



COLUMBIA SHUSWAP REGIONAL DISTRICT

LOCAL TRANSITION ADVISORY COMMITTEE TERMS OF REFERENCE

MANDATE

The Local Transition Advisory Committee's (hereafter the "Local Committee") mandate is to act in an advisory capacity to the CSRD Water Services Coordinator (hereafter the "WSC") – the CSRD Board has not delegated any decision-making authority to the Local Committee. The Local Committee will be dissolved in two years following formal CSRD takeover or sooner if all capital upgrades are complete. At that time, the water system will have one representative on the CSRD Regional Water System Advisory Committee. The Local Committee's mandate is to:

1. Support the transition to CSRD ownership and operation of the water system. Responsibilities include:
 - Ensuring a smooth transition to governance by the CSRD Regional Water System Advisory Committee.
 - Assisting the WSC in gathering relevant historical records, documentation and information related to the water system;
 - At the WSC's request, assisting in communications between the CSRD and water users within the service area (and vice versa) about CSRD ownership and operations.
 - Providing recommendations regarding suitable candidates for the CSRD Regional Water System Advisory Committee. The Local Committee will not determine who serves on the CSRD Regional Committee; however, recommendations and input will be considered.

2. At the request of the WSC, provide information on the operations and management of their local water system. Responsibilities include:
 - Providing historical and current information on:
 - Policies related to the daily operations and long term rehabilitation and maintenance of the water system;
 - Cost recovery approaches;
 - Water conservation measures (e.g. sprinkler regulations and water metering); and
 - Development of relevant bylaws.
 - Communicating with the WSC about any water system issues that have been brought to the attention of the Local Committee.

MEMBERSHIP

- All members shall be appointed for a term not to exceed two years.
- Local Committee members shall be appointed by the Board.
- The Local Committee shall consist of:
 - 5 representatives from the local water system service area; and
 - the WSC (ex-officio);
- Any member who is absent for three meetings without explanation or reasonable cause shall be removed from the Local Committee.
- The CSRD Board may remove members from the Local Committee at any time at its discretion.

PROCEDURE

- The Chair shall be elected by the Local Committee at the first meeting.
- The Chair of the Local Committee shall act as a liaison between the Local Committee and the WSC.
- The Local Committee shall provide the WSC with its recommendations on matters before them by resolution.

MEETINGS

- Meetings shall be open meetings and will be held at the call of the Chair.
- Meetings shall be run by the Chair or Local Committee member designated by the Chair.
- Meetings shall adhere to procedures outlined in Robert's Rules of Order.
- The quorum of the meeting shall be 50% plus 1.
- Minutes for the meeting shall be recorded by CSRD staff.