

Hornby Island Groundwater Protection Phase III Co-ordinator

TERMS OF REFERENCE

ROLE OF COORDINATOR

To work under the general direction of and in cooperation with the Groundwater Forum to implement the Groundwater Strategy Action Plan dated August, 2001. The Coordinator for the Phase III Groundwater Protection Project will develop the implementation program for the Groundwater Protection Strategy Action Plan as well as support any already initiated projects that are consistent with the Action Plan.

SPECIFIC OBJECTIVES

The Groundwater Phase III Coordinator will be required to do the following:

1. to facilitate the Groundwater Protection Forum 's meetings and administrative requirements including fiscal management, news releases, meetings, letters, information sessions and educational material;
2. to prioritize the Action Plan projects in consultation with the Groundwater Protection Forum;
3. to assess the availability of residents, organizations, contractors and support resources to undertake the Action Plan projects;
4. to work with available resources and government agencies to develop preliminary budgets for the projects;
5. to raise money from government and private sources;
6. to allocate any funds which may become available to active projects and in consultation with the Forum to then allocate excess funds to additional projects;
7. to monitor and report to the Forum and Islands Trust on performance of project implementation to ensure consistency with allocation criteria;
8. to complete a schedule for Action Plan projects for which there are adequate resources to support implementation;
9. to ensure Action Plan projects are implemented on time, within the budget of the specific project and in accordance with the terms of reference of the contract with the organization or contractor;
10. to prepare an interim report that would describe local initiatives (the mandate and activities) and the connection of each to the objectives and strategies of the Forum;
11. to provide ongoing updates to Islands Trust and the Regional District every three months or as required; and
12. to prepare a final report for the Islands Trust and the Regional District containing the schedule of Action Plan projects and recommendations on the implementation of the Action Plan, including the role of the Coordinator and the raising of any additional funds.

FINAL PRODUCTS

A final report to be submitted to the Islands Trust and the Regional District outlining the Action Plan activities implemented as well as recommendations for the next steps in the project.



PROCESS AND SCHEDULE

WHAT	WHEN
Initial meeting of the Forum to prioritize and address Strategy recommendations	October 2002
Conduct activities as directed by the Forum	October 2002 – 2003
Provide ongoing updates to Islands Council and the RDCS	November 2002 and Feb. May and Aug. 2003
Final report to be submitted to Island Trust and the RDCS	September 2003 or earlier upon completion of the project

REQUIRED SKILLS AND KNOWLEDGE

The Coordinator must be a resident of Hornby Island and must have the following:

- a familiarity with groundwater issues, including local community initiatives;
- the ability to liaise with community members, organizations as well as all levels of government;
- an understanding of local groundwater related issues and reasonable knowledge of government and local organizations groundwater resources;
- strong communication skills - both written and verbal;
- the ability to attend local Groundwater Protection Forum meetings; and
- an independent operating office including computer/printer, telephone, fax and email.