

# Portfolio: New Directions Research

## Background:

The Hagensborg Waterworks District (HWD), an Improvement District, was established by Letters Patent, issued April 28, 1964, and operates as an autonomous local government body, pursuant to the provisions of the Local Government Act, and under the supervision of the Ministry of Municipal Affairs & Housing. HWD is subject to various provincial legislative enactments, including:

- Guidelines for Canadian Drinking Water Quality
- B.C. Drinking Water Protection Act
- B.C. Drinking Water Protection Regulation

## Committees:

The *Local Government Act* and the Hagensborg Waterworks District *Meeting Procedure Bylaw No. 218* provide for the appointment of a select or standing committee by resolution of the Board.

A select committee is established to consider or inquire into a specific matter and then report its findings and recommendations to the board. For example, a committee may be established to investigate options for water treatment. Once the review has been undertaken and a report is presented to the board of trustees, the committee's business is finished, and it ceases to exist.

A standing committee is established for matters that are ongoing in nature. For example, a standing committee may deal with specific, ongoing issues, such as finance.

Select and standing committees are purely advisory in nature. The Board of Trustees is ultimately responsible for making all decisions being considered by a committee, and cannot delegate its authority to a committee. The Board of Trustees is not obligated to accept the advice or recommendation of a committee.

In the interest of transparency, committee meetings should be open to the public, but if necessary, special or standing committee meetings may be held *In Camera*, pursuant to the provisions of the *Local Government Act*.

## Purpose:

Provincial government policy continues to evolve with respect to the requirements for delivery of drinking water and provision of fire protection services. HWD, along with other improvement districts, struggles to comply with government regulations, and with the lack of access to federal and provincial infrastructure funding.

The Board of Trustees approved the formal creation of a committee, the New Directions Portfolio, to ensure the Board of Trustees is as fully informed as possible, in moving forward toward compliance with existing and future legislation relative to the District's purposes.

As holder of this portfolio, the primary role of the trustee is to research accurate, up-to-date information, to support HWD planning and policy development for water service delivery and fire protection services, with a view toward compliance with the requirements of the regulatory framework.

### **Roles & Responsibilities:**

- The trustee holder of this portfolio will receive direction from the board on issues to be researched.
- The trustee will collect, organize and evaluate data, and present this information to the Board, in a concise and clear manner, for consideration and decision making purposes.
- The trustee may make recommendations to the Board, and provide expert knowledge regarding possible implementation of programs and services under the committee's mandate.
- Additional trustees, and/or persons who are not trustees, may be appointed to the committee. The Board or trustee holder of this portfolio may choose the committee members who are best suited or qualified for the particular topic being researched or considered.

### **Procedure/Approval:**

The trustee holder of the Portfolio will liaise with the Corporate Administrative Officer (CAO), and Corporate Financial Officer (CFO), as necessary, to ensure the information is compliant with legislative and other requirements, and to consider financial accuracy and implications for budgets and programs within the HWD mandate, prior to circulating a report to the Board of Trustees. If requested to do so by the Board of Trustees, the portfolio holder will consult with staff in order that a comprehensive analysis of the proposed policy direction may be undertaken.

### **Reporting Protocol:**

Communications between the portfolio holder and the Board of Trustees will observe the following protocol:

1. The trustee may submit position papers, written letters or recommendations, or verbal presentations to the Board for consideration during regular board meetings;
2. The board may then take the recommendation under advisement or pursue further action as permitted under the Board's mandate;

### **Budgets/Records:**

No budget has been identified for this portfolio.

Either the trustee holder of this portfolio, or the standing committee, will provide input into budgets and programs, relevant to the mandate of the portfolio, to the Board of Trustees at the draft budgeting schedule of the HWD.

The trustee will keep a work log of all time spent on this portfolio and provide the work log to the CFO at month end.

An hourly value will be applied to trustee time for calculating in-kind remuneration.

There is no limit to the number of hours a trustee may spend on the portfolio work.

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