



# TERMS OF REFERENCE

## Westside Wastewater Service

### Standing Committee

#### 1. Introduction

The Westside Wastewater Service (WWS) is a ***standing committee*** created for service participants to consider items related to, and provide recommendations on, the Westside Wastewater Collection and Treatment service.

#### 2. Mandate

To consider the provision, growth, and capacity of wastewater collection and treatment services as provided by the Regional District to the District of Peachland, City of West Kelowna, and Westbank First Nation Tsinstikeptum #9 and #10.

#### 3. Composition

The committee is comprised of one voting member from each of the four participating jurisdictions:

- City of West Kelowna;
- Westbank First Nation;
- District of Peachland; and
- Regional District of Central Okanagan.

The Chair of the Regional District of Central Okanagan will participate on the Committee as an ex-officio member.

The Chair and Vice-Chair of the WSS standing committee is to be elected annually by the committee at the first meeting of the year.

#### 4. Scope

To consider social, environmental, and economic issues and provide recommendations to the Regional Board related to the Westside wastewater collection and treatment services including the development of:

- user and regulatory policies or bylaws;
- fiscal policies;
- annual operating and capital budgets;
- changes to fees, levies, or charges;
- community growth and capacity;

## **5. Truth and Reconciliation**

The RDCO acknowledges the responsibility to update its governance under the United Nations Declaration on the Rights of Indigenous Peoples UNDRIP, and the Truth and Reconciliation Commission Calls to Action.

Local governments and Indigenous governments working together take actions that support meaningful reconciliation, including how best to collaborate in government-to-government relationships and participate in decisions that affect our communities.

The RDCO is committed to working with the syilx / Okanagan governments on how best to collaborate in government-to-government relationships. Taking actions such as inviting syilx / Okanagan governments to participate in making decisions that affect our communities supports meaningful reconciliation.

## **6. Meetings (Frequency)**

The WWS standing committee will meet a minimum of two (2) times per year if business is required on meeting dates set annually. Additional meetings may be scheduled upon request of the Chair.

## **7. Meeting Procedures**

All committee meetings will follow the procedures found in the Regional Board Procedure Bylaw as amended from time to time.

Meetings must be open to the public and held at 1450 K.L.O. Road, Kelowna, BC V1W 3Z4. A meeting which has been in session for three (3) hours from the time the meeting was convened will be adjourned unless the Committee resolves to extend the meeting by a majority vote of the members present.

Unless otherwise authorized by the Committee, the public will only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

A majority of the Committee will represent a quorum. A meeting will not proceed if a quorum cannot be achieved. Members must make a reasonable effort to notify Corporate Services at least two (2) working days before the meeting if they are unable to attend.

The order of business is to be set out in an agenda package, provided to the Committee members, and posted for the public, 72 hours in advance of the meeting. Items for the agenda, including presentation materials, must be forwarded to Corporate Services a minimum of seven working days prior to the meeting date.

Minutes of the meetings will be prepared by staff and signed by the Committee Chair. Originals of the minutes will be forwarded to the Corporate Officer for record keeping and a copy provided to the Regional Board to receive for information.

### **7.1 Conflict of Interest**

Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion.

The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

### **7.2 Code of Conduct**

Committee members must adhere to the Regional Board Code of Conduct and Respectful Workplace policies and as amended.

### **7.3 Communications**

The Chair of the Committee is the spokesperson for all matters referred to, and resolutions made by the Committee. For technical or operational matters, or in cases where an initiative is still at the staff proposal level, the Chief Administrative Officer (CAO) or a senior staff member is the appropriate chief spokesperson. Where necessary and practical, the Committee Chair and CAO confer to determine the most appropriate representative to speak.

### **7.4 Voting**

All Committee members, including the Chair, vote unless they have declared a conflict and left the meeting. Members who do not indicate their vote, are counted as having voted in favour of the recommendation. If the votes are equal for and against, the recommendation is defeated.

### **7.5 Remuneration**

Remuneration will be in accordance with the Regional District of Central Okanagan Board Remuneration Bylaw No. 1421 as amended.

## **8. Resources and Support**

Participating jurisdictions will:

- assign a staff liaison to attend meetings and provide technical support;
- recommend subject matter experts to attend meetings in support of committee members decision-making; and
- collaborate with RDCO staff on outstanding action items and/or issues as appropriate.

RDCO Engineering Services and Financial Services staff will provide administrative, technical, and secretarial support for the committee.

RDCO Corporate Services will provide Legislative support.

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\*\*\* END OF TERMS OF REFERENCE \*\*\*

Department	Date Approved
Engineering Services	January 12, 2023