

**Regional District of Central Okanagan  
Westside Wastewater Treatment Service  
STAKEHOLDER SELECT COMMITTEE  
Terms of Reference (October 5, 2010)**

**1 Purpose:**

The mandate of the Westside Wastewater Treatment Service Stakeholder Select Committee (the Committee) is to create a forum for discussion between the parties to the service and to create a body to provide recommendations regarding operation of the service to the Central Okanagan Regional District Board regarding wastewater collection and treatment services provided under the service to the District of Peachland, the District of West Kelowna, and the Westbank First Nation (Indian Reserves No. 9 and 10).

To achieve this, the Committee shall:

- (a) address the social, environmental and economic issues and challenges that the Service faces regarding the management, provision, growth, and capacity of wastewater collection and treatment services within the communities; and
- (b) create a Master Joint Operating Agreement to define the working partnership between the Stakeholders and to facilitate these services.

**2 Membership:**

- 2.1 Membership has been designated by the Regional Board (April 26, 2010):
- 2.2 The Committee shall be comprised of four (4) Voting Members, one from each of the four stakeholders:
  - Regional District of Central Okanagan
  - District of Peachland
  - District of West Kelowna
  - Westbank First Nation
- 2.3 Each jurisdiction is to appoint technical staff to participate in the meetings, and/or to otherwise facilitate the business of the Committee

**3 Roles & Responsibilities of the Committee:**

- 3.1 The Committee shall:
  - a) review and make recommendations on user and regulatory policies,
  - b) review and make recommendations on fiscal policies,
  - c) review and make recommendations on the annual budget,
  - d) review and make recommendations on proposed changes to fees, levies, or

- charges,
- e) facilitate the building of community consensus around the future direction of wastewater services,
- f) communicate the Committee's progress to the Regional Board.

#### **4 Functionality:**

##### The Chair

- 4.1 The Chair shall be selected by the Committee from among its voting members and, the Chair shall:
  - a) lead the Committee in fulfilling its mandate;
  - b) act as a facilitator, identify points of agreement within the Committee, and generally assist the Committee on resolving those issues where general agreement is lacking;
  - c) act as the spokesperson for the Committee.

##### Meetings

- 4.2 The Committee shall meet at least 4 times each year--additional meetings may be required to achieve the mandate.

##### Quorum

- 4.3 A quorum shall be three (3) Voting Members.

##### Agendas

- 4.4 Agenda items submitted for meetings shall be consistent with the Committee's scope of advice and directly related to the fulfillment of the Committee's mandate.

##### Minutes

- 4.5 A record of "advice to the Regional Board" will be recorded and noted in meeting summaries which briefly summarize the matters discussed and any conclusions reached. The summaries shall not attribute specific points of view to individual members of the Committee.

##### Conflict of Interest Guidelines

- 4.6 Committee members are expected to undertake their responsibilities on an impartial and objective basis. Committee members will act with honesty, integrity and openness in advancing the joint process.

##### Experts and Invited Guests

- 4.7 The Committee may, from time to time, require experts or other representatives to attend meetings as presenters, advisers or observers because of their knowledge of the subject of as part of another project or consultation mechanism. Such invitations will be agreed to in advance by the Chair.

#### **5 General:**

- 5.1 These terms of reference may be amended from time-to-time by the Regional Board

upon recommendation of the Committee, where appropriate.

- 5.2 The key functions of the Committee are to respond to the community wastewater issues and objectives defined above, and
- 5.3 These Terms of Reference constitute a "living" document and as such can be updated to reflect experience gained by the Committee.
- 5.4 The Committee terms of reference are to be interpreted in the context of existing service establishment bylaws, Regional Board policies and the Local Government Act, which requirements will have ultimate application in all matters.

Terms of Reference – Approved by the Committee: \_\_\_\_\_ (date)

Approved by the Regional Board: \_\_\_\_\_ (date)