

Yukon Water and Wastewater Operator Program Steering Committee Terms of Reference

February 4, 2020

The Terms of Reference are guidelines to define and shape the scope and function of the Yukon Water and Wastewater Operator Program Steering Committee

1. MANDATE

The Yukon Water and Wastewater Program works with professionals and regulators to improve and enhance the water and wastewater industry and help address and advocate for its needs for training and education.

That focus is reflected in the members of the Yukon Water and Wastewater Operator Program (YWWOP) Steering Committee, which are a mix of operators and government and private business representatives whose goal is to provide advice to Yukon University.

The Steering Committee also provides strategic direction to YWWOP. Its expert advice helps YWWOP determine what training, services and activities are needed, what will be required in the future and what resources might be available in the industry to help make that happen.

2. WORKING PRINCIPLES

- Members will be respectful of all interests represented within the Steering Committee
- The Steering Committee Chair will preside over each meeting. The Co-Chair or another appointed member will assume the role and responsibilities of the Chair when the Chair is unable to fulfill their role.
- Minutes will be taken and recorded for any and all meetings
- The Steering Committee is expected to deliver an annual report of its operations to Yukon University by June 30th of each year.
- Meetings will be quarterly. The Steering Committee may call extra ordinary meetings if there is an urgency but this is to be used only for exceptional circumstances and not to increase the number of yearly meetings.
- Dates and location of meetings are set and scheduled in advance.

3. YWWOP STEERING COMMITTEE MEMBERSHIP

The YWWOP Steering Committee should be representative of the water and wastewater industry and regulators in Yukon. These means culturally balanced, reflective of the demographics, and indicative of private, governmental and other agencies involved. The YWWOP Steering Committee shall consist of no more than 10 persons.

Members to include:

- Private sector, municipal, territorial and First Nation operators
- Private sector, municipal, territorial and First Nation system owners
- Government of Yukon regulators for water, wastewater and solid waste disposal
- Government of Canada representatives involved with water, wastewater and solid waste disposal activities in the Yukon
- Yukon University staff

This is not an exclusionary list. It is meant as guideline to help populate the YWWOP Steering Committee I with a balanced perspective, and other stakeholders are encouraged.

In addition to the primary members appointed to the YWWOP Governing Council, the council may choose, after reaching consensus with the members, and agreement from the YWWOP Coordinator, to form one or more ad hoc committees with voluntary representation from both existing members and others from the community. These ad hoc committees will take on focused and short-term tasks, and may be dissolved once the work is complete, or at the discretion of a majority of the council.

The YWWOP Steering Committee will be responsible for changes to membership, and may solicit individuals with relevant experience who express interest in becoming part of the committee. The Chair will present the request to the YWWOP Steering Committee at the next meeting for approval; then it will be forwarded to the YWWOP Coordinator. If a member is not meeting their responsibilities to the YWWOP Steering Committee (not attending meetings, for example) they may be asked to vacate their position.

4. COMMITTEE STRUCTURE

The Executive of the YWWOP Steering Committee will be comprised of a Chair and Co-Chair to be selected from the YWWOP Steering Committee membership.

Terms:

- The Chair will serve for a one-year term with the possibility of a maximum term of two years
- The Co-Chair will serve for a one-year term with the possibility of a maximum term of two years
- All YWWOP Steering Committee members may sit for consecutive terms.

Selection Process:

Nominations (including self-nomination) for Chair and Co-Chair will be invited up to two weeks prior to the date of selection and approval of nominees will be managed by a selection committee made up of the previous Chair, YWWOP Coordinator, and one industry representative not currently serving on the board. If there are multiple candidates for Chair or Co-Chair whose nominations have been approved, those candidates will be provided with a five minute opportunity to outline their position and strengths they would bring as Chair or Co-Chair. Election will be by show of hands with a simple majority carrying the decision.

Responsibilities:

Chair responsibilities will include:

- Representing the YWWOP Steering Committee in meetings with the University
- Ensuring that the YWWOP Steering Committee is meeting its goals and responsibilities
- Ensuring that meetings are effective and keeps meeting discussion on topic
- Ensures there is a quorum at the meetings
- If needed, serves as the “voice” of the YWWOP Steering Committee when dealing with the media
- Ensure that all views are represented and respected at the meeting and represented in the minutes of the meeting
- In the event that the Chair or Co-Chair is not present within 15 minutes after the appointed meeting time and a quorum is present, the members present may appoint an acting chair for the duration of the meeting.
- Only YWWOP Steering Committee members can Chair a meeting or serve as the Chair
- Prepare Annual Report
- Prepare meeting agendas

Co-Chair responsibilities will include:

- Perform as Chair in the absence of the Chair.
- To assist with the preparation of the Annual Report
- Perform such duties as may from time to time be determined by the council.

All YWWOP Steering Committee members will be responsible for:

- Being informed and knowledgeable;
- Being prepared for YWWOP Steering Committee meetings;
- Being a committed and active participant;
- Having a willingness to collaborate;
- Having the best interests of YWWOP in mind
- Avoid or declare conflict of interest if the situation arises
- Notifying the chairperson in advance if unable to attend meetings;
- If need be, keep YWWOP Steering Committee business confidential
- Speak positively of the YWWOP Steering Committee and its processes to the public;
- Resign from the YWWOP Steering Committee if unable to fulfill responsibilities.

YWWOP Coordinator role:

- YWWOP Coordinator and other Yukon University staff are non-voting members of the YWWOP Governing Council and may not sit as Chair or Co-Chair.
- Coordinate meeting locations;
- Attend all meetings of the YWWOP Steering Committee and take minutes or ensure someone else can take minutes in their absence;
- Send copies of minutes and notices of meetings to members;

- Keep all books, paper, records, correspondence, and other documents belonging to the YWWOP Governing Council or designate an individual to do so;
- Keep a current list of YWWOP Steering Committee membership, emails and phone contacts or designate an individual to do so.

5. YWWOP STEERING COMMITTEE RECOMMENDATIONS

For the purposes of making recommendations, the YWWOP Steering Committee will strive for consensus, but in the event of disagreement a positive vote of 50% of members present plus one will pass a motion. Meeting quorum will be 50% of YWWOP Steering Committee membership.

Approved recommendations from the YWWOP Governing Council will be forwarded from the Chair or Co-Chair, if so designated to do so, to Yukon University staff.