

# Terms of Reference

The logo for the Capital Regional District (CRD) is located in the top right corner of the header. It consists of the letters 'CRD' in a stylized, bold, sans-serif font, positioned above a series of overlapping, curved lines that suggest a landscape or water flow.

## **WATER ADVISORY COMMITTEE**

### **PREAMBLE**

Pursuant to the *Capital Region Water Supply and Sooke Hills Protection Regulation* (Regulation), the Capital Regional District (CRD) requires the establishment of a Regional Water Supply, Protection and Conservation Advisory Committee (Committee) to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of lands held by the CRD for water supply purposes and water conservation measures.

The Committee's official name is to be:

Water Advisory Committee

### **1.0 PURPOSE**

- a) The mandate of the 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.
- b) The Committee will also:
  - i. Review options for water supply, water quality, and the stewardship of catchment lands for water supply purposes and water conservation measures, based on their technical and economic merit;
  - ii. Take into consideration the social and environmental impacts in the review of options;
  - iii. Ensure all relevant issues are being considered;
  - iv. Advise on the development of a public consultation process;
  - v. Attend and participate, when required, in public meetings, open houses, etc.; and
  - vi. Communicate the issues being considered to groups represented by Committee members and report comments/concerns back to the Committee;

### **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The Committee will make recommendations to the Regional Water Supply Commission for consideration;
- b) The Vice-Chair of the Regional Water Supply Commission shall be the Chair of the Committee, with a term commencing and ending commensurate to the term of the Vice-Chair.
- c) The Committee shall, at its first meeting each year, elect from among its members a Vice-Chair of the Committee.

- d) The Regional Water Supply Commission will recommend Committee member appointments to the CRD Board for up to a two-year term, to a maximum participation of three terms (i.e. six years). The Committee may request that the Regional District Board replace a member who has missed three consecutive meetings.

### **3.0 COMPOSITION**

- a) 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.
- b) The membership of the Committee is comprised as follows:
- i. One (1) representative each from:
    - Regional Water Supply Commission;
    - Juan de Fuca Water Distribution Commission; and
    - Saanich Peninsula Water Commission
  - ii. One (1) representative from each of the following:
    - The agriculture community;
    - Groups concerned with the protection of fish habitats;
    - Environmental groups;
    - Commercial and industrial water users;
    - Residents and ratepayers' associations;
    - Island Health; and
    - The scientific community
  - iii. up to five representatives from other bodies the Regional District Board considers appropriate.
- c) One representative from each First Nation is permitted to participate in Committee meetings at their pleasure, where the Nation has an interest in matters being considered by the Committee, in alignment with the CRD Procedures Bylaw, regarding participation in voting:
- i. First Nation representatives are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
  - ii. When an abstention from voting on an item is declared by a First Nation representative, it shall be noted in the minutes and the total number of votes on the item shall not include those First Nation representatives who have abstained from voting.

### **4.0 PROCEDURES**

- a) The Regional Water Supply Commission will review the Committee terms of reference on an as needed basis and will recommend updates to CRD Board for approval.
- 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.

- 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.
- 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) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process.
- f) Quorum is a majority of the Committee membership and is required to conduct committee business.

#### **5.0 RESOURCES AND SUPPORT**

- a) The General Manager of Infrastructure and Water Services will act as liaison to the Committee and will lead the coordination and allocation of resources to the Committee.
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

#### **6.0 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.

Approved by CRD Board on \_\_\_\_\_