
The **Water Services Advisory Committee (“WSAC”)** was established pursuant to section 23.1 of Letters Patent and continues as the Water Services Advisory Committee as per section 23.4. The WSAC is established in accordance with section 142 of the *Community Charter* to provide recommendations and advice to Council in accordance with these Terms of Reference (TOR). The WSAC has no legislative decision-making authority.

1. GOVERNANCE

Committee procedures are governed by Council Procedures Bylaw 1105, 2019, specifically section 31. Member conduct is governed by Council’s Code of Conduct and Ethics Policy 203, 2022.

2. MANDATE

2.1. The WSAC’s role is to:

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

2.2. When making recommendations, the WSAC shall consider:

- (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. MEMBERSHIP

3.1. The WSAC will consist of no less than 6 voting members that reside in the District of Lake Country, and:

- (a) at least 3 that actively farm within the District of Lake Country (Letters Patent section 23.3 (iv));
- (b) at least 2 who have a documented community interest with concern with environmental issues;
- (c) former trustees of irrigation district, residential user, private utility users or persons with expertise in environmental protection.

3.2. At least 1 but not more than 2 members of Council as non-voting representative and 1 as an alternate.

4. RESOURCES

- 4.1. A Council Representative, a Staff Liaison (if operational workload permits) and a Recording Secretary will be appointed to the WSAC. Duties and responsibilities of these positions are set out in Council Procedures Bylaw 1105, 2019.

5. APPOINTMENT AND TERM

- 5.1. Voting members shall be appointed for 2- or 3-year term expiring June 30th. Members will have the option to continue for additional 3-year terms with Council approval. Council may appoint, reappoint or revoke appointment of a member at any time.

6. CHAIRPERSON

- 6.1. At the first meeting of each year a Chair and Acting Chair will be appointed in accordance with section 31 of Council Procedures Bylaw 1105, 2019. Council members shall not act as a Chairperson. The Chair is responsible for receiving referrals from staff (if applicable), scheduling meetings, ensuring proper conduct of meetings in accordance with Council Procedure Bylaw 1105, 2019 and Code of Conduct and Ethics Policy 203, 2022.

7. REPORTING AND RECOMMENDATIONS

- 7.1. Recommendations to Council shall be made by resolution of the committee. Depending on operational workload, the CAO may direct the Staff Liaison to prepare a report substantiating the recommendation.

Where an item has been referred to a committee by Council, the referral shall be considered a priority and the committee shall respond by way of resolution. If no response is received within 14 days from the date of referral, the committee will be deemed to have no response.

- 7.2. The committee shall present a summary of activities, goals and accomplishments once each year to Council.

8. AGENDAS AND MINUTES

- 8.1. The Chair and Council Representative shall jointly determine items to be included on the agenda, which shall be submitted to the Recording Secretary 4 days prior to a scheduled meeting.
- 8.2. Notice of a meeting including the date, time and location of the meeting, shall be posted in the Posting Places, delivered to each Member and made available to the public, no later than 3 days prior to the meeting.
- 8.3. Minutes will record business decisions only in accordance with section 25 of Council Procedures Bylaw 1105, 2019.

9. MEETINGS AND QUORUM

- 9.1. The Committee shall only meet if there are matters to be considered.
- 9.2. A quorum is required to conduct business. Quorum means a majority of the membership. A vacancy does not invalidate the committee so long as the number of members is not below quorum. If there is

no quorum present within 30 minutes after the time appointed for the meeting, the names of the members present shall be recorded and the meeting shall stand adjourned.

9.3. Each voting member has one vote on each matter. A majority decides every matter.

10. REMUNERATION AND EXPENSES

10.1. Members serve without remuneration.

10.2. Requests for funding, resources, expenses or special initiatives with associated costs must be pre-approved by the CAO, Council resolution or Chief Financial Officer.

ADOPTED this 21st day of February 2023 by resolution No. 2023-02-035.

Original signed by Blair Ireland
Mayor

Original signed by Reyna Seabrook
Corporate Officer