



**REPORT TO REGIONAL WATER SUPPLY COMMISSION
MEETING OF WEDNESDAY, MAY 21, 2014**

SUBJECT **REGIONAL WATER SUPPLY, PROTECTION AND CONSERVATION ADVISORY COMMITTEE (WATER ADVISORY COMMITTEE) TERMS OF REFERENCE**

ISSUE

To review the Terms of Reference for the Water Advisory Committee.

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In 1997, the *Greater Victoria Water District Act* was repealed and replaced by the *Capital Regional Water Supply and Sooke Hills Protection Act* (Act).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 (Water Advisory Committee or 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. The current Committee terms of reference are attached as Attachment 1.

At its March 22, 2014 planning workshop, the Committee recommended that the current Committee terms of reference be reviewed and amended to provide clarity on the following, with a goal of increasing the value of the Committee to the Commission and staff through a more structured approach to Committee operations:

- Roles of staff – Staff representation at Committee meetings.
- Consideration of issues and reporting to the Commission – Outline how the Commission and staff bring issues forward to the Committee for consideration, so that consensus can be reached and recommendations can be established for the Commission or staff's consideration.
- Meeting frequency – Regular meetings of the Committee will be based on the need for consideration of issues identified by the Commission or staff, or at the call of the Committee Chair.

The Water Advisory Committee reviewed the draft Terms of Reference at their meeting held May 7, 2014 and recommended that the Terms of Reference be forwarded to the Regional Water Supply Commission for adoption.

ALTERNATIVES

Alternative 1 - That the Regional Water Supply Commission adopt the following amendments to Water Advisory Committee Terms of reference:

- a. Under GENERAL COMMITTEE OPERATIONS add: *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. Under GENERAL COMMITTEE OPERATIONS add: *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.*
- c. Under GENERAL COMMITTEE OPERATIONS, Section 4, add: *Approved Committee minutes will be provided to the Commission.*

- d. Under GENERAL COMMITTEE OPERATIONS, Section 6, revise to: *Reports and recommendations from the Committee will be forwarded to the Commission through the Committee Chair. Alternatively, and/or additionally, where the Committee makes a recommendation to staff, the Committee's recommendation will be incorporated in a report by staff to the Commission.*
- e. Under GENERAL COMMITTEE OPERATIONS, Section 3, revise to: *Regular meetings of the Committee will be set based on the need for consideration of issues identified by the Commission or staff, or the Committee, or at the call of the Committee Chair. At a minimum, there will be two meetings per year.*
- f. Housekeeping items – Under COMMITTEE MEMBERSHIP, change Vancouver Island Health Authority to *Island Health* and, under GENERAL COMMITTEE OPERATIONS, Section 4, change Water Department to *Integrated Water Services*.

Alternative 2 - That the Regional Water Supply Commission not amend the Water Advisory Committee Terms of Reference.

IMPLICATIONS

Alternative 1

The recommended amendments discussed by the Committee at its recent planning workshop and at its May 2014 meeting have been incorporated in a draft, revised Terms of Reference, as attached (Attachment 2).

Alternative 2

Without amending the current Committee Terms of Reference, the recommendations discussed by the Committee at its recent planning workshop would not be considered further at this time.

CONCLUSION

The current Committee Terms of Reference were last revised in September 2003. The proposed amendments to the Terms of Reference are intended to clarify Committee operations, improving the effectiveness of the Committee and staff, resulting in increasing the value of the Committee to the Commission and staff.

RECOMMENDATION

That the Regional Water Supply Commission adopt the following amendments to Water Advisory Committee Terms of reference:

- a. Under GENERAL COMMITTEE OPERATIONS, add: *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.*
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Ted Robbins, BSc, CTech
General Manager, Integrated Water Services

TR:mm

Attachments: 2

CAPITAL REGIONAL WATER DISTRICT

**REGIONAL WATER SUPPLY, PROTECTION AND CONSERVATION
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 sixteen (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. Vancouver Island Health Authority;
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 first meeting of the Committee will be chaired by a representative from the Regional Water Supply Commission or his 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.
2. 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.
3. Meetings will be held a minimum of six times per year at a location mutually agreed to by Committee members.
4. 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 Water Department 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.
5. 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.
6. Reports will be forwarded to the Regional Water Supply Commission through the Chair. Committee minutes will be provided to members of the Regional Water Supply Commission.



Making a difference...together

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

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