

# **WATER AND SEWER UTILITY COMMITTEE**

## **Terms of Reference**

**December 2022**

### **PURPOSE**

The purpose of the Water and Sewer Utility Committee is to act as an advisory body and to make recommendations to Council on matters pertaining to the Town of Cornwall Water and Sewer Utility including:

- 1) Town Utility Rates.
- 2) Town Utility Service Delivery Standards.
- 3) Provide Council with guidance and recommendations regarding Town Utility Standards.
- 4) Asset Management Program.
- 5) Operating and Capital Budgets

### **AUTHORITY**

The Water and Sewer Utility Committee for all purposes serves as the “Board” in accordance with the *Water and Sewer Utility Bylaw #601* and in other matters is an advisory committee to Council and does not have delegated authority other than contained in these Terms of Reference and the *Water and Sewer Utility Bylaw #601*.

### **COMMITTEE COMPOSITION**

The Committee shall consist of three (3) members of Council, appointed by the Mayor, one of whom shall be appointed Chair, and one who shall be Deputy Chair as determined by the Committee. Two (2) committee members present for a meeting is quorum.

The Committee may establish Sub-Committees for the better transaction of the business of the Committee.

### **MEMBERS DECEMBER 2022**

Chairperson, Councillor Elaine Barnes; Deputy Mayor Jill MacIsaac; Councillor Cory Stevenson.

### **STAFF ASSIGNMENT**

Infrastructure Manager or Designate.

The Committee shall not direct Town staff except through the Chief Administrative Officer, other than staff assigned to the Committee and such direction shall only be for the proper administration of the Committee.

### **MEETINGS**

The schedule of meetings of the Committee shall be determined by the Chair. There shall be a minimum of twelve meetings annually held monthly. Additional meetings may be called by the Chair as may be necessary.

All meetings of the Committee are open to the public, but the Committee may, by resolution of the Committee, conduct all or a portion of any meeting *in camera* in accordance with section 9 of the Town of Cornwall *Procedural Bylaw 2019-01*.

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Minutes shall be approved at the next Committee meeting and shall be signed by the Chair when approved.

Minutes of all meetings, and any other documentation that may be necessary, for Council's proper consideration of any matter that is subject of a recommendation of the Committee, shall be distributed to all members of Council through the monthly Committee of Council meeting package.

### RESPONSIBILITIES

The Committee will act in an advisory capacity and work in conjunction with Town and Utility staff to provide advice and present recommendations to Council on the matters below.

- 1) A tariff of rates and charges.
- 2) Annual operating budget, through the Finance Committee.
- 3) Annual capital budget, and a current five year capital plan, of which the current year capital budget shall be year one of the plan, for the continued safe and efficient operation of the Utility, through the Finance Committee.
- 4) Asset Management Program.
- 5) Proposed amendments to *Water and Sewer Utility Bylaw #601* as required.
- 6) The status of, and changes to, federal, provincial legislation/regulation applicable to the Water and Sewer Utility and appropriate responses to them.
- 7) Public educational initiatives pertaining to environmental/sustainability and water conservation initiatives.
- 8) Any other matters that may be referred to the Committee by Council from time to time.
- 9) Responsible for the following Bylaw:
  - a) Water and Sewer Utility Bylaw #601

### FUNCTIONS

- 1) Conduct the business of the Water and Sewer Utility in accordance with *Water and Sewer Utility Bylaw #601* and these terms of reference.

### REPORTING

Other than decisions mandated by the *Water and Sewer Utility Bylaw #601*, all decisions of the Committee must be presented in the form of a recommendation to be referred to the Committee of Council for consideration and furtherance to Council for decision; recommendations will be noted in the Committee minutes.

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The Committee may, by resolution, pass further Committee rules compliant with the Town of Cornwall *Procedural Bylaw #2019-01* and *Water and Sewer Utility Bylaw #601* for the conduct of its meetings and business.

  
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Mayor

  
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Date

  
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CAO

  
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Date