



UTILITY SYSTEMS COMMITTEE TERMS OF REFERENCE

1. ESTABLISHMENT AND AUTHORITY

- 1.1. In accordance with Section 218(2) of the *Local Government Act* the Chair has established the Utility Systems Committee (“the Committee”) to provide recommendations and advice to the Board of Directors and senior staff for the strategic operation and development of utility services.

2. MANDATE

- 2.1 The mandate of the committee is to:

- (a) Provide assistance and advice to the Board of Directors and senior staff in the ongoing strategic operation and development of utility services owned or operated by the TNRD;
- (b) To consider and make recommendations to the Board of Directors on policy issues related to utility service, programs, and initiatives;
- (c) To consider and make recommendations to the Board of Directors on any policy issues or other matters as referred to the Committee by the Board of Directors; and

3. MEMBERSHIP

- 3.1. The Committee shall consist of eight (8) members of the Board of Directors, each of whom will be appointed by the Chair of the Board. Only Directors representing area in which there is a TNRD owned or operated utility system are eligible for appointment.
- 3.2. The Committee shall elect a Chair and Vice Chair from amongst its Members in accordance of Board Procedure Bylaw No. 2788.

4. TERMS OF APPOINTMENT

- 4.1 As a Standing Committee, members shall be appointed every two years by the Chair of the TNRD Board in accordance with the procedures outlined in Board Procedure Bylaw No. 2788

5. STAFF SUPPORT

- 5.1 The General Manager of Operations and the Manager of Utility Services will act as liaison to the Committee to provide information and professional advice; support in the development of agenda items and promote the effectiveness of committee operations.
- 5.2 Other managers or staff may be assigned on an as needed basis to assist the Committee in a non-voting, advisory and resource capacity.

- 5.3 For each Committee meeting, staff will work with the Chair of the Committee to organize, prepare and distribute an agenda.

6. PROCEDURES

- 6.1 The Committee shall meet two (2) times per year or as otherwise convened at the call of the Chair of the Committee.
- 6.2 All Committee meetings are open to the public, except where the Committee is considering an item where, in accordance with Section 90 of the *Community Charter*, the exclusion of the public is permitted. Before a meeting or part of a meeting is closed to the public, the Committee must carry a resolution stating the meeting is to be closed and the paragraph within section 90 of the *Community Charter* pursuant to which the meeting is to be closed.
- 6.3 Minutes of all Committee meetings will be recorded and provided to the Committee Chair for signature. Minutes will be provided to the Board for review and receipt at a Regular Board Meeting. Signed minutes will be posted on the TNRD's website for public viewing with the exception of any meetings closed to the public under section 90 of the *Community Charter*.
- 6.2 Staff will bring forward any recommendations from the Committee to the Board for approval at a Regular Board Meeting.