

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2858

A Bylaw to establish Drainage, Water and Wastewater System Community Advisory Committees for the purpose of providing community input regarding the operations and management of RDCK-owned utility systems.

WHEREAS existing and applicable water system Commissions of Management have been repealed following the establishment of the Water Services Committee in 2022;

AND WHEREAS Community Advisory Committees provide valuable community feedback and facilitate effective communication between the RDCK and community;

AND WHEREAS the RDCK Board, by its corporate powers, may seek advice from external stakeholder groups through a Community Advisory Committee;

NOW THEREFORE the Board of the Regional District of Central Kootenay (RDCK), in open meeting assembled, HEREBY ENACTS as follows:

COMMITTEES ESTABLISHMENT

- 1 Drainage, Water and Wastewater System Community Advisory Committees are hereby established for the utility systems listed in Schedule A to this bylaw.

DELEGATION OF AUTHORITY

- 2 The Drainage, Water and Wastewater System Community Advisory Committees are external advisory bodies only with no specific powers delegated to them by the RDCK Board.

APPLICATION

- 3 Within each service area a Community Advisory Committee (CAC) may be created for a drainage, water or wastewater system upon recommendation by the applicable electoral area director. A CAC is not required for the RDCK to operate the drainage, water or wastewater system. One CAC may serve multiple utilities, such as a combined water and drainage CAC.
- 4 The Drainage, Water and Wastewater System Community Advisory Committee shall provide constructive and objective input regarding matters related directly to their specific RDCK-owned system and to help facilitate effective communication with the community.
- 5 Each CAC shall work towards the overall benefit of their system(s) and support the goal of achieving full compliance with the regulations and guidelines that govern the management of water or wastewater systems.

MEMBERSHIP

- 6 (1) Members are appointed by resolution of the RDCK Board. Each CAC will include a minimum of three (3) and a maximum of six (6) community members, all of whom must reside within the utility service area or be the registered owner of property within the service area.
- (2) The RDCK electoral area Director for the respective water system is not a member of the CAC. Director participation in CAC meetings is however encouraged.
- (3) In the event of two or more small systems combining to form a single system, the Water Services Committee will revisit the membership of the CAC and may make recommendation to the Board to combine CACs if suitable and necessary.
- (4) The term of a CAC member shall be three (3) years.

REMUNERATION

- 7 There shall be no remuneration to any CAC member for their service.

DUTIES OF THE COMMITTEE

- 8 Each CAC is assigned the following roles and responsibilities by the RDCK Board:
- (a) Liaise with water users on their particular systems and provide that input to the RDCK.
 - (b) Advise the RDCK on issues including, but not limited to: operations and maintenance policies; water conservation measures; capital works projects; cost recovery approaches; annual budgets; and bylaw and policy development.
 - (c) Members shall not interfere with the operations of the water or wastewater system, or perform any work on the water or wastewater system without the prior written consent of the Manager.
 - (d) The RDCK Board retains all decision-making authority relating to the planning, financing, operation, and maintenance of the water or wastewater system.
 - (e) For certainty the CAC will not consider any of the following matters unless CAC input is requested by the Manager:
 - award of contracts;
 - matters related to the employment of RDCK staff;
 - legal matters related to the utility systems;
 - media releases and public statements to the media;
 - emerging or ongoing issues related to specific individual water system users.

MEETINGS

- 9 (1) Each CAC will meet at the call of the RDCK General Manager of Environmental Services or designate, in consultation with the electoral area Director, with a minimum of one meeting scheduled annually for each CAC.
- (2) All meetings will be open to the public, be held in a publicly accessible meeting place, and provide a remote attendance option.
- (3) Meetings shall be held in accordance with the agenda and format provided by the RDCK General Manager of Environmental Services or designate. Meeting procedures are generally

in accordance with the informal nature of CAC meetings, and are at the discretion of the Manager. The RDCK Procedure Bylaw does not apply to Community Advisory Committees.

- (4) RDCK staff will create a written record of CAC meetings in the form of meeting notes. Meeting notes will accurately summarize the totality of input from CAC members, particularly where a consensus community opinion is not achieved on a given matter. Meeting notes will be recorded on a standardized RDCK template.
- (5) Meeting notes of each CAC meeting will be placed on the agenda for discussion at the next scheduled Water Services Committee meeting. The applicable electoral area Director will be invited to provide a verbal summary of the meeting and highlight any community concerns. Meeting notes will also be placed under 'Committees and Commissions-For Information' on the next Board agenda.
- (6) The RDCK General Manager of Environmental Services or designate is charged with scheduling and organizing all CAC meetings, and will provide a minimum of seven days notice to each CAC member. A discussion outline for each meeting will be distributed to members prior to the meeting.
- (7) No quorum is required at Community Advisory Committee meetings.
- (8) The General Manager of Environmental Services or designate shall convene the CAC meeting, facilitate the discussion, and create meeting notes. Alternately an electoral area Director may serve in the facilitator role, subject to staff availability to prepare the meeting notes.

SEVERABILITY

- 10 If any section, clause, sub-clause or phrase of this bylaw is for any reason held to be invalid by the decision of the court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this bylaw.

CITATION

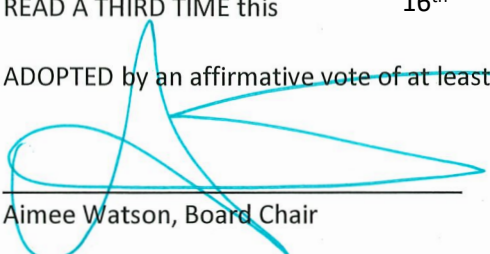
- 11 This Bylaw may be cited as **Regional District of Central Kootenay Drainage, Water and Wastewater System Community Advisory Committee Bylaw No. 2858, 2023.**


READ A FIRST TIME this 16th day of February, 2023.

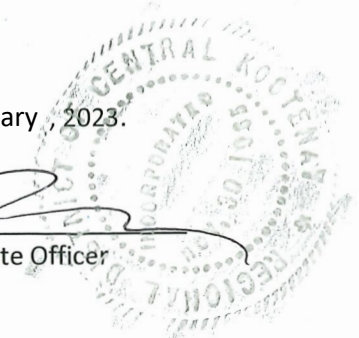
READ A SECOND TIME this 16th day of February, 2023.

READ A THIRD TIME this 16th day of February, 2023.

ADOPTED by an affirmative vote of at least 2/3 of the votes cast this 16th day of February, 2023.


Aimee Watson, Board Chair


Mike Morrison, Corporate Officer



Regional District of Central Kootenay
Schedule A - Drainage, Water and Wastewater System
Community Advisory Committees
To
Bylaw No. 2858

1. Balfour Water
2. Burton Water
3. Duhamel Water
4. Edgewood Water
5. Erickson Water
6. Fauquier Water
7. Grandview Properties Water
8. Lister Water
9. Lucas Road Water
10. McDonald Creek Water
11. Rondel Drainage & Water
12. Rosebery Highlands Water
13. Sanca Park Water
14. South Slocan Water
15. West Robson Water
16. Woodbury Village Water
17. Woodland Heights Water