

**Town of Turner Valley  
Water Works Advisory Committee  
TERMS OF REFERENCE**

#	ITEM	DETAILS
1	NAME	<b>Water Works Advisory Committee</b>
2	GENERAL PURPOSE	<p>The Water Works Advisory Committee (WWAC) will advise Council on Turner Valley’s water works within the municipal jurisdiction and the regulatory framework such as Municipal Government Act, Public Health, Alberta Environment, Energy Resources Conservation Board 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> <li>▪ Delivery systems for water works</li> <li>▪ Expansion plans for water works</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 Turner Valley residents.</p> <ol style="list-style-type: none"> <li>1. Council will provide an interim chair until the Committee selects its own Chair, Vice-Chair and Recording Secretary.</li> <li>2. A minimum of 3 members will be selected from the town of Turner Valley. The remaining members may be selected from outside the community of Turner Valley.</li> <li>3. A quorum consists of the simple majority of the voting Committee members.</li> <li>4. The membership shall possess expertise and willingness to devote the necessary time to the Committee.</li> <li>5. An additional, non-voting seat may be reserved for a youth member from Oilfields High School.</li> </ol>
4	ACTIVITY LEVEL	The Committee members shall set their own meeting schedule.
5	MEETINGS	The Committee is expected to hold two (2) launch meetings within 30-days of the final membership selection.

#	ITEM	DETAILS
6	LEADERSHIP & GOVERNANCE STRUCTURE	<ol style="list-style-type: none"> <li>1. This is an ad hoc committee which reports to Town Council.</li> <li>2. Council 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. Recruitment process shall comply with the applicable Town Committee recruitment policies, including signing the Committee Member Code of Conduct document.</li> <li>5. The Town will provide training and/or orientation for all Committee members as per the Town's Committee Policy [add Ref # here].</li> <li>6. As per the Town's Committee Policy, if a member is absent from three (3) consecutive meetings without cause, then the Chairperson shall request that member's Committee resignation.</li> <li>7. 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>8. All voting committee members, including the Chairperson, have one vote.</li> <li>9. The chairperson of the committee is: TBA In the absence of the Chairperson, the Vice-Chair will be appointed by proxy.</li> </ol>
7	REPORTING	<p>The following items will be generated:</p> <ul style="list-style-type: none"> <li>• Meeting Minutes: For distribution to Committee Members after each meeting. Minutes will be distributed within one week of the meeting.</li> <li>• Meeting Summary: For distribution to Committee after each meeting. Summary reports will be issued within 2 days of the meeting.</li> <li>• Committee minutes, summaries and reports shall be sent to Council for applicable reviews and decisions before being made public. Where information is general the committee will pass onto Council as required. Such items shall be submitted in writing to the Town Council a full seven (7) days before the scheduled Council meeting.</li> </ul>
8	WORKING PRINCIPLES	Members shall have signed and adhere to the Committee Code of Conduct document.
9A	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> <li>• This Committee complies with the Policy # MP.A.08.10 Committee Guidelines and Training. Additional points may be generated by the selected Committee members after formation.</li> </ul>

#	ITEM	DETAILS
9B	RESOURCES – HUMAN / OTHER	<p>Other departments and/or staff may be required to attend meetings on an ad hoc or regular basis at the discretion of Town Council. These people will be considered resources to the committee and do not have a voting function.</p> <ul style="list-style-type: none"> <li>• Dedicated administrative support, for minutes, reports, notices, etc., will be provided by the Committee.</li> <li>• Meeting location is provided by the Town of Turner Valley.</li> <li>• Refreshments are provided by the members themselves, if desired.</li> </ul>
10	COMMUNICATION	<ul style="list-style-type: none"> <li>• The Town’s (public) communications policy shall be made available to the Committee.</li> <li>• The Committee shall develop its own communication plan based on the Town’s communication policy and be approved by Town Council. This plan may include: <ul style="list-style-type: none"> <li>▪ External communications will be done via [name or process].</li> <li>▪ Internal communications (i.e.: organization, staff) will be the responsibility of [who or process].</li> <li>▪ Committee communications will be provided by a designated individual i.e. secretary, appointed from the committee by committee members.</li> <li>▪ Meeting Minutes will be posted on the Intranet or via email.</li> <li>▪ Reports, as required, will be posted on the Intranet or via email.</li> <li>▪ In camera discussion will follow the following format [insert here].</li> <li>▪ Agenda items are due [when] prior to the meeting and will be emailed to Committee Members [when]. The agenda will be circulated to all Committee Members and invited resource people.</li> </ul> </li> </ul>
11	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 forwarded to Town Council for final approval before implementation.</li> <li>• The Terms of Reference will be reviewed as needed, and at least once per year.</li> <li>• A committee self evaluation will be completed once per year by June 30th each year for review of Council (as per Policy # MP.A.08.10 Committee Guidelines and Training).</li> </ul>
12	RECOGNITION AND THANKS	<ul style="list-style-type: none"> <li>• Committee will develop upon formation.</li> </ul>

13	ADDITIONAL INFORMATION	Committee members must be aware of the following contractual obligations: <ul style="list-style-type: none"><li>• Committee will develop upon formation.</li></ul>
<p style="text-align: center;"><b>In every community, there is work to be done. In every nation, there are wounds to heal. In every heart, there is the power to do it.</b> <i>Marianne Williamson</i></p>		