



Water and Wastewater Committee

Terms of Reference

Authority: Municipal Act, 2001

Committee Type: Advisory with delegated authority

Lead Support Department: Public Works

Date Approved: November 28, 2023

Review Date: December 1, 2026

1. Purpose and Mandate

- 1.1 The purpose of the Water and Wastewater Committee is to hear matters regarding water supply and distribution, and wastewater collection and conveyance for treatment as they relate to the delivery of services to the residents within the boundaries of the Town of LaSalle.
- 1.2 The Committee has delegated authority as is outlined in these Terms of Reference.

2. Responsibilities

- 2.1 The Water and Wastewater Committee shall have the following responsibilities:
 - a) Review the water distribution needs and water quality procedures to assure the safe delivery of water to the residents of the Town of LaSalle.
 - b) Develop, review, and adopt policies with respect to the billing and collection of water and wastewater rates.
 - c) Develop, review, and adopt policies in relation to the construction, repair, and maintenance of water and wastewater infrastructure.
 - d) Receive and approve, as may be necessary, statutory audits and reports.

3. Membership

- 3.1 The Committee shall be comprised of the following voting members:

- a) All Members of Council
- 3.2 The Chairperson of the Committee shall be the Mayor, or appointed by the Mayor.
- 3.3 The Term of Membership shall be for four (4) years to align with the term of Council.
- 3.4 Administrative resources for the Committee shall include personnel from:
 - a) Public Works to lend technical expertise with respect to the function of the water and wastewater system;
 - b) Finance to answer questions related to and/or provide pertinent finance-related information and support; and,
 - c) Council Services to provide administrative and procedural support.

4. Meeting Details

- 4.1 The Water and Wastewater Committee shall meet at least twice each year on a schedule to be circulated by Council Services. Additional meetings may be scheduled as needed.
- 4.2 Members are not entitled to remuneration for serving on this Committee.

5. Link to Strategic Plan

Enhancing organizational excellence - N/A
Strengthen the community's engagement with the Town - N/A
Grow and diversify the local economy - N/A
Build on our high-quality of life - Yes
Sustaining strong public services and infrastructure – Yes

6. Related Policies and Reference Documents

- 6.1 The following policies, procedures, by-laws and/or legislation are applicable to the Water and Wastewater Committee:
 - Ontario Water Resources Act, 1990
 - Water and Wastewater Billing and Collection Policy
 - Safe Drinking Water Act, 2002