

**Cross Connection Control Committee
Western Canada Section, AWWA
Terms of Reference**

1. STRUCTURE

Membership should ensure that all points of view pertinent to Cross Connection Control are addressed in reasonable proportion. The majority of membership should be from the three Prairie Provinces. However, members from other provinces or regions should be made welcome, in limited numbers (one member per province or region), to promote different ideas and methods for Cross Connection Control and fulfill our goal of informing other areas of the country of the importance of Cross Connection Control.

1.1. Members

The committee shall consist of:

1.1.1. Voting Members

All voting members shall be Western Canada Section AWWA members in good standing and shall have the sole and exclusive right to vote.

A maximum of 29 voting members comprising of persons, companies, corporations, partnerships, and associations, who maintain an interest in the production and distribution of clean safe drinking water and may include representatives of:

- Municipal water works field.
- Municipal and/or provincial health field.
- Technical schools conducting cross connection control programs.
- The building inspection and plumbing field.
- Manufacturers/agents or backflow preventers.

Members will be limited in numbers to the following five categories:

- Manufacturer/Agent 1 to 4 members
- Purveyors 4 to 7 members
- Regulators 4 to 7 members
- Educators 4 to 7 members
- General 1 to 4 members

Minimum number of board members would be 14 with a maximum of 29. Municipalities, organizations, technical institutions, etc., shall be limited to one voting members within each category. No municipality, organization, technical institution, etc., shall have more than two votes on the committee. When a vacancy occurs all such applications will be considered by the Committee Chair and approved by the Committee.

If the Committee determines that a Voting Committee Member is not able to actively participate in Committee functions, thereby impeding the progress of the Committee, they may declare that position vacant. Committee members who fail to attend three consecutive Committee meetings or who have consistently not returned letter ballots and have failed to give valid reasons for such will forfeit their voting Membership and shall be duly notified in writing.

1.1.2. Associate Members

All Associate members shall be entitled to the privileges of the floor for discussion at all meetings of the Committee. Associate Members shall be persons, companies, corporations, partnerships, and associations, who are interested in the production and distribution of clean safe drinking water including:

- Individuals engaged in the water works field.
- Professional and technical engineers and architects.
- Manufacturers of backflow prevention devices and plumbing equipment.
- Municipal, provincial or federal departments or representatives in the field of mechanical inspections.
- Individuals in the municipal, provincial or federal health field.
- Representatives of the mechanical trades of the building industry.

Any member not in the WCS AWWA region is to be designated as an Associate member.

1.2. Application for Membership

Application for membership shall be made as follows:

- Application shall be made in writing to the Chair of the Cross Connection Control Committee.
- Application shall be given to the office of the committee, designated thereon, which shall verify the qualifications of the applicant for the classification and category as outlined in item 1.a) and 1.b).
- Any member of the committee who is not a manufacturer or agent and who does not reside in the Western Canada Section shall be classified in the Associate category.

1.3. Quorum

Quorum – ½ of the voting members must be present at the time a vote is taken.

Quorum – Letter Ballot – 2/3 of voting members must respond with the majority being 50% of those returned.

Voting members may designate an alternate to replace them if they cannot be present at the meeting. Replacements must have a current AWWA membership to attend. A designated alternate is to have the same voting privileges as the member they are replacing.

1.4. Officers and Committees

1.4.1. Executive Committee

The committee shall elect an Executive Committee consisting of a:

1.4.1.1. Chair

- Whose term of office shall be two years commencing with the Annual Spring Meeting of his her/election.
- To foster the growth of committee activities.
- To chair committee meetings.
- To produce and submit an annual budget by September of each year to the Section Manager.
- To participate in the Western Canada Section Board of Directors strategic planning meeting at the start of the year and the Annual meeting held during the annual conference.
- Shall reside within the Western Canada Section.

1.4.1.2. Vice-Chair

- In the event of the absence of the Chair, the Vice Chair will assume the duties and responsibilities of the Chair.
- To assist the Chair as may be required.

- Through normal succession, and at the completion of the Chair's term of office, assumes the Chair.

1.4.1.3. Past Chair

- Immediate Past Chair shall remain a member of the Executive Committee
- Shall reside within the Western Canada Section.

All members of the Executive Committee shall be voting members in good standing.

1.4.2. Certification Officer

The Committee shall elect, (one for each province/territory) a Certification Officer who shall:

- Liaise between the Committee and the Educational Institutions.
- Maintain and update, in collaboration with colleagues from the other provinces, a common bank of examination questions and common practical examination procedures and making it available to accredited Educational Institutions.
- Maintain and update a separate bank of examination questions relative to local codes and conditions and making it available to accredited Education institutions in his/her province.
- To sign and issue Cross Connection Control Specialist Certificates to individuals who have successfully completed a Cross Connection Control Course.
- To visit and evaluate educational institutions requesting teaching status and report findings to the Committee.
- To verify membership application forms.
- May delegate his/her authority temporarily to another upon notification to the Committee.

1.4.3. Manual Officer

The committee shall elect a Manual Officer to update and revise the contents of the Manual as approved by the Committee.

1.4.4. Sub Committees

1.4.4.1. Education

- Accreditation of education institutions.
- Minimum training requirements (academic, curriculum, laboratory and performance requirements).
- Written and practical examinations.
- Testers certification.

1.4.4.2. Standards and Codes

- To identify and research existing or potential conflict between codes (plumbing) and good backflow prevention.
- Recommend action.

1.4.4.3. Public Relations

- Target and solicit items for inclusion in the newsletter.
- Preparation of news and updates from committee meetings.

2. MEETINGS

- Minimum of one Committee meeting per year to be arranged by Executive.
- Executive shall meet as often as necessary to conduct the affairs of the Committee.

- Expenses incurred for attendance at such meetings will be the responsibility of the individual.
- All decisions shall be made by a majority of those voting members present (see Quorum Item #3).
- *Any member, who wishes to bring a guest/observer to the meeting, must notify the Chair and Secretary in writing one (1) month in advance of the meeting. Due to space limitations, the Chair has the right to limit the number of observers to the meeting.*

2.1. Meeting Expenses

Voting members or their employers are asked to assume full expenses of traveling to the Committee meeting. The Committee will provide the cost of accommodation, meals pertaining to the meeting itself and any extra curricular activities if deemed appropriate. The individual will be responsible for any additional costs.

If a voting member or his/her employer are unable to assume the full expense a request can be made in writing to the Secretary-Treasurer who, along with the Chair, will review the request and determine the amount of subsidy prior to attendance.

2.2. Order of Business

The Order of Business at any meeting of the Committee or Executive shall be as follows and shall include any of the items that are applicable.

1. Membership
2. Adoption of Minutes
3. Business arising from the Minutes
4. New Business
5. Report of the Chair
6. Reading of Communication and Notices
7. Regional Reports
8. Sub-committee Reports
9. Unfinished Business
10. Adjournment

3. LETTER BALLOT

From time to time the Committee will be asked to participate in a Letter Ballot. It is the responsibility of the voting members to return the letter ballot as requested. Failure to do so could result in a loss of voting status.

All negative votes must be addressed and dispositioned. (Rules as persuasive or non-persuasive).