previous meetings.

Distribution of agenda packages will be done electronically unless otherwise requested by a member. Additions to meeting agenda may be brought forward by any Committee member at the commencement of a meeting.

Record of Meetings: A RDKS Staff member will act as recording secretary for the purposes of maintaining a ROM. The ROM shall reflect the meeting purpose, key points from the discussion of agenda items and action items. The ROM is not meant to record the conversation verbatim. The ROM will be provided to the Regional District Board for information and consideration. The ROM is public information.

Expenses: RDKS will host meetings at the Regional District office. Provincial and Federal agencies are responsible for their own travel costs/arrangements to the meeting.

Communications: The Committee will follow the standard RDKS policies for inviting the public to meetings and posting information on the website or otherwise releasing information related to the work of advisory committees.

PUBLIC INVOLVEMENT

The success of the Wellhead Protection Program relies on involvement from the public. The Committee will operate according to the Regional District's rules of procedure as governed by the *Community Charter* and *Local Government Act*. Meetings are open to the public unless the subject matter necessitates a closed meeting.

Examples of public engagement strategies that may be used are workshops, mailouts, community meetings, door-to-door communications, questionnaires, etc. Public engagement methods used will be determined by the Committee.