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s.16;s.13;s.17

## **Clean Water and Wastewater Fund Ministerial Review Decision Record**

After the 2017 Clean Water and Wastewater Fund Program Ministerial review, the Minister is submitting the following projects for consideration to the oversight committee for final approval;

1. Approve the 144 projects, valued at \$ 373.3 million, as identified in Appendix 1.

Decision Rationale;

Approved project have been assessed as providing the best overall benefit to British Columbia communities and families based on the following criteria:

1. Increased Capacity or Lifespan of the Asset: Demonstrate the economic advantages and the broader public benefits of the project.
2. Improved Environmental Outcomes: Reducing environmental impacts resulting in a measurable benefit.
3. Enhanced Service: Improved social benefits and be consistent with the approved plans for that community.
4. Recommended projects identified to support communities' need, such as economic development considerations or communities in transition.
5. Project Financing: Evidence that full project funding is in place or will be shortly, that a project risk management strategy has been developed and that projects will commence and complete construction in a timely fashion.
6. Community Size and Regional Distribution: To address differential fiscal capacity and needs in smaller communities and to provide for equitable distribution across regions.
7. Funding History: Degree to which the Province has previously supported grant projects in a community, how successful the project was, and how well the proponent complied with program regulations.

Honourable Peter Fassbender, Minister

Date:

Minister Fassbender approved by email

February 24, 2017

Contact: Liam Edwards, Executive Director  
Telephone: 778-698-3230

**CANADA-BRITISH COLUMBIA  
CLEAN WATER AND WASTEWATER FUND  
OVERSIGHT COMMITTEE**

**MANDATE AND TERMS OF REFERENCE**

**BACKGROUND**

The Canada-British Columbia *Clean Water and Wastewater Fund Bilateral Agreement* (the Agreement) signed on 30/09/2016, requires the parties to establish one or more Oversight Committee(s) (Committee) within 60 business days of the signing of the Agreement (Section 7 Appendix A).

**COMMITTEE MEMBERSHIP**

The Committee will be co-chaired by two members, one of whom is to be appointed by Canada, and designated as Federal Co-Chair, and one of whom is to be appointed by British Columbia, and designated as Provincial Co-Chair. Replacement members from either Canada or British Columbia may, from time to time, be appointed.

In addition, two representatives nominated by the Union of British Columbia Municipalities will attend the Oversight Committee as observers.

In addition to the Co-Chairs, the Committee shall consist of:

- One additional representative from the Provincial government
- One additional representative from the Federal government, and
- Any other individuals that may be invited as required.

Please see Appendix B for a list of proposed committee members.

Canada and British Columbia agree to keep each other informed in writing of new appointments.

The Committee will exist for the duration of the Bilateral Agreement. Alternates may be appointed to the Committee and/or designates may attend Committee meetings, as required, upon sufficient notice being given to the Co-Chairs. In the case of the Federal Co-Chair's absence or inability to act, the Federal Co-Chair shall designate an alternate(s) from Infrastructure Canada to act as their representative. In the case of the province, the Provincial Co-Chair shall designate an alternate(s) from the Ministry of Community, Sport and Cultural Development as the Provincial representative.

**MANDATE**

The Committee(s) will monitor the Agreement and, in conformity with Section 7 of the Agreement, will:

- a) monitor compliance of the implementation of this Agreement with the terms and conditions of this Agreement;

- b) act as a forum to resolve potential issues and address concerns;
- c) review and, as necessary, recommend to the Parties amendments to the Agreement;
- d) monitor the implementation of the Schedule C (Communications Protocol);
- e) approve and ensure audit plans are carried out as per the Agreement; and
- f) attend to any other function required by this Agreement, including monitoring project risk and mitigation measures, or as mutually directed by the Parties.

The Co-Chairs may choose to establish one or more management sub-committees, as necessary, to support the Committee in carrying out its duties. Any working group or sub-committee that is established by the Co-Chairs will report on the working group or sub-committee's plans and achievements on a frequency as defined by the Co-Chairs and/or as determined by the Agreement.

The Committee(s) will operate until all activities under the Agreement, including audits, reporting, and final adjustments are complete.

## PROCEDURES

The procedures for conducting Committee business will include:

- Meetings will be held at minimum twice per year, in person or by teleconference at such places and on such dates as agreed upon by the Co-Chairs.
  - o The Committee may conduct virtual meetings whereby motions are circulated by e-mail and decisions made through e-mail;
  - o An e-mail approving the motion from each member of the Committee shall be sufficient verification of any such decision, recommendation or approval by the Committee.
- Agendas and meeting packages will be distributed to all members in advance of the meeting in sufficient time for review.
- Records of discussion will be taken for all meetings and will be sent to all members for review, ideally within two weeks following the meeting.
- The Records of discussion will be approved at the beginning of the following meeting.
- Members will work to achieve consensus for all decisions taken by the Committee.
  - o Consensus is defined as the absence of substantial objection by one of the Parties. The decisions, approvals and recommendations of the Committee will be made or given upon agreement by the Co-Chairs within their respective delegated authorities;
  - o If consensus cannot be achieved, unresolved issues will be forwarded to a senior official from each party for further discussion and decision.
- The Committee will be responsible for all decisions made in the administration of the Agreement within its authorities.
- Quorum to hold a meeting will be the Federal and Provincial Co-Chairs or their alternate as designated in advance of the meeting.

