



TERMS OF REFERENCE

<p>NAME/ADDRESS</p>	<p>Chair: Bob Marshall, Councillor, Grande Prairie (2019-2021)</p> <p>Vice Chair: Corinna Williams, Councillor, Northern Sunrise County (2019-2020)</p> <p>Water North Coalition 206-9621-96 Avenue, Bag 900-14 Peace River AB T8S 1T4 Phone: 780.624.6274 Fax: 780.624.6184</p>
<p>GENERAL PURPOSE</p>	<p>VISION The group seeks to ensure that sustainable water systems are available to every northern community.</p> <p>MISSION To find and implement northern solutions to water sourcing and water challenges through:</p> <ul style="list-style-type: none"> • Advocacy • Education & Awareness • Recruitment, Training, and Retention
<p>GEOGRAPHIC SCOPE</p>	<p>The WNC is inclusive of the northern Alberta municipalities, First Nations, and Metis Settlements within the NADC boundary.</p>
<p>MEMBERSHIP & COMPOSITION</p>	<p>Voting membership Is open to all northern Municipalities, First Nations, and Metis Settlements.</p> <p>Eligible voting members who wish to join will formalize their membership by passing a motion with their Councils and provide a letter citing the motion and appointing their representatives.</p> <p>Non-voting membership Is open to Water/Wastewater Commissions and Professionals, Provincial/Federal Governments, Rural Water Co-ops, Owners and Operators.</p> <p>Non-Voting prospective members interested in joining the WNC will submit a Non-Voting Membership Request form, which will be vetted by the communications committee for approval according to the <i>Non-Voting Membership Vetting Protocol</i>.</p> <p>All voting and non-voting members must renew their WNC membership in line with municipal elections. Following the municipal elections, members are to provide an updated confirmation of membership and appointed representative(s).</p> <p>There is currently no limit on the amount of voting or non-voting members allowed to be a part of the WNC.</p>

	<p>Member Recruitment: Organizations eligible to join Water North Coalition as members may be recruited through regular recruitment efforts (invitations in region’s surrounding communities and water organizations to membership meetings; individual member networking; invitations from newly formed local Councils to join WNC), needs/opportunity based efforts (when members have encounters with organizations that would be a good fit for WNC), organizations interested in learning about WNC are to be connected with NADC who will provide a strategic plan, terms of reference, brochure.</p> <p>Subcommittees Three subcommittees have been established that act on the priorities of the Coalition. These subcommittees are:</p> <ul style="list-style-type: none"> • Advocacy • Education and Awareness • Recruitment, Training, and Retention <p>Membership in the subcommittees is on a voluntary basis and is open to both voting and non-voting members.</p> <p>The Coalition is currently supported with strategic and secretariat support by the Northern Alberta Development Council (NADC).</p>
COMMUNICATIONS	<p>The WNC has a communications committee that supports the WNC’s Communications Plan and processes.</p> <p>The committee membership will strive to include at minimum, two voting members, and one non-voting member for the duration of the current Strategic Plan’s timeline.</p> <p>The WNC has a communication plan that outlines the communication strategies the coalition uses to achieve its goals.</p>
ACTIVITY LEVEL	<p>Members meet four times annually in rotating locations across the north.</p> <p>The subcommittees meet for an hour at each WNC quarterly meeting and hold teleconferences as dictated by the work between the meetings.</p> <p>The communications committee meets and coordinates on an as-needed basis in response to requests, activities, and developments warranting its functions.</p>
STRUCTURE	<p>Meetings are generally held every quarter in January, April, July and October.</p> <p>Meetings are hosted between the hours of 9am-3pm depending upon the agenda.</p> <p>Hosting locations for the WNC meetings is set by the membership. Details about facility, meals, extra activities and amenities are at the discretion of the hosting community.</p> <p>The WNC has an elected Chair to conduct the meetings and a Vice-Chair as an alternate.</p> <p>The Chair is supported by the NADC secretariat who prepares the agenda and takes/distributes the minutes/action items, and other correspondence and administrative duties.</p> <p>The NADC secretariat keeps the official records of the WNC.</p>

<p>LEADERSHIP</p>	<p>The WNC has a Chair that is elected for a 2 year term, and a Vice-Chair that is elected for a 1 year term. The terms will be staggered so that elections are held on alternating years.</p> <p>The Responsibilities of the Chair/Vice Chair include:</p> <ul style="list-style-type: none"> • Chair will lead the meetings alongside the Vice-Chair • Attending the subcommittee chairs' meeting prior to the quarterly WNC meeting • Reviewing and potentially revising the draft agenda for the quarterly membership meetings • Reviewing or revising documents and official correspondence to external stakeholders • Engaging in follow up correspondence with external stakeholders and overseeing developments from actions and deliverables <p>The Chair must be a voting member and is elected through a nomination and voting process.</p> <p>The Vice-Chair must be a voting member and is elected through a nomination and voting process.</p> <p>Subcommittees The subcommittees each have a Chair that is self-appointed by consensus of the committee for the duration of the strategic term.</p>
<p>WORKING PRINCIPLES/ MAKING DECISIONS</p>	<p>The WNC will:</p> <ul style="list-style-type: none"> • Share information on water and wastewater regulations and responsibilities • Work collaboratively with members and partners • Identify emergent workforce needs • Advocate for “made in the north” solutions and funding for training, education, recruitment and retention, and succession planning for municipal water/wastewater personnel <p>Voting members make decisions and pass motions through a Consensus-Based Decision-Making (CBDM) process, wherein the voting members come to a general agreement on decisions and motions. Consensus is understood as consenting to the group decision as a whole, in the absence of reasonable objections. The objection threshold required to stop a motion or decision is to be determined by the membership.</p> <p>CBDM generally operates through:</p> <ul style="list-style-type: none"> • The collaborative discussion or creation of a proposal • Raising unsatisfied concerns if present • Modifying the proposal to address concerns and reach as high of an agreement as possible <p>Non-voting members are asked to abstain from the decision-making process, unless invited to contribute to the discussion.</p> <p>The membership uses the Roundtable discussion to communicate updates and information from their member organizations.</p> <p>Members have a responsibility to liaise with their governing body to provide them with meeting packages and pertinent information arising from membership meetings.</p> <p>Members are responsible for communicating to the WNC regarding their governing body’s updates and comments during the roundtable</p> <p>Members are associated with Action Items are responsible for contributing or completing</p>

	<p>the tasks.</p>
<p>RESOURCES – FINANCIAL</p>	<p>The Water North Coalition currently operates without a budget and is supported administratively by the NADC secretariat.</p> <p>Meetings are hosted and supported financially on a voluntary basis by member communities.</p> <p>Subcommittee members offer support and resources as needed to accomplish projects</p>
<p>REVIEW & EVALUATION</p>	<p>The Coalition produces an annual progress report for the public.</p> <p>Success is measured by the achievements made on the goals outlined in the strategic plan.</p> <p>The strategic plan, communications plan, and terms of reference will be revisited every three years.</p>
<p>RECOGNITION</p>	<p>The NADC secretariat will create an annual report to share the successes of the Coalition.</p> <p>The NADC secretariat will create and manage social media accounts for the Coalition as a means of communicating with the public the ongoing efforts and successes of the Coalition.</p>