



Township of Cramahe Water & Wastewater Committee

Terms of Reference

Date Approved by Council: February 16, 2021

Sunset Date: End of Council Term

Mandate:

The Township of Cramahe Water and Wastewater Committee will advise Council on matters related to the short- term and long-term planning of the Township of Cramahe water and wastewater infrastructure. With the goal of developing the building blocks to set up the Township of Cramahe for future growth and development opportunities.

Goals/Objectives:

1. Provide support and advice to Council and Staff issues relating to the Township of Cramahe water and wastewater infrastructure.
2. Serve as a liaison between the community and the Municipality on matters pertaining to water and wastewater operating systems.
3. Provide advice, comments and recommendations on issues and concerns of the residents
4. Provide input and feedback on technical reports, discussion papers, and other documents prepared for the committee's information.
5. Review and provide comment on new water and wastewater capital projects with the objective of meeting the township future needs.
6. Identify and implement programs which encourage public awareness.
7. Provide advice, comments and recommendations on alternative solutions, approaches, plans, or studies dealing with water and wastewater infrastructure within the responsibilities and financial capabilities of the Township of Cramahe
8. Identify and implement programs which encourage public awareness.
9. Consult with other community groups and committees on issues of mutual interest.

Reporting to Council:

The Committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must be first considered by staff and/or Council. Reports regarding matters related to the mandate of the committee will be made to the Committee of the Whole as required.

Enabling Legislation, By-Law or Staff Report:

Clean Water Act

Safe Drinking Water Act

Committee Composition:

The committee shall be comprised of voting members as follows:

- 2-3 members must be Cramahe residents who represent a broad diversity of the community and water and wastewater end user;
- One (1) Planning & Development Champion;
- One (1) Infrastructure Champion;

The committee shall be comprised of Nonvoting members as follows:

- Public Works and Environmental Services Manager
- Lakefront Utilities Services Inc. staff as required
- CAO, Treasurer, Manager of Planning & Development as required
- Internal and external subject experts as required

The Chair of the committee will be a voting member of the public appointed by committee at the first meeting and will be in place for the term of council.

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Appointments will run concurrent with the term of Council or until their successors are appointed. Appointments may be revoked at any time at the discretion of Council. The citizen appointments should represent a broad diversity of the community and water and wastewater end user.

Staff from other departments and/or members of agencies that are not on the committee may attend meetings to provide expertise, as required.

The committee may form sub-committees as necessary to investigate or report on specific issues and then report back to the Water and Wastewater Committee. The members of the sub-committees would schedule their meeting(s) as needed, at a time and location that is convenient for all members.

Skills Requested

Given the complexity of the potential concerns and solutions, stakeholder groups could attend meetings as needed to provide expertise related to a specific topic, or provide additional information regarding a topic of discussion.

Administration Section

Department Linkage: Public Works and Environmental Services

Staff Support: Legislative and procedural support to be provided by the Clerk/Deputy Clerk or Designate.

Meeting Frequency: The Water and Wastewater Committee shall establish the regular meeting time and location at the first meeting of each term. It is expected that the Water and Wastewater Committee will meet quarterly.

Public Participation

All Committee meetings are open to the public. Members of the public are not permitted to participate in Committee discussions but may appear as a delegation before the Committee. Delegations shall be for a maximum of 10 minutes. Those wishing to appear as a delegation at a Committee meeting must so advise the staff liaison a minimum of five

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working days before the meeting. The Chair may eject any member of the public from a meeting if, in the opinion of the Chair, that person is being disruptive or disrespectful.

Declaration of Office

I do solemnly promise and declare that:

1. I will truly, faithfully and impartially, to the best of my knowledge and ability execute the position of Committee member, to which I have been appointed in this Township.
2. I have not received and will not receive any payment, or promise thereof, as a result of my appointment.
3. I will disclose any pecuniary interest, direct or indirect.
4. Any member of the Committee shall not direct Staff or other Personnel in the day-to-day operation of employees in relation to managing/supervising/assignment of tasks.
5. I will abide by the following Township of Cramahe policies and by-laws:
 - Council and Committee Code of Conduct
 - Procedure By-Law
 - Committee Policy
 - Procurement Policy
 - Any other relevant policies or by-laws.

Name: _____

Signature: _____

Date: _____

Appointment Date: _____

Resolution Number: _____