

TERMS OF REFERENCE

WATER SUPPLY ADVISORY COMMITTEE

1. Purpose

- 1.1. The purpose of the Water Supply Advisory Committee is to advise the Sunshine Coast Regional District (SCRD) Board on the development and implementation of Water Supply and Water Conservation Plans for the SCR D's water systems.

2. Duties

- 2.1 The purpose of the Water Supply Advisory Committee (WASAC) is to provide recommendations on:
- a. the development and implementation of Water Supply Plans for the SCR D water systems;
 - b. new or updated policies related to water supply expansion and water conservation; and
 - c. public participation regarding water supply expansion and water conservation plans and policies.
- 2.2 In support of these purposes, typical duties of the WASAC will include:
- a. providing recommendations on documents referred to the Committee by the SCR D Board;
 - b. providing recommendations to the Board for their consideration as part of their decision making on a topic;
 - c. providing recommendations for inclusion in SCR D staff's future work on a topic;
 - d. providing recommendations on new initiatives the SCR D Board could consider to initiate; and,
 - e. undertake these duties with a regional and residential perspective.
- 2.3 While the SCR D Board could refer any documents within the scope of this Committee to this committee, SCR D staff may present the following types of documents in a draft form to the Committee without them first being presented to the SCR D Board:
- a. public participation plans and materials;
 - b. draft documents with factual technical information.
- 2.4 The WASAC serves at the pleasure of the Board and may be reconstituted as required.

3. Membership

- 3.1 The WASAC is comprised of not less than 6 and not more than 11 voting members, with the following representation:
 - a. Public representation from all SCR D water systems will be pursued in a manner that all water systems and interests of residential users are adequately represented.
 - b. Members shall be appointed for a term of two (2) years.
 - c. Members who are appointed part way through a two-year term will be appointed for the remainder of the two-year term.
- 3.2 The WASAC will include one elected representative from the SCR D Board as a non-voting member to provide direct liaison between the WASAC and the SCR D Board.
- 3.3 The WASAC may include one elected official appointed by and representing each of the Town of Gibsons, District of Sechelt and Sechelt Indian Government District as a non-voting member to provide direct liaison between the WASAC and their respective councils.
- 3.4 One Regional District staff member will be assigned to serve in a liaison capacity as a resource to this committee. Other staff members may attend when appropriate. The role of the staff liaison includes:
 - a. providing information and professional advice;
 - b. facilitating discussions during meetings;
 - c. assisting the committee secretary in preparing agendas and minutes;
 - d. assisting the committee secretary in writing reports and recommendations to the Board as requested by the committee;
 - e. bringing such matters to the committee's attention as are appropriate for it to consider in support of SCR D Board direction;
 - f. providing advice to the Board that is at variance to a Committee recommendation;
- 3.5 The SCR D Board is responsible for appointing new members as needed.
- 3.6 The Chair and Vice Chair is a voluntary position that will be elected at the first meeting of each year by WASAC voting members.
- 3.7 The WASAC Chair has the following additional responsibilities:
 - a. Review and provide input into the agenda.
 - b. Chair WASAC meetings.
 - c. Review final meeting minutes before distribution.
- 3.8 All WASAC members are expected to:
 - a. Undertake research and review materials.
 - b. Share knowledge and keep current on the topic of community water supply and conservation.
 - c. Contribute to discussions and formulating of recommendations.

- d. Engage in a respectful and constructive manner in all WASAC activities.
- e. Engage on the full scope of the Committee as defined in Section 1.

3.9 The WASAC reports to the Infrastructure Services Committee.

4. Operations

- 4.1 The WASAC will meet bi-monthly in the first full week of the month at the SCR D Office located at 1975 Field Road, Sechelt. The Committee may recommend that the SCR D Board increase the meeting frequency to monthly for a predetermined period of time. The Committee can elect to choose an annual 2 months recess if desired.
- 4.2 A quorum of the voting members of the Committee will be a majority of the members appointed.
- 4.3 All Committee meetings must be open to the public except where the WASAC resolves to close a portion of it pursuant to Section 90 of the *Community Charter*.
- 4.4 All formal recommendations of the Committee will be duly passed by a majority of the voting members present.
- 4.5 Delegations may appear upon written request and in accordance with the SCR D Board Procedures Bylaw.
- 4.6 The authority of the Committee is limited as follows:
 - a. The WASAC does not have the authority to bind the SCR D in any way, nor engage or otherwise contact third parties, consultants, organizations or authorities in a manner which may appear to be officially representing the SCR D.
 - b. The WASAC may communicate with external organizations and agencies to collect information and make inquiries.
 - c. The duties of the WASAC as listed under section 2 are limited to the development and implementation of plans and excludes the implementation of individual water supply expansion and water conservation projects (e.g. detailed design, engineering, and construction phases) and projects or operations of a more routine nature.
- 4.7 Committee members are encouraged to:
 - a. attend and participate in meetings of the Committee;
 - b. share experiences and ideas while maintaining an open mind to others' perspectives;
 - c. Speak to the SCR D staff Liaison first regarding information, issues or recommendations related to the Committee purposes.
- 4.8 Members who are absent for four consecutive bi-monthly meetings will be deemed to have resigned their position unless the absence is because of illness or injury or is with the leave of the SCR D Board.

- 4.9 In carrying out its mandate, the Committee will work towards conducting operations in a way that:
- a. improves the economic, environmental, and social well-being for present and future generations;
 - b. encourages and fosters community involvement;
 - c. enhances the friendly, caring character of the community;
 - d. maintains an open, accountable, and effective operation;
 - e. preserves and enhances the unique mix of natural ecosystems and green spaces in the SCRD while mitigating and adapting to climate change;
 - f. is consistent with the goals and objectives of the SCRD's Strategic Plan;
 - g. conducts business in the spirit of reconciliation with First Nations; and
 - h. recognizes advisory committees are one of many channels that the SCRD Board may utilize to obtain opinions and advice when making decisions.
- 4.10 The SCRD will provide a staff member as committee secretary whose duties will include:
- a. preparing meeting agendas and distributing them to the Committee members in advance of the meeting;
 - b. preparing minutes of all meetings using SCRD standard practices;
 - c. forwarding the approved minutes to the Infrastructure Services Committee for further consideration and approval.
- 4.11 Unless otherwise provided for, meetings shall be conducted in accordance with the rules of procedure set out in the Board Procedure Bylaw.
- 4.12 Committee members are subject to the Conflict of Interest legislation outlined in Section 100 – 109 of the *Community Charter*. The terms “Council” and “Committee” shall be interchangeable for the purpose of interpretation of these sections.
- 4.13 Committee members must respect and maintain the confidentiality of the issues brought before them.
- 4.14 Committee members serve without remuneration but may be eligible to have reasonable expenses reimbursed in accordance with the SCRD Policy on Committee Volunteer Meeting Expenses.

5. Reference Documents

- 5.1 SCRD Procedure Bylaw No. 717
- 5.2 *Community Charter*, Section 100 – 109 – Conflict of Interest
- 5.3 *Community Charter*, Section 90 – Open/Closed Meetings
- 5.4 *Committee Volunteer Meeting Expenses*