

# Terms of Reference



## ~~CAPITAL REGIONAL WATER DISTRICT~~

## ~~REGIONAL WATER SUPPLY, PROTECTION AND CONSERVATION ADVISORY COMMITTEE~~ (~~WATER ADVISORY COMMITTEE~~)

### ~~TERMS OF REFERENCE~~

### ~~BACKGROUND~~PREAMBLE

In 1997 the *Greater Victoria Water District Act* was repealed and replaced by the *Capital Regional Water Supply and Sooke Hills Protection Act* (Act).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.

These terms of reference serve to clarify the mandate, responsibilities and procedures and supplement Bylaw No. 2541, "Water Advisory Committee Bylaw No. 1, 1997".

The Committee's official name is to be:

### Water Advisory Committee

### 1.0 COMMITTEE MANDATE~~PURPOSE~~

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 related to the potable water supply and in alignment with the priorities outlined in the Regional Water Supply Strategic Plan.

The responsibilities of the Committee include:

- a) Reviewing options for water supply, water quality, water conservation and the stewardship of catchment lands based on their technical and economic merit;
- b) Taking into consideration the social and environmental impacts in the review of options;
- c) Ensuring all relevant issues are being considered;
- d) Advising on the development of a public consultation process;

e) Attending and participating, when required, in public meetings, open houses, etc.:

Communicating the issues being considered to groups represented by the Committee members and reporting comments/concerns back to the Committee;

f) ~~Reaching consensus through constructive discussion on all issues; and~~

g) ~~Formulating~~ Making recommendations to be forwarded to the Regional Water Supply Commission.

## **1.0—ESTABLISHMENT AND AUTHORITY**

### **2.0**

a) The mandate of the Water Advisory Committee is to provide advice to the Regional Water Supply Commission with a view to the current Strategic Plan approved by the Regional Water Supply Commission and the priorities defined within, on water supply, water quality, and the stewardship of the lands held by the Regional District for water supply purposes and water conservation purposes.~~will~~

b) The Water Advisory Committee shall, at its first meeting each year, appoint as its Chair the Vice-Chair of the Regional Water Supply Commission, with a term commencing and ending commensurate to the term of the Vice-Chair. The Water Advisory Committee shall, at its first meeting each year, elect from among its members a Vice-Chair of the Water Advisory Committee.

### **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.~~

### **2.03.0 COMMITTEE MEMBERSHIP COMPOSITION**

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

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- ~~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.~~

The Committee shall consist of 10 to 15 members plus First Nations representation, with a diversity of background, interests and geographical location, representing a balance between technical and non-technical members and industry and public members.

The membership of the Water Advisory Committee is comprised as follows:

(a) one representative each from

- Regional Water Supply Commission;
- Juan de Fuca Water Distribution Commission; and
- Saanich Peninsula Water Commission.

(b) One (1) representative from each of the following:

- The agriculture community;
- Groups concerned with the protection of fish habitats;
- ~~First Nations;~~
- Environmental groups;

- Commercial and industrial water users;
- Residents and ratepayers' associations;
- Island Health;
- ~~The scientific community;~~ **and**

~~(c) up to five representatives from other bodies the Regional District Board considers appropriate.~~

~~(d) one representative from each First Nation in the Capital Regional District, who may participate in Water Advisory Committee meetings (as ex officio) at their pleasure, in accordance with Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", where the First Nation has an interest in matters being considered by the Water Advisory Committee.~~

~~1. Other bodies the Regional District Board considers appropriate to be.~~

#### **4.0 TERM OF SERVICE**

~~In order to ensure on-going opportunities to serve on the Committee and to maintain continuity, the Regional Water Supply Commission will appoint Committee members for up to a two-year term, 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.~~

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#### **7.01.0 COMMITTEE MANDATE**

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~~9.01.0 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.~~

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~~10.01.0 The responsibilities of the Committee include:~~

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~~10.01.0 Reviewing options for water supply, water quality, water conservation and the stewardship of catchment lands based on their technical and economic merit;~~

~~10.01.0 Taking into consideration the social and environmental impacts in the review~~

~~of options;~~

~~10.01.0 Ensuring all relevant issues are being considered;~~

~~10.01.0 Advising on the development of a public consultation process;~~

~~10.01.0 Attending and participating, when required, in public meetings, open houses, etc.;~~

~~10.01.0 Communicating the issues being considered to groups represented by the Committee members and reporting comments/concerns back to the Committee;~~

~~10.01.0 Reaching consensus through constructive discussion on all issues; and~~

~~10.01.0 Formulating recommendations to be forwarded to the Regional Water Supply Commission.~~

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#### ~~10.05.0~~ **GENERAL COMMITTEE OPERATIONS PROCEDURES**

~~a) The Regional Water Supply Commission will approve the Committee terms of reference annually.~~

~~a) 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.~~

~~b) 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.~~

~~2. 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.~~

~~c) The Committee must follow Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", when conducting a meeting, so far as they are applicable. 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.~~

- d) 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.
- ~~e) 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.~~
- e) The agenda will be finalized in consultation between staff and the Chair and Vice Chair of the Committee. 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.~~
- ~~f) A quorum is a majority of the Committee membership and is required to conduct committee business.~~

**6.0** ~~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.~~ **RESOURCES AND SUPPORT**

- a) The General Manager of Integrated Water Services will be the staff liaison for the Committee and will lead the coordination and allocation of resources to the Committee.
- b) Minutes and agendas are prepared and distributed by Integrated Water Services staff.

## **7.0 RELATIONSHIP WITH REGIONAL WATER SUPPLY COMMISSION**

- a) 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.
- b) The General Manager will attempt to keep the Committee apprised of reports or initiatives with such implications. Every effort should be made to maintain a streamlined and efficient process.

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