



COLUMBIA SHUSWAP REGIONAL DISTRICT

REGIONAL WATER SYSTEM ADVISORY COMMITTEE TERMS OF REFERENCE

MANDATE

The CSRD Regional Water System Advisory Committee's (hereafter the —Committee) mandate is to act in an advisory capacity to the CSRD Water Services Co-ordinator – the Committee has not been delegated any decision-making authority by the CSRD. The Committee's mandate is to:

1. At the request of the CSRD, provide advice to CSRD staff on the operations and management of CSRD water systems.

Responsibilities include:

- a) Providing advice on:
 - Policies related to the daily operations and long term rehabilitation and maintenance of CSRD water systems;
 - Cost recovery approaches;
 - Water conservation measures (e.g. sprinkler regulations and water metering); and
 - Development of relevant bylaws.
- b) Communicating to CSRD staff any water system issues that have been brought to the attention of the Committee;.
- c) Supplying local input and knowledge regarding CSRD water systems and communicating this information to CSRD staff.
- d) Providing a local perspective on water service provision within the CSRD's unincorporated areas; and assisting in communications between the CSRD and water users, and vice versa.

2. Provide advice to CSRD staff in support of the implementation of the CSRD's water system acquisition strategy.

Responsibilities include:

- a) Liaising and consulting with water users that may be affected by the water system acquisition strategy; and
- b) Providing advice regarding system acquisition.

MEMBERSHIP

3. All members shall be appointed for a two year term.
4. Committee members shall be appointed by the Board.
5. The Committee shall consist of:
 - one representative plus an alternate from each water system operated by the CSRD;
 - the CSRD Water Services Coordinator (ex-officio); and
 - a representative from the Interior Health Authority (non-voting seat).
6. Any member who is absent for three meetings without explanation or reasonable cause in one year shall be removed from the Committee.
7. The Committee shall review its membership annually. Each member's performance over the past year will be reviewed by the Committee in terms of:
 - Contribution to the Committee's mandate.
 - How well the member represents the interests of their water system.
 - Ability to solicit and represent local input.
8. The CSRD Board may remove members from the Committee at any time at its discretion.

PROCEDURE

9. The Chair and Vice-Chair shall be elected by the Committee at the first meeting of each year.
10. The Chair of the Committee shall act as a liaison between the Committee and CSRD staff.
11. The Committee shall provide CSRD staff with its recommendations on matters before them by resolution.
12. The Committee may invite other persons to participate in making presentations to the Committee in order to benefit from additional expertise pertaining to subjects being discussed.

MEETINGS

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