

**Atlantic Canada Water and Wastewater Association  
Cross Connection Control Committee  
Terms of Reference  
Revised December 2018**

**MISSION STATEMENT**

The Atlantic Canada Water Works Association Cross Connection Control Committee mission is to promote the local standardization of cross connection control regulations and programs, create awareness of cross connection control and facilitate certification of cross connection control professionals, to increase the safety of drinking water in Atlantic Canada.

**MANDATE**

Maintains an active Section Committee, including regulators, municipal managers, operators, young professionals, and plumbing inspectors as committee members, and establishes appropriate protocols and mandates for this Committee;

Develops subcommittees in provinces and local areas to increase local activity, and carry out specific projects, and establishes appropriate protocols and mandates for these subcommittees;

Establishes and maintains schools and/or programs to provide awareness training and training and certification for device testers and surveyors;

Maintains standards for the training and those to be and remain certified/qualified by the Section to teach and carry out work in this field;

Maintains lists of those persons who are and remain certified by the Section to teach and carry out work in this field for the benefit of those who may have use for their skills;

Develops model regulations and procedures appropriate for municipalities of various sizes and/or with specific risks;

Promotes model regulations and procedures through site visits to municipalities, and even solicits invitations for such site visits;

Makes full use of the Section newsletter, other media, Small Systems Programs, Educational Programs, the Section Conferences, and other opportunities to educate section members and others with responsibilities in and to the industry about CCC.

Assist the Atlantic Canada Water and Wastewater Association in creating an inclusive, diverse and equitable membership and in establishing an organizational environment that recognizes, encourages, celebrates, and effectively utilizes each individual member's talents.

## **1. Structure – Reporting 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 four [4] Atlantic Provinces. However members from other provinces or regions should be made welcome, in limited numbers [one member per province or region].

The CCC Chair reports to the Board through the second vice Chair. The committee chair shall provide the second vice chair with a written report of activities prior to each board meeting.

### **1.1 Members**

The committee shall consist of:

#### **1.1.1. Voting Members**

All voting members shall be ACWWA CCC Committee members in good standing and shall have the sole and exclusive right to vote.

A maximum of 23 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 of backflow preventers.

Members will be limited in numbers to the following 5 categories:

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

Minimum number of board members would be 8 with a maximum of 23. Municipalities, organizations, technical institutions, etc., shall be limited to one voting member 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.

### **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 1.1.1. and 1.1.2.
- Any member of the committee who is not a manufacturer or agent and who does not reside in the Atlantic Canada Section shall be classified in the General 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.

### **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 three[3] years, with a maximum of two[2] consecutive terms, commencing with the Annual Fall Meeting of his / her election.

- To foster the growth of committee activities.
- To chair committee meetings.
- To participate in the Western Canada Section CCCC meeting in May of each year.
- Shall reside within the Section.  
attends all meetings of the Board, keeps the Board informed of the Committee's activities, and is a voting member of the Board.

#### **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 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 and /or Surveyor Certificates to individuals who have successfully completed the respective 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 their authority temporarily to another upon notification to the Committee.

#### **1.4.3. Sub Committees**

##### **1.4.3.1. Education**

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

##### **1.4.3.2. Standards and Codes**

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

### 1.4.3.3. 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. 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.

### 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. Call to Order
2. Acceptance of the Agenda
3. Introductions
4. Adoption of Minutes
5. Membership
6. Business arising from the Minutes
7. New Business
8. Reports
9. Other Business
10. Next Meeting
11. Adjourn