



REGIONAL DISTRICT OF NORTH OKANAGAN

TERMS OF REFERENCE – Drought Stakeholder Working Group

ENDORSED BY THE BOARD OF DIRECTORS ON:	May 18, 2016
PURPOSE	<p>The role of the <i>Drought Stakeholder Working Group</i> (DSWG) is to assist Regional District of North Okanagan (RDNO) staff in the development of efficient water use strategies, informing the community on water supply levels, and providing feedback on the effect of water use restrictions.</p> <ul style="list-style-type: none"> • Promoting water sustainability goals and accomplishments in the community. • Recruiting participants to ensure a wide coverage of information. • Provide knowledge and expertise (networking, connections, research information etc.) to assist in promoting demand management technologies and water efficiency initiatives.
SCOPE:	<p>The scope of the DSWG is to:</p> <ul style="list-style-type: none"> • Review and understand the background information provided by staff, as directed by the Greater Vernon Water (GVW) Drought Management Plan, which includes current Provincial and local water supply/drought levels and associated triggering factors used to determine each level. • Provide input into communications strategies (i.e. bulletins, posters, signage, website links and presentations) appropriate for the stakeholder group they represent on the DSWG. • Act as a communications liaison to the group they represent and identify opportunities to learn from others in their sector outside the local area. • Identify opportunities to improve water use efficiency with respect to the group they represent as well as challenges that may delay or impair the implementation of drought response and water efficiency (conservation) strategies.
DEFINED RESPONSIBILITIES AND CONDUCT:	<p>Overall, the DSWG shall work together to satisfy the following roles and responsibilities:</p> <ul style="list-style-type: none"> • Commit to regular attendance at meetings and ensure the appointed staff member has current contact information and is informed of any change in the member's ability to participate in the DSWG. • Be informed on the Drought Management Plan and associated Drought Response Actions (e.g. bylaws, conservation programs, communications strategy).

	<ul style="list-style-type: none"> • Assist in communicating with various stakeholders and agencies on drought response efforts where applicable. • The DSWG will follow a collaborative format amongst its membership, recognizing that respectful dialogue will help to better understand the impacts of drought on the community.
PROTOCOL:	<p>The DSWG will encourage collaboration with the intent of working towards a common goal, committing to the process and building public awareness and support for drought response strategies.</p> <ul style="list-style-type: none"> • Participants are encouraged to express their personal views in a respectful manner. Participants are present to give a voice to the community; however, participants are equally responsible to listen and understand the views of others. • DSWG participants will have equal opportunity to contribute at meetings, as well as responsibility to respect the opinions of others. Group members are encouraged to actively participate in the discussions and use their experience, education, and insight to speak about any issues or opportunities to be considered. • Participants are encouraged to speak about the process to others outside the DSWG but may not speak on behalf of or in any way create the impression that they are speaking for the Regional District of North Okanagan or the DSWG as a whole. In order to ensure open and honest dialogue, participants should not discuss comments or opinions expressed by other DSWG participants without their knowledge and consent. In the spirit of respectful dialogue, participants are asked to present any information they are planning to publish in the media to the DSWG so that the group is aware of the forthcoming publication.
COMPOSITION:	<p>DSWG Representative areas of expertise should include:</p> <ul style="list-style-type: none"> • Institutional water uses dependent on a safe and reliable water supply for their sensitive population (Hospital, School District, and Health Care Facilities). • High water need business activities: Landscaping, Irrigation, Greenhouses, Food and Beverage Production, Agriculture, Manufacturing, Recreational Product Sector (pools/spas). • Management of infrastructure including parks, water features/amenities/pools, and school grounds. • Economic development impacts from drought and business adaptation strategies. • Local environmental/sustainability issues such as the impact of drought on wildlife and fisheries. • Provincial drought response actions via representation from the Ministry of Forest Lands Natural Resource Operations (Water Stewardship; Wildfire Management).

	<p>The Composition of the DSWG will include a representative from but not limited to:</p> <ul style="list-style-type: none"> • One (1) Vernon Jubilee Hospital • One (1) School District #22 • Two (2) Municipality Operations – COV and DoC • Two (2) Parks and Recreation – CoV / DoC / RDNO • One (1) Fruit Growers Association • One (1) Landscaping Representative • One (1) Irrigation Association • One (1) Hotel Association • One (1) Tourism Representative • One (1) Field Crop / Livestock Representative • One (1) Brewery Representative / Food and Beverage Production • One (1) Pools and Spas Representative • One (1) Turf supplier Representative • One (1) Nursery or Garden Center Representative • One (1) Car Wash Representative • One (1) Water Stewardship – Provincial Representative • Two (2) Community members at-large <ul style="list-style-type: none"> • Chairperson The DSWG will be chaired by a staff member appointed by the RDNO General Manager of Engineering. The Chairperson will facilitate the meetings. • Staff Support The RDNO will provide staff support to the DSWG with regard to the coordination of meetings and agendas in accordance with the goals of the Drought Management Plan and Work Plan approved by the Board of Directors. Staff will follow the Communication Plan for Drought Response and communicate with the Board of Directors, GVAC, DSWG and the public. • RDNO will advertise the opportunity to participate in the DSWG annually.
<p>TERM:</p>	<p>Participants are asked to serve a two year term and may continue to serve on the group until an alternate representative is found.</p> <ul style="list-style-type: none"> • During normal water supply conditions (non-drought years), the RDNO will provide updates on water supply levels in a timely manner and water conservation programs to participants through email or mail in addition to regular updates posted on the RDNO website. • If staff forecast a supply shortage that may require the initiation of a higher restriction stage the DSWG will be informed and may be asked to meet. • During a drought, the DSWG would meet as required. • During a severe drought, the DSWG would meet <u>no</u> more than once per month.

REPORTING:	Staff will record minutes and forward to GVAC for information. The DSWG minutes will be utilized by staff for reports.
REMUNERATION:	There shall be no remuneration for these voluntary positions.
OTHER:	For clarity, these Terms of Reference do not delegate any authority or corporate powers to the DSWG.