



# THE CORPORATION OF THE CITY OF VERNON

## TERMS OF REFERENCE

**Committee Name:** Biosolids Advisory Committee

**Type:** Standing

### Approvals/Reviews/Amendments

POLICY/AMENDMENT APPROVED BY:	DATE OF COUNCIL MEETING:	SECTION AMENED:
"Wayne Lippert, Mayor"	May 12, 2008	

### 1.0 Committee Purpose

- 1.01 To provide strategic planning advice, budgetary and operational updates for the Regional Biosolids Composting Facility

### 2.0 Duties

- 2.01 The Committee will review for information purposes annual work plans, projected budgetary needs and semi-annual operating expenditures of the Regional Biosolids Composting Facility and provide recommendations to Council on same.
- 2.02 The Committee will consider the need, costs and benefits of how to expand the facility as necessary to meet the continued growth of the respective sewer utilities consistent with the terms of the Regional Biosolids Composting Facility Joint Operating Agreement and the current waste water management plans.
- 2.03 The Committee will review the Regional Biosolids Composting Facility Joint Operating Agreement on an annual basis and make recommendations for changes if necessary.
- 2.04 The Committee will review for information purposes all complaint records.

### 3.0 Membership

- 3.01 Appointment by respective Council



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The Committee will be comprised of five (5) voting members as follows:

- i. Three (3) members of City of Kelowna Council and alternates
- ii. Two (2) members of City of Vernon Council and alternates
- iii. One (1) City of Kelowna designated non-voting staff support
- iv. One (1) City of Vernon designated non-voting staff support

Pursuant to section 1.4 of the Council Committee System Policy, terms of appointment are for three years and members are to remain in office until their respective successor is appointed or unless otherwise directed by Council.

A Chair and alternate shall be appointed by a majority vote of the Committee.

## **4.0 Operations of the Committee**

### 4.01 Meeting Schedule

The Committee will meet semi annually at the end of April and the beginning of October or as required by the Chair.

### 4.02 Notice of Meeting

Notices of meetings shall be posted on the City Hall bulletin board in accordance with the Council Procedure Bylaw.

### 4.03 Rules of Procedure

#### Meeting Agendas

Meeting agendas will be prepared by the Committee Clerk and approved by the Chairperson. The agenda is to be distributed to all members of the Committee at least five days prior to the meeting date. Each member of Council is to be provided with a copy of the approved agenda prior to the meeting.

#### Minutes

Minutes of the meeting will be recorded by a Biosolids staff member and any action items will be undertaken as directed by the Committee. Minutes will be distributed to all members of Council following approval by the Chairperson.



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## Recommendations

All decisions of the Committee shall be by majority vote. The recommendations of the Committee on items referred to it by Council shall be reported back to the City of Vernon and Kelowna Councils at the next meeting of the Councils. A memorandum to the Councils shall be prepared, outlining the recommendations of the Committee, including the background information and/or reports that have been provided to the Committee.