



**Terms of Reference: Hagensborg Water Service Advisory Committee:**

**Purpose:**

The Hagensborg Water Service Advisory Committee is an important resource to assist the Central Coast Regional District (CCRD) for providing recommendations on the Hagensborg Water Services. The Hagensborg Water Service provides water services to just under 500 residents in the Hagensborg area.

The Hagensborg Water Service Advisory Committee will provide recommendations to the Board on Hagensborg Water Service budget, fees and charges, asset management, future system upgrades, and other matters that the Board requests.

**Establishment, Authority and Composition**

The Hagensborg Water Service Advisory Committee will be an advisory committee established and authorized by the Central Coast Regional District (CCRD) Board of Directors and serve at the Board's discretion.

The Corporate Officer is authorized to solicit applications to fill a vacancy that may arise on the Committee from time to time and to present received applications to the Board of Directors. The Advisory Committee will serve a term of two years and then will automatically dissolve unless renewed by the CCRD Board of Directors.

**Committee Composition:**

- Voluntary participation (no remuneration).
- The Advisory Committee will consist of five (5) members.
- Quorum will consist of three (3) members.
  - o If quorum is not present, the Chair will call upon the Corporate Officer to schedule a new meeting.
- There will be one (1) member from Area C, one (1) member from Area D, and three (3) members-at-large.

All members are appointed for a term lasting either the lifespan of the Committee or two years, whichever is shorter. Prior to the commencement of their duties, new members will be required to receive an orientation from the Corporate Officer.

Committee members may be removed per a 2/3s motion of the Board.

The Committee will elect their own Chair.

The Chair of the Committee will distribute agendas, lead Committee meetings, and will act as the liaison between the CCRD and the Committee.



### **Procedures**

The Advisory Committee will meet three times a year (unless the Corporate Officer deems a meeting necessary and calls a meeting with the Chair of the Committee). Meetings will take place at the CCRD boardroom to ease the participation of key stakeholders and staff. The Corporate Officer will call Committee meetings and will work with the Chair to distribute agendas and communicate availability for meetings, etc. CCRD staff will provide materials to the Hagensborg Water Service Advisory Committee for their recommendations. Public input will be handled by CCRD staff. No public input will occur during Committee meetings. Any questions can be directed to CCRD staff to respond to.

### **Deliverables**

The Hagensborg Water Service Advisory Committee will be required to submit Water Service Advisory Committee meeting minutes to the CCRD. The Committee will provide recommendations on Hagensborg Water Service's Budget, fees and charges, asset management, future system upgrades and other matters that the Board requests. These recommendations will support the CCRD in ending the boil water advisory in Hagensborg.