

TERMS OF REFERENCE

WATER SUPPLY ADVISORY COMMITTEE

1. Purpose

- 1.1 *In 2022 and 2023, the Sunshine Coast Regional District (SCRD) will engage with residents, local governing authorities, including First Nations, agencies, and representatives from community groups and key sectors on the development of an SCR D Water Strategy and associated action plans. The Water Strategy will identify focus areas where the SCR D would like to work and improve on how it delivers safe and reliable drinking water. The action plans will list the specific actions to be undertaken in support of the tactics identified in the Water Strategy.*
- 1.2 *The purpose of the Water Supply Advisory Committee is to provide a forum for contribution from residents and provide recommendations to the SCR D Board on the development and implementation of the Water Strategy, including policies and public engagement.*

These Terms of Reference describe the role of the Committee.

2. Duties

- 2.1 The Water Supply Advisory Committee (the Committee) serves at the pleasure of the Board and may be reconstituted as required.
- 2.2 The Committee may provide recommendations on:
 - a. the development and implementation of Water Strategy and associated action plans;
 - b. new or updated policies related to water supply expansion and water conservation;
 - c. the development of related engagement plans and materials.
- 2.3 The Committee may provide recommendations for the SCR D Board's approval in support of section 2.2:
 - a. on documents referred to the Committee by the SCR D Board;
 - b. for the Board's consideration as part of their decision making on a topic;
 - c. on proposals for new water-related projects or programs;
 - d. on related Board staff reports that are exploratory in nature where operational feasible.
- 2.4 The Committee's recommendations should support the SCR D Board's governance role.
- 2.5 While the SCR D Board may refer any documents within section 2.2 to this Committee, SCR D staff may present the following types of draft documents to the Committee:
 - a. public participation plans and materials;
 - b. documents with technical information.

3. Membership

- 3.1 The SCRD Board will appoint no less than 6 and no more than 11 voting members to the Committee, with the following representation:
 - a. Public representation from all SCRD water systems will be pursued in a manner that all water systems and interests of residential users are adequately represented.
 - b. Public representation of a wide variety of relevant interest and technical backgrounds will be pursued.
 - c. Members shall be appointed for a term of two years.
 - d. 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 SCRD Board Chair is a de-facto non-voting member of the Committee. In addition, the SCRD Board will appoint one director as a non-voting member to provide direct liaison between the Committee and the SCRD Board.
- 3.3 The Committee 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 Committee and their respective councils.
- 3.4 One SCRD staff member will be assigned to serve in a coordinator capacity as a resource. Other staff members may attend when appropriate. The role of the staff coordinator includes:
 - a. provide information;
 - b. prepare reports;
 - c. facilitate discussions during meetings as per code of conduct in section 5;
 - d. assist the committee secretary in preparing agendas and minutes;
 - e. assist the committee secretary in writing recommendations to the Board as requested by the Committee;
 - f. bring such matters to the committee's attention as are appropriate for it to consider in support of SCRD Board direction;
 - g. provide advice to the Board that is at variance to a Committee recommendation.
- 3.5 The SCRD will provide a staff member as Committee secretary whose duties will include:
 - a. prepare and distribute agendas to the Committee members in advance of the meeting;
 - b. prepare minutes of all meetings using SCRD standard practices;
 - c. forward the approved minutes to the Committee of the Whole for further consideration and approval.
- 3.6 The Chair and Vice Chair are voluntary positions that will be elected at the first meeting of each year by Committee voting members.

- 3.7 The Committee Chair has the following additional responsibilities:
- a. review and provide input into the agenda;
 - b. chair Committee meetings;
 - c. review final meeting minutes before distribution to ensure alignment with Corporate minute standards and format;
 - d. delegate responsibilities, including chairing Committee meetings, to the Vice Chair, as required.
- 3.8 All Committee 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. engage on the full scope of the Committee as defined in Section 1;
 - d. contribute to discussions and formulate recommendations as per section 2.2, 2.3 and 2.4;
 - e. review and follow the Code of Conduct outlined in Section 5.

4. Operations

- 4.1 The Committee will meet bi-monthly in the first full week of the month at the SCRD Office located at 1975 Field Road, Sechelt or by virtual meeting. The Committee may recommend that the SCRD Board increase the meeting frequency to monthly for a predetermined period of time. No meetings will be held in August.
- 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 Committee 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 *SCRD Board Procedure Bylaw No. 717* (Procedure Bylaw).
- 4.6 The authority of the Committee is limited as follows:
- a. The Committee does not have the authority to bind the SCRD 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 SCRD.
 - b. The Committee may communicate with external organizations and agencies to collect information and make inquiries.
 - c. The duties of the Committee 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) 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 SCRD staff coordinator first regarding information, issues or recommendations related to the Committee purposes.
- 4.8 Members who are absent for four consecutive 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 SCRD 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. is consistent with the goals and objectives of the SCRD's Board Strategic Plan;
 - d. conducts business in the spirit of reconciliation with First Nations; and
 - e. recognizes advisory committees are one of many channels that the SCRD Board may use to obtain opinions and advice when making decisions.
- 4.10 Unless otherwise provided for, meetings shall be conducted in accordance with the Procedure Bylaw.
- 4.11 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.
- 4.12 Committee members must respect and maintain the confidentiality of the issues brought before them.
- 4.13 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. Code of Conduct

- 5.1 This code of conduct is intended to guide the spirit and intent of how members are expected to deliver on the Committee's purpose and objectives in a respectful manner towards all involved.
- a. **Respect and Collaboration:** Discussions and debates shall take place in an atmosphere of mutual respect and solutions-oriented collaboration, recognizing the value of different perspectives and seeking to understand the interests and needs of all affected parties.

- b. Treatment of other Members and SCRD Staff: Members have a duty to treat other members and SCRD Staff with respect during Committee meetings. Specifically, members have a duty to avoid:
- disrupting meetings;
 - making offensive or abusive remarks;
 - ignoring the legitimate direction of the Chair or Vice Chair.
- c. Members and SCRD staff who object to the behaviour of anyone involved in the Committee are asked to identify their concerns immediately to the Chair, Vice Chair or SCRD Board liaison. A member whose behaviour repeatedly does not meet the code of conduct requirements may be asked to resign by the Chair or Vice Chair or may have its appointment revoked by the SCRD Board.

6. Reference Documents

- 6.1 SCRD Procedure Bylaw No. 717
- 6.2 *Community Charter*, Section 100 – 109 – Conflict of Interest
- 6.3 *Community Charter*, Section 90 – Open/Closed Meetings
- 6.4 *Committee Volunteer Meeting Expenses*

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