

SMALL WATER SYSTEM COMMITTEE
OF THE BCWWA

TERMS OF REFERENCE

SMALL WATER SYSTEM DEFINITION:

As defined in the BC Drinking Water Protection Act, a “small system” means a water supply system that serves up to 500 individuals during any 24 hour period.

COMMITTEE OBJECTIVES

- 1 Support Small Water Systems in their endeavor to supply safe and adequate drinking water as effectively as possible.
- 2 Exchange ideas and materials that meet the objective of helping Small Water Systems.
- 3 Develop educational and informational strategies, formats, methods and materials to meet the operational, financial and regulatory needs of Small Water Systems.
- 4 Wherever possible, form joint efforts with other agencies, committees, programs, organizations and other stakeholders to further the Committee’s objectives.
- 5 Maintain a strong and functional outreach program and develop membership recruitment strategies to increase the involvement of operators and administrators.
- 6 Maintain an effective liaison between the AWWA to better facilitate the exchange and utilization of resources.
- 7 Maintain a website of activities, materials, information sources and related organizations of benefit to Small Water Systems.
- 8 Communicate with BCWWA members with an interest in Small Water Systems.
- 9 Maintain an effective relationship with the Provincial Government in order to discuss and communicate issues and concerns that affect Small Water Systems.

MEMBERSHIP

The Chair of the committee is elected each year at the Committee Meeting held prior to the Association’s Annual General Meeting, and subsequently appointed by the President for a one year term. At the discretion of the committee, and with the approval of the President, the incumbent Chair may hold a successive term. In addition to these positions a Secretary is also elected to take care of the record keeping functions of the committee. The committee may also create additional positions to assist in carrying out the business of the committee.

Membership is open to all MEMBERS of BCWWA in good standing that have an interest in the needs of small water systems and whom are willing to be active participants in furthering the committee’s objectives. At least one representation from the following stakeholder groups is desirable:

- 1 Small Systems Operator and/or Manager
- 2 Provincial Government Representative
- 3 Health Region Representative
- 4 Federal Government Representative
- 5 First Nations Member
- 6 Engineering Consultant
- 7 Supplier or Contractor
- 8 Water Suppliers Associations

It is desirable that the committee membership also provide a broad geographical representation across the province.

GUIDELINES

- 1 The Committee shall meet at least four times per year, providing advance notice and agendas to its members.
- 2 The Committee shall prepare minutes of every meeting and forward to the Small Water Systems Committee Board representative and the executive director of the BCWWA.
- 3 The Committee should conduct seminars on a periodic basis throughout the BC and the Yukon thereby providing a forum for operators and stakeholders to review operational, technical, regulatory and other issues important to Small Water Systems.
- 4 The committee shall communicate to the membership through BCWWA publications by advertising courses and seminars, submission of articles, review of potential articles for print when requested by the editor, and reporting on Committee activities as often as possible.
- 5 The Committee shall ensure the Committee web page is updated on a regular basis.
- 6 The Committee shall appoint at least one member to liaise with the AWWA Small Systems Program.
- 7 A representative of the Committee shall attend the Leadership Council.
- 8 The Committee shall prepare an outline of the next two year's goals and projected activities.
- 9 The Committee shall provide an annual summary report on the Committee's activities by March 1st to the Executive Director.
- 10 The Committee shall support and encourage participation in the Annual General Meeting.
- 11 The Chairperson shall present an annual summary at the Annual General Meeting Board Meeting.
- 12 The Committee shall prepare a Committee budget for Board approval by December each year.
- 13 Committee members should act as resource persons for Small Water Systems.

Updated: November 15, 2006