



Township of Hamilton

2021 Ad Hoc Water Committee: Terms of Reference

1. Purpose of the Committee

Based on Council Direction from January 19, 2021, provide a forum for representatives of water users and staff to share ideas and information as the water rates, funding and capital plans are prepared for 2022 Budget Year.

2. Background

Council maintains direct responsibility for decisions on the water operations in the community. However, Council wants to ensure that users of the system understand the issues facing the Township in the operation and maintenance of the system. Council also wants input and ideas on how to help reduce the financial impact on water users identified in the water rate study.

3. Member Expectations

Committee members are expected to demonstrate a commitment to:

- Work collaboratively to achieve the committee's purpose – to address the financial impact on the users.
- Provide comments and insights on users experience (i.e. quality, pressure and related issues).
- Attend committee meetings and follow through in a timely manner on any commitments.
- Support and contribute to the success of the project.

4. Composition of the Committee:

Committee shall be composed of the following:

- Water Manager
- Committee Recording Secretary
- 3 Community Users (2 Creighton Heights and 1 Camborne)
- 2 Members of Council
- Treasurer, or alternate, and
- Administrative Township Staff (as needed)

5. Roles and Responsibilities:

The committee chair (or designate) is responsible for:

- Calling the meetings
- Setting the agenda and sending notice to committee members
- Chairing the meetings and recording minutes
- Ensuring the purpose/deliverables of the committee are achieved.

Committee members are responsible for contributing to the committee work.



Township of Hamilton 2021 Ad Hoc Water Committee: Terms of Reference

6. Meetings:

Meetings will be called by notice of the committee chair, at a location agreed upon by the Committee.

Meeting Schedule: Determined at the first meeting to input on the committee. It is expected that the Committee will meet during 2021, as the water rate study and related reviews are being prepared and completed.

7. Expenses:

Costs of the committee are expected to be minimal, subject to relevant Township policies.

Community members are considered volunteers, similar to other volunteer members committees of the community.

8. Term of the Committee:

This is an ad hoc Committee with a term to coincide with the preparation of the 2022 Budget and commencing in Q2 of 2021.

9. Reporting/Communication:

The committee chair (or designate) will report on the progress of the committee to Council and prepare a final report (with recommendations if appropriate) for Council's consideration.

10. Decision Making

The committee will endeavor to work to consensus in decisions around the work undertaken in development of a recommendations to Council