



## Committee Terms of Reference

### Utilities Committee

Effective Date:	January 1, 2025
Review:	Annually
Revised:	
The Committee's purpose is to annually review and, where necessary, recommend changes/additions /deletions to the Manager of Utilities' long term sustainability plan for all CRD operated sewer and water systems	
Members:	The Utilities Committee shall consist of all CRD Directors who have a sewer and/or water service within their electoral area. The Chair of the Committee will be appointed by the CRD Board Chair in January of each year. Quorum is a majority of members.
Staff:	The Manager of Utilities will provide support to the Committee, and the Deputy Corporate Officer or designate will be responsible for agendas and minutes.
Duties:	<p>The Committee's responsibilities include:</p> <ul style="list-style-type: none"> <li>- Annual review of the Manager of Utilities' long term sustainability plan for all CRD operated sewer and water systems</li> <li>- Annual review of proposed Business and Financial Plans for all CRD operated sewer and water systems</li> <li>- The Committee will meet as required, but at least once a year.</li> </ul> <p>Minutes of meetings will be recorded and kept by CRD staff and approved by the Committee.</p>
Duties of the Chair:	Duties of the Chair include liaising with staff, agenda development, and facilitation of meetings.