



# Terms of Reference Water Advisory Committee

## **Purpose**

The purpose of the Water Advisory Committee is to make recommendations to Council with respect to the quality and quantity of Summerland's water supply and on issues regarding the most efficient, effective use of the commercial, domestic and irrigator water supplied by the District of Summerland.

## **Objectives**

Priorities for the committee are agricultural irrigation scheduling, potential development of a lake source of water, the impact of activities in our watershed, water conservation, water quality, water rates and other matters referred to the Committee by Council. Projects which have received Council approval are not within the mandate of the committee.

## **Membership**

The Committee shall consist of up to (13) voting members, appointed or as otherwise directed by Council, who shall serve without compensation and represent the following commodity groups or associations:

- 1 Tree fruits
- 1 Wine/grapes
- 1 Livestock animal husbandry
- 1 Hay/pasture
- 1 Nursery/silviculture
- 1 Fish hatchery
- 1 PARC (Advisory – non-voting)
- 1 First Nations
- 2 Residential members of the public at large
- 3 Members at large

One (1) member of Council will be appointed as a liaison and will be non-voting and will not serve as the Chair.

If a committee member is continuously absent from committee meetings for a period of three (3) consecutive regularly scheduled meetings, unless the absence is because of illness or with the leave of the committee members, the member's appointment will be deemed vacant and a new volunteer will be appointed.

## **Term**

Members shall be appointed by Council resolution to a term of two years. All terms will expire on March 31<sup>st</sup>; appointments made partway through a year will be in effect until the end of the term. Members may reapply to serve more than one term.

## **Meeting Procedures**

Each year, the Committee shall choose a Chairperson to preside over its meetings as well as a Recording Secretary. The Committee shall also choose a Vice-Chairperson, to preside in the absence of the Chairperson. All meetings to be held at the call of the Chairperson.

A quorum shall be a majority of the Committee.

Minutes of meetings of the Committee shall be prepared by the Recording Secretary, and approved by the Committee and Staff Support person.

Minutes of the meetings are to be forwarded to the Administration Department at Municipal Hall for safekeeping, and will be available for public inspection.

Agendas shall be prepared by the Chairperson in conjunction with the Staff Support person. Agendas are to be forwarded to Committee members as well as to the Administration Department a minimum of three (3) days prior to the meeting for public posting. All meetings are open to the public.

All Committee proceedings shall adhere to Council Procedure Bylaw 2000-156, Part 8 – Committees and Part 9 – Commissions as amended.

## **Staff Support**

A Works and Utilities staff member (non-voting) will be available for meetings as required in a resource capacity and will book the meeting room.

Adopted: April 27, 2015