



# Terms of Reference

## Water Resources Committee

Draft: February 2, 2020

Version 0.1

## 1. Purpose

The Committee will exist for the following goals:

- To evaluate opportunities to enhance or modify, where necessary, water resources related programs and services;
- To review potential liabilities associated with water resources related programs and services; and
- To create, maintain, and implement communications with the public and stakeholders about SVCA's water resources.

## 2. Scope

The Committee is responsible for providing direction pertaining to the following programs and services:

- Flood Forecasting and Warning
- Flood and erosion control projects
- Water Quality Monitoring
- Drinking Water Source Protection; and
- Stewardship

## 3. Authority

Staff will look to committee members for direction in the best interest of all water related projects and programming at SVCA.

## 4. Membership

The committee will consist of five members including the Chair (as "*ex-officio*") of Saugeen Valley Conservation Authority. Members will be appointed each calendar year at the Annual Meeting of the Saugeen Valley Conservation Authority.

A quorum for the meeting shall consist of 50% of the appointed Directors plus one. The SVCA Chair as an *ex-officio* member is not included in the quorum count but has all rights and privileges as other members i.e., voting. The General Manager/Secretary-Treasurer, Manager of Water Resources, and the Executive Secretary (the Executive Secretary may be replaced by a staff member experienced in taking Minutes) will attend each committee meeting.

## 5. Meeting Arrangements

The Committee shall function until such time as the Board of Directors, Saugeen Valley Conservation Authority deems it unnecessary.

The committee will convene a minimum of four times annually; typically, February, May, August, and November. The committee will endeavour to tour Water and Erosion Control projects to gain an improved understanding of the status of these assets.

Meeting agenda materials and minutes will be circulated no later than 48 hours in advance of the committee meeting.

## 6. Reporting

Approved minutes from committee meetings will be brought forward through the Consent Agenda to the Saugeen Valley Conservation Authority Board of Directors at their next meeting or the draft minutes within six (6) months if the committee is not scheduled to meet in this timeframe.

## 7. Resources and Budget

Meetings will be convened in person at the Formosa Administrative Office, at a pre-arranged SVCA site, or virtually when necessary to ensure quorum is met, or due to direction issued by the Provincial government, or inclement weather.

## 8. Deliverables

The committee shall be delegated authority to recommend actions for improvement to water and erosion control assets and infrastructure.

The committee will oversee the development and implementation of initiatives used to evaluate safety of the public in relation to SVCA's water and erosion assets and infrastructure.

The committee will provide direction into the growth and enhancement of SVCA's water resources related programs and services.

The committee will provide input and direction on opportunities to communicate with the public and stakeholders about SVCA's water resources.

## 9. Review

This Terms of Reference will be reviewed, and amended, if necessary, at the beginning of each new term for the Authority.