

**DATE:** May 10, 2018

**FILE:** 0540-20/CV Water

**TO:** Chair and Members  
Comox Valley Water Committee

**FROM:** Russell Dyson  
Chief Administrative Officer

Supported by Russell Dyson  
Chief Administrative Officer

*R. Dyson*

**RE: Comox Valley Water Supply System Advisory Committee – Terms of Reference**

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### **Purpose**

The purpose of this report is to present an updated terms of reference for the Comox Valley Water Supply System Advisory Committee.

### **Recommendation from the Chief Administrative Officer:**

THAT the updated terms of reference for the Comox Valley Water Supply System Advisory Committee as attached to the staff report dated May 10, 2018 be approved.

### **Executive Summary**

The Comox Valley Water Supply System is operated by the Comox Valley Regional District (CVRD) and under the direction of the Comox Valley Water Committee. Bylaw No. 1783 being the “Water Local Service Establishment Bylaw, 1995” establishes the Comox Valley Water Committee and delegates specific authority to the committee.

The Comox Valley Water Committee has established the Comox Valley Water Supply System Advisory Committee (“advisory committee”) to support the technical analysis and recommended solutions for the Comox Valley Water Supply System. Upon its formation, a terms of reference were established to provide a clear understanding of the purpose, scope and responsibilities of the advisory committee and to provide the framework for a respectful and engaged committee. With the provision of input, perspective, specific expertise and recommendations to the water committee via related CVRD staff reports, the advisory committee meets on a monthly basis.

As a result of recent discussions between the Chief Administrative Officers for the CVRD, City of Courtenay and Town of Comox, a number of minor amendments to the terms of reference have been proposed to support the work of the advisory committee. The proposed updated terms of reference is attached as Appendix A with the specific changes highlighted. These additions relate to code of conduct, enhanced information sharing between staff and the protection of confidential information.

These updates to the terms of reference were considered and supported by the advisory committee at their May 3, 2018 meeting.

Prepared by:

***J. Martens***

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Jake Martens  
Manager of Legislative  
Services

Concurrence:

***J. Warren***

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James Warren  
General Manager of  
Corporate Services

Attachments: Appendix A – “Comox Valley Water Supply System Advisory Committee Terms of Reference”

**Terms of Reference**  
**Comox Valley Water Supply System Advisory Committee**

**Policy analysis**

The Comox Valley water supply system is operated by the Comox Valley Regional District and under the direction of the Comox Valley Water Committee. The Comox Valley Water Committee has established this Comox Valley water supply system advisory committee (“committee”) to support the water committee. These terms of reference are to establish a clear understanding of the purpose, scope and responsibilities of the advisory committee and to provide assurance that the values and interests of the community will be considered and to provide the framework for a respectful and engaged committee.

**Purpose**

The key objective of the committee is to collaborate on the technical analysis and recommended solutions for the Comox Valley water supply system.

**Committee representation**

The membership of the committee shall include representatives, being the chief administrative officer or an alternate and the senior staff positions responsible for water services management, finance and operations, from:

- City of Courtenay;
- Town of Comox; and
- Comox Valley Regional District.

The committee chair shall be the CVRD chief administrative officer or senior representative. Other staff positions or external professionals may attend committee meetings as required and depending on the nature of the agenda materials.

**Code of Conduct**

All participants of the committee will endeavor to:

- Support an open and inclusive process
- Treat others with courtesy and respect
- Listen attentively with an aim to understand
- Speak in terms of collective interests versus positions
- Be open to outcomes, not attached to outcomes
- Focus on service provision, and
- Share and discuss ideas from a professional perspective

This advisory committee shall operate in compliance with the CVRD code of conduct and respect in the workplace policies.

### **Frequency of Meetings**

Meetings will be held as required to respond to matters of strategic importance such as the annual operating and capital financial plan for the service, infrastructure replacement plans, regulations and long-range planning. The committee will also consider any items referred to it from the Comox Valley water committee. Matters of a routine nature, such as contract award reports, consumption reports, and DCC summary reports, may be considered directly at a Comox Valley water committee meeting.

Committee meetings are not meant to replace open dialogue between the members. Regular communication and collaboration between relevant regional district and municipal staff is encouraged to support the technical analysis and recommended solutions being developed.

### **Process Management**

The CVRD will manage and schedule all meetings and provide administrative support such as minute taking.

### **Expectations and outcomes**

While responsibility for the management of the water supply system ultimately rests with the CVRD, the committee will assist in this management responsibility through provision of input, perspective, specific expertise and recommendations to the water committee via related CVRD staff reports. All relevant CVRD staff reports shall include a discussion under the heading of 'Inter-Government/Regional Implications' that shall include a summary of committee views on the matter (whether these views represent consensus or otherwise).

Recognizing the value of information sharing between all committee representatives, the agenda for all meetings shall include an opportunity prior to adjournment for a representative of each participating jurisdiction/organization to provide an update on services, projects or other topics that have relevance to the water supply system.

### **Confidentiality**

Members are to be aware that from time to time subject matters considered at committee meetings, including reports, presentations and other information, are confidential private matters, as outlined in section 90 of the *Community Charter*. Therefore, all such information should be kept secure to ensure that this confidentiality is maintained. The release of in-camera information can only be made with the approval of the Comox Valley Regional District.

It is recognized that members will need to discuss issues and/or recommendations with colleagues in order to gain feedback and properly assess the matters at hand. It is not the purpose of this confidentiality clause to prevent this from occurring, but to protect sensitive information from being publically released and harming the interests of all parties.

### **Accountability**

The CVRD position assigned the responsibility for the committee must ensure that the agenda and all material are provided to the members at least four business days prior to the meeting. Items of new business are to be included and provided as part of the agenda and will generally not be received for the first time at the meeting. Time sensitive matters may

be considered at the consensus of the committee and should be distributed to committee members prior to the meeting.

**Committee support**

The CVRD legislative services department shall support the committee by providing all administrative services including agenda preparation, minute-taking, coordination of tasks, etc. The public affairs and information systems branch shall prepare and coordinate all media releases and related activities.

**Background**

The Comox Strathcona Regional District (CSRD) through supplementary letters patent dated February 17, 1967 was empowered to design, construct, reconstruct, purchase, maintain and operate facilities for the purpose of supplying water in bulk to the City of Courtenay, to the Town of Comox and to individual customers not within the boundaries of a municipality or improvement district. Subsequently, on December 12, 1996, the CSRD adopted Bylaw No. 1783 thereby converting the water supply service to a local service. The local service, known as the Comox Valley water system (CVWS), is governed by the water committee as defined within Bylaw No. 1783. The Comox Valley Regional District was established on February 15, 2008.

This terms of reference was approved by the Comox Valley Water Committee on November 20, 2012.