



## **TERMS of REFERENCE:**

### **Ad-Hoc Committee – Municipal Owned Water System Policy**

**Date Established by Council:**

**Resolution:**

**Type of Committee:** Ad Hoc Committee

**Expected Duration:** The committee is expected to operate during the 2024 Calendar year. The committee's tenure can be extended as required, at the discretion of council.

#### **Roles and Responsibilities**

- It is the responsibility of all appointed members to comply with the:
  - The Municipal Conflict of Interest Act
  - The Code of Conduct for Members of Council and Local Boards of the Corporation of the Township of Billings
  - The Township's Workplace Harassment and Discrimination in the Workplace Policy
  - The Township's Accountability and Transparency Policy
  - The Township's Procedural Bylaw
  - Any and all other applicable municipal bylaws
  - The Ontario Municipal Act
  - The Ontario Municipal Freedom of Information and Protection of Privacy Act
- No individual member nor the Committee as a whole, has the authority to make direct representations of the Township to Federal or Provincial governments.
- Members shall abide by the rules outlined within the Municipal Conflict of Interest Act, and shall disclose any pecuniary interest to the chair, and shall remove themselves from meetings for the duration of the discussion and voting (if any) with respect to that matter.

#### **Activities**

The following represent the general activities of the committee:

- Develop clear procedures on "Capital Projects and Major Upgrades" to the waterlines on the Kagawong Water System;
- Consider if a water system asset management plan and water rate study should be completed and how it could be funded;
- Review the current water levy and consider if the water levy should be broken down into operating and capital projects for the water plant and lift station for transparency;
- Review options for implementing a capital levy that can be used to create a "water capital reserve" to off-set capital costs associated with waterline replacements and upgrades for all benefiting properties;
- Develop communication and public engagement procedures.

### **Composition and Structure**

The committee will be comprised of the following members, as appointed by council:

- A member of Council (as chair)
- Mayor sitting ex officio, with voting privileges when present;
- Four (4) members of the community. Members must be a resident of Billings and own property that currently derive or in the future derive a benefit from the Kagawong Water System.
- One (1) staff member to assist in committee administration, keep minutes and act as a resource person/liaison.

### **Resource Person(s)**

The CAO/Clerk and Director of Finance/Treasurer will provide support to this committee in the form of advice. Staff from OCWA may be invited from time to time to provide information to the Committee.

### **Reporting**

Any recommendations made by this Committee will be in the form of a written report presented to Council for their consideration. If appropriate, this information may be supported by oral presentation to Council.

### **Meeting Times and Procedure**

It is expected that the committee will meet monthly at the Park Centre or by electronic means at a consistent date and time, during day-time business hours. Meeting notice for this committee, and meeting procedure, will respect the requirements of the Municipal Act and the Township's procedural bylaw.

### **Terms of Reference**

Council may, at its discretion, change the Terms of Reference (TOR) for this Committee at any time. Any changes proposed to these TOR shall be recommended to Council through an appropriate report. The Committee may also be dissolved by resolution of Council.