



1. Mandate

- 1.1** These Terms of Reference establish the Richmond Source Water Protection (SWP) Advisory Committee as an advisory group to the Richmond Water Utility/Municipality of Richmond County
- 1.2** The committee will review and make recommendations on all activities affecting the SWP area as requested by the Utility/Municipality, and communities within the watersheds.

2. Goals and Objectives

- 2.1** To develop a source water protection plan and provide the Utility/Municipality and Council with advice on matters related to land-use issues, water quality, levels and flows within the source water protection area.
- 2.2** Provide advice to the Utility/Municipality that will attempt to satisfy the water quality and quantity concerns of all stakeholder groups.
- 2.3** Provide advice to the Utility/Municipality about the sources of contamination in the source water supply area.
- 2.4** Provide advice to the Utility/Municipality about management options available.
- 2.5** Provide advice to the Utility/Municipality about the success of the protection plan.

3. Membership

- 3.1** Membership will consist of:
 - a) At least two members of the public
 - b) A technical representative of the Utility/Municipality
 - c) One member of Council
- 3.2** The Chair and vice-chair of the Committee are appointed annually by the membership at the meeting closest to April 1st. Members will serve on the Committee for at least one year, after which the Utility/Municipality may

choose an alternate for their respective position on a yearly basis at the meeting closest to April 1st.

- 3.3** The Chair will act as the Committee spokesperson.
- 3.4** Where possible, membership should be composed of representatives of all stakeholders in the source water protection area.
- 3.5** Local members from the agricultural and forestry sectors may be invited to participate in committee meetings from time to time.

4. Roles and Responsibilities of Committee

- 4.1** Attempt to satisfy the water quality and quantity concerns of all stakeholder groups.
- 4.2** Identify sources of contamination in the source water supply area.
- 4.3** Identify management options available.
- 4.4** Highlight the success of the protection plan.
- 4.5** Develop information and education programs about source water protection for local residents, land owners and other users of the SWP area lands.

5. Committee Meetings

- 5.1** The Committee may from time to time request individuals or groups to make representation to the committee on matters affecting the SWP area.
- 5.2** The Committee may call for the input of other landowners in the source water supply area from time to time.
- 5.3** The Committee will meet as necessary, but no less than three times a year.
- 5.4** The Committee will review and comment on water quality and quantity monitoring programs and other studies related to the SWP area. All water quality information available from member agencies shall be made available to the Committee.
- 5.5** The Committee will endeavour to conduct business by consensus, but should the Committee be unable to attain consensual agreement on an issue, then the Utility/Municipality may appoint a facilitator. Should this process fail, voting may be necessary. All motions require support from at least two-thirds majority of the members present. Three members will constitute a quorum.
- 5.6** The Utility/Municipality may amend the Terms of Reference.

6. Conflict of Interest

- 6.1** Committee Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.
- 6.2** A Committee member is in a conflict of interest when he or she exercises power, influence, duty or function that provides an opportunity to further his or her private interests or those of his or her relatives or friends or to improperly further another person's private interests.
- 6.3** No Committee member shall make a decision or participate in making a decision related to the exercise of power, influence, duty or function if the Committee member knows or reasonably should know that, in the making of the decision, he or she would be in a conflict of interest.
- 6.4** No Committee member shall use his or her position to seek to influence a decision of another person so as to further the committee member's private interests or those of the committee member's relatives or friends or to improperly further another person's private interests.
- 6.5** No Committee member shall allow himself or herself to be influenced in the exercise of duty or function by plans for, or offers of monetary value or employment.
- 6.6** No Committee member or member of his or her family shall accept any gift or other advantage that might reasonably be seen to have been given to influence the committee member in the exercise of duty or function.

7. Reporting

- 7.1** The Committee must prepare an annual report of its activities to be distributed to all bodies represented on the Committee and to other interested parties.

8. Related Documentation

- [EDPC Planning By-Laws](#)
- [Municipal By-Laws](#)
- [Municipal Policies](#)

9. Version Log

Version Number	Amendment Description	Council Approval	Date
1		Yes	September 23, 2025