



## Volunteers Wanted Beaver Creek Water Advisory Committee

The Alberni-Clayoquot Regional District (ACRD) formed the Beaver Creek Water Advisory Committee to advise the ACRD Board of Directors on matters relating to the Beaver Creek Water System. The Committee reviews, reports and advises the Regional District Board on matters concerning the System including budgeting, future capital planning, regulations and policies.

The ACRD invites individuals from the Beaver Creek Community who are interested in volunteering on the Committee to submit a letter of interest no later than **Friday, January 29, 2021** to the attention of:

**Wendy Thomson, General Manager of Administrative Services**

**3008 Fifth Ave.**

**Port Alberni, BC V9Y 2E3**

**or email: [wthomson@acrd.bc.ca](mailto:wthomson@acrd.bc.ca)**

*Committee Members serve for a three year term. A copy of the Committee Terms of Reference is available on the Regional District's website at [www.acrd.bc.ca](http://www.acrd.bc.ca)*



## **Alberni-Clayoquot Regional District**

### **Terms of Reference Beaver Creek Water Advisory Committee**

#### **1. Introduction**

- 1.1 The Alberni-Clayoquot Regional District (ACRD) has formed the Beaver Creek Water Advisory Committee to advise the Board on matters relating to the Beaver Creek Water Service.
- 1.2 The Beaver Creek Water Advisory Committee is a Standing (Advisory) Committee of the ACRD Board of Directors.

#### **2. Objective**

- 2.1 The Beaver Creek Water Advisory Committee advises the Board on matters relating to the Beaver Creek Water System, including but not limited to system planning, annual budgets and capital works.

#### **3. Scope of Work**

- 3.1 To achieve this objective, the Beaver Creek Water Advisory Committee will undertake the following activities:
  - Budgeting for the Beaver Creek Water System
  - Future capital planning and budget implications
  - Matters relating to the service such as regulations and policy

#### **4. Membership**

- 4.1 In order to provide representation from the Beaver Creek Water Service area, membership on the Committee is as follows:
  - A maximum of Seven (7) Members at-large from the Beaver Creek Community nominated by the Director for the Electoral Area "E" (Beaver Creek)
  - The Director for Electoral Area "E" (Beaver Creek) or his/her alternate.

#### **5. Appointment and Term**

- 5.1 Committee Members shall be appointed by the ACRD Board of Directors for a three (3) year term.
- 5.2 Members of the Committee may stand for re-appointment by the ACRD Board at the conclusion of their term.
- 5.3 The ACRD Board may, at any time, remove any Member of the Committee and any Member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee.
- 5.4 The ACRD Board may dissolve the Committee and rescind this Bylaw, following written notice being provided to all Members.
- 5.5 Committee Member appointments will be confirmed by the Chair of the ACRD Board at the regular ACRD Board of Directors meeting in January of each year.
- 5.6 Members of the Committee shall serve without remuneration.

## **6. Committee Chair**

- 6.1 The Director for Electoral Area “E” (Beaver Creek) or his/her alternate shall be the Chairperson of the Committee.

## **7. Meeting Procedures**

- 7.1 Meetings of the Committee shall be held at the call of the Committee Chairperson, time and location to be determined by the Chairperson of the Committee.
- 7.2 A majority of the Committee Members present shall represent a quorum, one of whom must be the Director of Electoral Area “E” (Beaver Creek) or his/her alternate.
- 7.3 Meetings of the Committee shall be conducted and held in accordance with the Regional District’s Procedures Bylaw.

## **8. Reporting to the Board**

- 8.1 The Committee Chairperson will report to the Board on the activities of the Committee.

- 8.2 Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the Board.

## **9. Resources**

- 9.1 On behalf of the Committee, ACRD staff will provide advice and professional assistance to the Committee including writing letters, correspondence and preparing reports to the ACRD Board.
- 9.2 ACRD staff will provide support to the Committee including preparing agendas, recording the minutes of all meetings and ensuring Committee agendas, minutes etc. are circulated electronically to all Committee Members and the ACRD Board.

Revised by the ACRD Board:	May 13, 2015
Revised by the ACRD Board:	February 13, 2019