

REGIONAL DISTRICT OF NANAIMO
DRINKING WATER & WATERSHED PROTECTION - TECHNICAL ADVISORY COMMITTEE
TERMS OF REFERENCE
Updated September, 2026

PURPOSE

The primary role of the Drinking Water & Watershed Protection Technical Advisory Committee (DWWP-TAC) is to advise staff and the Regional Board of the Regional District of Nanaimo (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 General Board meetings 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 Regional District of Nanaimo (RDN);
- identify tools and techniques to be employed in the monitoring and evaluation of the Drinking Water and Watershed Protection service and its implementation;
- share information with representative organizations and communities to facilitate ongoing collaborations and program support; 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
5 members	Water department staff member from the City of Nanaimo, District of Lantzville, City of Parksville, Town of Qualicum Beach, Regional District of Nanaimo.
1 member	Planning staff member from the City of Nanaimo
2 members	General Public (1 north / 1 south)
1 member	Environment Community
1 member	Agricultural Community
1 member	Youth Community
1 member	Island Health
1-2 members	Ministry of Water Land and Resource Stewardship
1-2 members	Ministry of Environment and Parks
1 member	Ministry of Transportation and Transit
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, if the representative is 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), the agricultural community (1) professional hydrogeologist (1), and professional hydrologist (1) will be appointed by the Board for a two-year term, through an open application process administered by RDN Corporate Services. Representative from the youth (1) community will serve on a one-year term and be selected through a similar open application process. This member is defined as an individual aged 18 to 30 years at the time of appointment who demonstrates an interest in drinking water, watershed protection, environmental stewardship, science, resource management, Indigenous knowledge, education, or community engagement. 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. If needed, initial appointments may be for one- or two-year terms to establish this staggering, after which all appointments will return to the standard two-year term.

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.

Members will be selected for the creation of the Committee in a manner that balances 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 will be held mid-day, unless Committee members are advised otherwise. There is no remuneration for participation on the Committee but if the Committee's activities coincide with meal times, meals will be provided for Committee members. For in-person meetings, the RDN will reimburse mileage expenses for at-large members according to Volunteer Mileage Reimbursement Policy A2.19, a copy of which will be provided upon request by an at-large member.

QUORUM

Meetings will achieve quorum when at least 11 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 that no votes are taken.

DECISION MAKING

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

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

Amended – February 24, 2026

Amended – September 8, 2026