



Making a difference...together

CAPITAL REGIONAL WATER DISTRICT
REGIONAL WATER SUPPLY, PROTECTION
AND CONSERVATION ADVISORY COMMITTEE
(WATER ADVISORY COMMITTEE)

TERMS OF REFERENCE

BACKGROUND

In 1997 the *Greater Victoria Water District Act* was repealed and replaced by the *Capital Regional Water Supply and Sooke Hills Protection Act* (Act). The implementation of the Act is governed by the Capital Regional Water Supply and Sooke Hills Protection Regulation (Regulation). Both the Act and the Regulation were enacted August 1, 1997.

Under the Regulation the Capital Regional District (CRD) must establish by bylaw a standing committee of the Regional Board known as the Regional Water Supply Commission (Commission). The Commission was established in September, 1997. The Regulation further requires the appointment of a Regional Water Supply, Protection and Conservation Advisory Committee (Committee) to provide advice to the Commission on water supply, water quality, the stewardship of lands held by the CRD for water supply purposes and water conservation measures.

COMMITTEE MEMBERSHIP

The Committee will have up to 16 members with representation from:

1. The Regional Water Supply Commission;
2. The Juan de Fuca Water Distribution Commission; and
3. The Saanich Peninsula Water Commission.

In addition each of the following groups will be invited to provide names of potential representatives.

1. The agriculture community;
2. Groups concerned with the protection of fish habitats;
3. First Nations;
4. Environmental groups;
5. Commercial and industrial water users;
6. Residents and ratepayers' associations;
7. Island Health;
8. The scientific community; and
9. Other bodies the Regional District Board considers appropriate.

TERM OF SERVICE

In order to ensure on-going opportunities to serve on the committee and to maintain continuity, half of the appointees will serve a term of one (1) year. Thereafter, public members of the Committee will serve for a period of two (2) years, to a maximum participation of three terms (i.e. six years)

The Committee may request that the Commission replace a member who has missed three consecutive meetings.

COMMITTEE MANDATE

The general mandate of the Committee is to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation measures.

The responsibilities of the Committee include:

1. Reviewing options for water supply, water quality, water conservation and the stewardship of catchment lands based on their technical and economic merit;
2. Taking into consideration the social and environmental impacts in the review of options;
3. Ensuring all relevant issues are being considered;
4. Advising on the development of a public consultation process;
5. Attending and participating, when required, in public meetings, open houses, etc.;
6. Communicating the issues being considered to groups represented by the Committee members and reporting comments/concerns back to the Committee;
7. Reaching consensus through constructive discussion on all issues; and
8. Formulating recommendations to be forwarded to the Regional Water Supply Commission.

GENERAL COMMITTEE OPERATIONS

1. The General Manager of Integrated Water Services will be the staff liaison for the Committee. Other staff and/or persons may be invited to participate in making presentations to the Committee in order to benefit from additional expertise pertaining to issues being considered.
2. Issues requiring consideration by the Committee will be identified by the Commission, staff or the Committee. Issues and recommendations for the Committee's consideration will be submitted to the Committee in the form of a staff report containing identification of the issue, background information on the issue, alternative solutions to the issue, implications of the alternatives, and a recommendation.
3. The first meeting of the Committee will be chaired by a representative from the Regional Water Supply Commission or their designate until the Committee elects a Chair from among its members. The nominee receiving the majority of votes from the Committee members then present shall be the Committee Chair. The Chair will call for nominations for Deputy Chair. The nominee receiving the majority of votes from the committee members then present shall be the Deputy Chair.
4. Committee meetings will be open to the public and the media. Members of the public will be permitted to make presentations, limited to a maximum of five minutes duration, at the beginning of each meeting, and a time will be set aside for the public to pose questions regarding committee business at the end of each meeting.
5. Regular meetings of the Committee will be set based on the need for consideration of issues identified by the Commission or staff, or at the call of the Committee Chair. At a minimum there will be two meetings per year.

6. Summary minutes of each meeting will be maintained, recording members present, the key points of discussion and action items. The committee's goal is to reach decisions by consensus, however where consensus is not possible, the Chair may call for a vote which will decide the issue by simple majority. Where a vote is taken, the number of votes for and against the motion will be recorded and this information will be provided to the Commission along with the recommendation. The duties of Secretary of the Committee will be undertaken by Integrated Water Services staff. Minutes of each meeting will be circulated to Committee members with the agenda of the next meeting. Minutes will be approved at the following meeting. Approved Committee minutes will be provided to the Commission.
7. Items to be included in the agenda must be received by the Committee secretary at least one week in advance of a meeting. Following review by the Chair, the agenda will be distributed. Items received from committee members after the agenda deadline may be added to the agenda at the meeting.
8. Reports and recommendations from the Committee will be forwarded to the Commission through the Committee Chair. Alternatively, where the Committee makes a recommendation to staff, the Committee's recommendation will be incorporated in a report by staff to the Commission.