

DISTRICT OF LAKE COUNTRY

WATER SERVICES ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Purpose:

The Water Services Advisory Committee (WSAC) is formed to advise the Council of the District of Lake Country (DLC) on water issues. The Committee is an advisory committee established and appointed by Council under Section 142 of the *Community Charter* (select committee).

2. Mandate:

(i) The Committee is established to provide recommendations on:

- (a) the general supply and distribution of water;
- (b) protection of the resource;
- (c) proposed bylaws and operational policies;
- (d) conceptual plans for water infrastructure;
- (e) annual budgets, rates and charges; and
- (f) other matters related to water referred from Council.

(ii) The Committee shall consider the following when making recommendations:

- (a) the impact of decisions on all users;
- (b) the requirements for health and safety;
- (c) the thresholds and limitations of the supply and distribution of water
- (d) the long term viability of the systems including proper funding and maintenance;
- (e) protection of the resource; and
- (f) other matters the Committee considers relevant.

3. Establishment:

- (a) The membership of the Committee shall be comprised of not less than seven (7) and not more than fourteen (14) volunteer representatives appointed by Council who reside within the DLC.
- (b) Five (5) members must be representatives from the farming community who shall be actively farming within the municipality.
- (c) One (1) member must be a council member.
- (d) At least two (2) of the members appointed must have a documented community interest and concern in environmental issues.

- (e) Additional members as determined by Council from time to time who may be former trustees of irrigation districts, residential users, private utility users, persons with expertise in environmental protection or Council members.
- (f) Members of the Committee shall be appointed by Council for a three (3) year term.
- (g) A Chairperson shall be appointed by a majority of the committee members at the first committee meeting of each term. In the absence of the appointed Chairperson, an acting chairperson shall be appointed for each meeting by those members present. The Chairperson shall be entitled to vote at all meetings.
- (h) Committee members who are absent for three (3) consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of the Committee.
- (i) Council may, at any time, by a vote of two-thirds of its members, revoke the appointment of a member of the Committee.

4. Meetings:

- (a) The Committee shall meet at the call of the Chairperson in consultation with District Administration.
- (b) The meetings shall be open to the public and held at the DLC office.
- (c) Five (5) Committee members shall constitute a quorum.
- (d) Committee members must abide by the conflict of interest provisions of the *Community Charter* and the District of Lake Country Council Procedures Bylaw. If a Committee member attending a meeting of the Committee considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter or for any other reason, the member must declare this and state the general nature of why he or she considers this to be the case and immediately leave the meeting or the part of the meeting during which the matter is under consideration.
- (e) Minutes of each Committee meeting shall be kept by DLC staff. Minutes shall record motions and recommendations to Council, be secured at the District Office and be signed by the Chairperson and presiding officer.

5. Remuneration and Expenses:

Members shall serve without remuneration, but may be paid reasonable and necessary expenses that were directly out of the performance of their duties. DLC purchasing and expense policy applies to members of the Committee.

The routine operation and special initiatives of the Committee will be funded by allocations within the Council and Administration budget.

6. Staff Support:

The District shall provide administrative, technical and secretarial support for the Committee. Typical support functions include the following:

- organizing and preparing the agenda, in conjunction with the Committee Chairperson;
- distributing the agenda packages to Committee members;
- forwarding the agenda to the Clerk for posting as a public notice;
- taking and preparing draft minutes and providing the final minutes to the Clerk and Committee members; and
- presenting reports and recommendations by District Managers.

Endorsed by Council Resolution: 06.01.004 January 10, 2006

DEPUTY CLERK

MAYOR