

**MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY**  
**ENVIRONMENTAL PROTECTION DIVISION | ENVIRONMENTAL EMERGENCY PROGRAM**  
**Phase Two Enhancements to Spill Management in British Columbia**

## **Terms of Reference for Technical Working Groups**

### **Overview**

The Ministry of Environment and Climate Change Strategy (ministry) is seeking advice on the four policy topics outlined in the [Policy Intentions Paper for Engagement: Phase Two Enhancements to Spill Management in British Columbia](#). To obtain this advice, the ministry is establishing four Technical Working Groups (TWGs), one for each of the policy topics:

1. Response times
2. Geographic Response Plans (GRPs)
3. Addressing loss of public and cultural use from spills
4. Maximizing the marine application of environmental emergency regulatory powers

### **Purpose and Scope**

The TWGs will provide advice, expertise, and information for ministry staff to consider, alongside other advice received, when designing future guidance, policy, and/or regulations related to the four policy topics.

TWG members are asked to provide two to four hours per week in support of the TWGs, be available for regular teleconference calls and one to three face-to-face meetings as needed. Each TWG will be responsible to determine how best to provide advice to the ministry. The TWGs may not follow the same schedule, but will have until August 2018 to provide input.

### **Membership**

The TWGs are comprised of individuals representing Indigenous communities, industry, environmental non-governmental organizations, municipal and federal governments, and other interested parties. Benjamin Vander Steen, Manager of Planning and Preparedness ([Benjamin.VanderSteen@gov.bc.ca](mailto:Benjamin.VanderSteen@gov.bc.ca)), and Sandra Steilo, Phase Two Engagement Lead ([Sandra.Steilo@gov.bc.ca](mailto:Sandra.Steilo@gov.bc.ca)), will provide overall direction to the TWGs. The following ministry staff will chair each TWG:

1. Response Times – K’ari Fisher, Policy Analyst ([Kari.Fisher@gov.bc.ca](mailto:Kari.Fisher@gov.bc.ca))
2. Geographic Response Plans – K’ari Fisher, Policy Analyst ([Kari.Fisher@gov.bc.ca](mailto:Kari.Fisher@gov.bc.ca))
3. Loss of Public and Cultural Use – Carrie Nugent, Section Head of Recovery ([Carrie.Nugent@gov.bc.ca](mailto:Carrie.Nugent@gov.bc.ca))

4. Marine Application – Kristin Day, Senior Emergency Planning Analyst  
([Kristin.Day@gov.bc.ca](mailto:Kristin.Day@gov.bc.ca))

## **TWG Member Responsibilities**

- Provide accurate, evidence-based information to inform approaches to the policy topics
- Conduct research and share findings (including reading material) with the ministry and other TWG members
- Consider the advantages and disadvantages of the approaches for policy topics being explored
- Identify concerns regarding policy topics, along with corresponding solutions to address concerns
- Participate in good faith and in a respectful manner
- Avoid distributing information shared by other members to support TWG discussions, but not intended for broader distribution

## **Ministry Chair Responsibilities**

- Prepare and circulate meeting agendas to all TWG members
- Prepare and circulate background materials in advance of the first face-to-face meeting
- Lead meetings and conference calls
- Prepare detailed meeting notes regarding what was discussed (without attributing content to any specific individuals)
- Prepare a final TWG report outlining key findings