



## Water Works Advisory Committee TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Water Works Advisory Committee
2	GENERAL PURPOSE	<p>The Water Works Advisory Committee was established in accordance with the mediation agreement in Appeal No. 08-029 and further amended by Ministerial Order 41/2015 added s.17 whereas the Sheep River Regional Utility Corp. is now the approval holder.</p> <p>The Water Works Advisory Committee (WWAC) will advise the Sheep River Regional Utility Corporation Board of Directors (SRRUC) on water works within the regional municipal jurisdiction and the regulatory framework such as Municipal Government Act, Public Health, Alberta Energy Regulator and Canadian Drinking Water Guidelines which may include:</p> <ul style="list-style-type: none"> <li>▪ Quality of source water</li> <li>▪ Quality of treated water</li> </ul>
3	MEMBERSHIP & COMPOSITION	<p>The committee is comprised of an odd number of not less than 5 voluntary members, which may not be limited to only regional members.</p> <ol style="list-style-type: none"> <li>1. A minimum of 4 members from the SRRUC membership (Diamond Valley and Foothills County) shall be appointed by resolution of the SRRUC Board of Directors.</li> <li>2. A quorum consists of the simple majority of the voting Committee members.</li> <li>3. The membership shall possess expertise and willingness to devote the necessary time to the Committee.</li> <li>4. An additional, non-voting seat may be reserved for a youth member from Oilfields High School.</li> </ol>
4	ACTIVITY LEVEL	<p>The Committee members shall meet a minimum of twice per year.</p> <p>An invitation shall be extended to AB Environment and Parks for all meetings.</p>

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5	LEADERSHIP & GOVERNANCE STRUCTURE	<ol style="list-style-type: none"> <li>1. This is an ad hoc committee which reports to the SRRUC Board of Directors.</li> <li>2. SRRUC Board of Directors will provide projects (or topics) for the Committee to examine or report upon.</li> <li>3. The committee, using an independent perspective, will provide analysis, options for consideration, identify gaps and/or make recommendations on the potable water quality system.</li> <li>4. Every effort shall be made by this Committee to reach consensus. In cases where consensus cannot be reached, the committee will determine the decision through voting.</li> <li>5. All voting committee members, including the Chairperson, have one vote.</li> <li>6. The Committee shall at its first meeting in each year, elect by a majority vote of members present, one member as Chair and one member for Vice-Chair. The Chair shall preside over any business before the Committee and the Vice Chair shall preside in the event of the absence or inability to act of the Chair.</li> <li>7. The Chair and Vice-Chair shall only sit in these positions for (3) three consecutive (1) one-year terms.</li> <li>8. Except in the event of illness, or absence authorized by the Chair, a member who is absent from two (consecutive meetings shall cease to be a member. The Chair shall make the SRRUC Board of Directors aware of the matter and request that another member be appointed to the Committee.</li> <li>9. The SRRUC Board of Directors may by resolution, terminate any member of the WWAC, if the member violates the code of conduct or uses information obtained through their position as a member of the Committee to gain a pecuniary benefit in respect of any matter in which they may have a pecuniary interest.</li> </ol>

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6	REPORTING	<p>The following items will be generated:</p> <ul style="list-style-type: none"> <li>• Agendas: Agenda items will be requested at the time of scheduling of the meeting, and agenda will be emailed to Committee Members five days prior to the finalized meeting date. The agenda will be circulated to all Committee Members and invited resource people.</li> <li>• Meeting Minutes: For distribution to Committee Members after each meeting. Draft minutes will be distributed within two weeks of the meeting.</li> <li>• Committee minutes, and reports shall be sent to SRRUC Board of Director Meetings for applicable review decisions and acceptance by the SRRUC before being made public. WWAC accepted minutes will be posted on the SRRUC website.</li> </ul> <p>Note: Where information is general the committee will pass onto SRRUC Board of Directors as required. Such items shall be submitted in writing to the SRRUC Board of Directors a full seven (7) days before the scheduled meeting.</p>
7	WORKING PRINCIPLES	Members shall adhere to the SRRUC Code of Conduct policies.
8A	RESOURCES – FINANCIAL	<ul style="list-style-type: none"> <li>• At this time there are no dedicated funds (that is, no budget) for this Committee.</li> </ul>
8B	RESOURCES – HUMAN / OTHER	<ul style="list-style-type: none"> <li>• Staff will be provided to the committee by SRRUC; and determined by SRRUC.</li> </ul>
9	COMMUNICATION	<ul style="list-style-type: none"> <li>• SRRUC's (public) communications policy shall be made available to the Committee.</li> </ul>
10	REVIEW & EVALUATION	<ul style="list-style-type: none"> <li>• Upon selection, the new Committee members shall review this Terms of Reference for completeness, consideration and implementation. Any revised Terms of Reference shall be recommended to SRRUC Board of Directors for final approval before implementation.</li> <li>• The Terms of Reference will be reviewed as needed, and at least once per year.</li> </ul>