

## **Protocol for Development & Maintenance of Position Statements**

- 1) Topic Identification and Approval: (Responsibility: Board)
  - a. The Board will decide on topics requiring development of an Issue Analysis Paper and Position Statement. Sources of topic identification may be any of the following:
    - Leadership Council
    - Individual Committees through the CEO
    - Board
  - b. A broad list of topics may be considered, but the objective will be to create a maximum of 5 papers each year.
  - c. Topics chosen will be based on all of the following criteria:
    - i) Specific relevance to BC or Yukon
    - ii) Relevance to BCWWA Mission, Vision and Core Values
    - iii) Broad interest to water and waste community
    - iv) Directly address public health and/or environmental protection
    - v) Papers focused on BC relevance and context
  - d. Board will provide context statement defining and clarifying the parameters in which the issue is to be dealt with.
  - e. Advise membership.
2. Development of Issue Analysis Paper: (Responsibility: CEO)
  - a. Issue analysis paper will be a brief 3-4 page document which
    - Is well researched and provides regulatory context;
    - Is technically correct (factual);
    - Avoids political rhetoric, conjecture or jargon;
    - Is balanced; and,
    - Provides all reasonable perspectives, (as opposed to one side of the issue.)
  - b. When issue has been addressed at a broader level by AWWA, WEF or CWWA, this perspective will be considered as a starting point.
  - c. Analysis must focus on the BC and Yukon context.
  - d. Depth and breadth of analysis and presentation of content must be clear, concise and sufficient for the Board to develop a Position Statement or to make an informed decision among options.
3. Development of a Position Statement: (Responsibility: Board)
  - a. A “draft” Position Statement may accompany an Issue Analysis Paper for the Board’s consideration and approval.

- b. Board may develop a Position Statement based on Issue Analysis Paper.
  - c. A BCWWA Position Statement must reflect the Mission, Vision and Core Values of the association, and must ultimately serve the broad interest of the water and waste community, the public it serves, and the environment.
4. Steps in review and consultation Process for draft Position Statement: (Responsibility: Board)
- a. Board reviews and/or develops draft Position Statement, establishes review timeline, and refers draft Position Statement to Leadership Council for review and comment.
  - b. Leadership Council reviews draft Position Statement, with particular regard to potential impacts on specific sectors of the water and waste community (LC may refer it to specific committees).
  - c. Board may consult external stakeholders.
  - d. Board adopts "Draft" Position Statement (with amendments as required based on review process), or rejects it.
  - e. Consultation with members.
  - f. Board adopts BCWWA Position Statement (or rejects it.)
5. Board will review all Position Statements annually for currency and relevance and will modify or remove Statements as appropriate. (Responsibility: Board)