Specifically, the Co-Chairs will be responsible to:

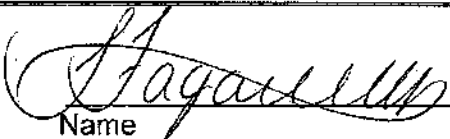
- Call and chair all meetings and facilitate the orderly conduct of the meetings;
- Establish the meeting agenda and ensure Committee members receive the agenda and meeting package in advance of meetings;
- Establish and appoint members to sub-committees, as necessary;
- Ensure the tasks of the sub-committees are carried out and completed in a timely manner; and
- Ensure the terms of reference of the Committee are respected at meetings.

Committee Members will be responsible to:

- Attend all meetings as called by the Co-Chairs or arrange for a designate to attend in their place, if possible;
- Advise the Co-Chairs either prior to or at the meeting if they are unable to attend all or part of the meeting;
- Participate in discussions and be prepared for Committee-level decisions to be taken at meetings;
- Ensure their respective governments / organizations are advised of key matters before the Committee meets and seek appropriate authority for decisions, if required; and
- Undertake the tasks / duties assigned to them in a timely and diligent manner.

The Committee may add, delete or amend any procedures for the operation of the Committee or the making of decisions with the agreement of Committee members. Any approved changes will constitute an amendment to these Terms of Reference.

#### APPROVAL OF TERMS OF REFERENCE

Name	Date		Date
Federal Co-Chair		Provincial Co-Chair	
Infrastructure Canada		Ministry of Community, Sport and Cultural Development	

## **Appendix A**

### **Section 7 of the CANADA-BRITISH COLUMBIA CLEAN WATER AND WASTEWATER FUND BILATERAL AGREEMENT**

#### **7. OVERSIGHT COMMITTEE**

Within sixty (60) business days of the signing of this Agreement, the Parties will establish one or more Oversight Committee(s) co-chaired by representatives of Canada and British Columbia or use an already existing Committee established between the Parties to monitor this Agreement. The Oversight Committee(s) will:

- a) monitor compliance of the implementation of this Agreement with the terms and conditions of this Agreement;
- b) act as a forum to resolve potential issues and address concerns;
- c) review and, as necessary, recommend to the Parties amendments to the Agreement;
- d) monitor the implementation of Schedule C (Communications Protocol);
- e) approve and ensure audit plans are carried out as per this Agreement; and
- f) attend to any other function required by this Agreement, including monitoring project risk and mitigation measures, or as mutually directed by the Parties.

## Appendix B

### **DRAFT AGENDA CANADA- BRITISH COLUMBIA OVERSIGHT COMMITTEE FOR THE CLEAN WATER AND WASTEWATER FUND (CWWF)**

[Location / Date / Time]

[Teleconference number and pass code]

**Chair:** Federal Co-Chair  
Provincial Co-Chair

#### **Attendance:**

<b>ITEM</b>	<b>DISCUSSION</b>	<b>LEAD</b>
<b>1</b>	Approval of Agenda Choose Note Taker	Chair
<b>2</b>	<b>First meeting:</b> Approval of the Terms of Reference  <b>Subsequent meetings:</b> Approval of Record of Discussion from previous meeting	Chair
<b>3</b>	Program Update • CWWF Status/ Issues / High-risk projects	Chair
<b>4</b>	Financial Update • Claims Status • Forecasts and Reprofile Requests	Co-chairs
<b>STANDING ITEMS / UPDATES</b>		
<b>5</b>	Communications •	Co-chairs
<b>6</b>	Audit / Audit Plan •	Co-chairs
<b>7</b>	Environmental Assessment and Duty to Consult •	Co-chairs
<b>8</b>	Reporting • Project Progress Report • Outcomes Progress Report	Co-chairs
<b>9</b>	Sub-committees update (as required)	Co-chairs
<b>10</b>	Date and Time of Next Meeting	All

## Appendix C

### OVERSIGHT COMMITTEE MEMBERSHIP FOR THE CANADA-BRITISH COLUMBIA CLEAN WATER AND WASTEWATER FUND As of January 2017

REPRESENTATIVE	ORGANIZATION	ROLE
Maxine Bilodeau	INFC	Federal Co-Chair
Lisa Rene de Cotret	INFC	Federal Member
Tara Faganello	CSCD	Provincial Co-chair
Patrick Livolsi	MOTI	Provincial Member
Gary MacIsaac	UBCM	Observer
Murry Krause	UBCM	Observer

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**Canada-British Columbia - CLEAN WATER and WASTEWATER FUND (CWWF)**  
**Oversight Committee**  
**Minutes of Meeting – February 28, 2017**

**In attendance via phone:**

**INFC:**

Maxine Bilodeau, Federal Co-Chair  
Lisa Rene de Cotret, Federal Member  
Jim Delaney, Manager West Region  
Marie Eve Laroque, Communications Advisor  
Paul L'Arrivée, Manager Communications

**British Columbia:**

Liam Edwards, Alternate assigned as acting Provincial Co-chair, Executive Director, CSCD  
Patrick Livolsi, Provincial Member  
Renée Mounteney, Executive Director, MoTI  
Brian Bedford, Director, CSCD  
Lesya Williams, Manager, CSCD

**UBCM:**

Murry Krause, President  
Gary MacIsaac, Executive Director  
Glen Brown, General Manager, UBCM

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**1. Approval of Agenda (Liam)**

- Agenda approved with no changes.
- Lesya Williams assigned as note taker.

**2. Approval of the Terms of Reference (Liam)**

- Terms of Reference approved with no changes.

**ACTION: Final Terms of Reference to be shared with Committee Members**

s.13,s.16,s.17

**9. Reporting**

- Project Progress Reports- first reports were submitted in late November.
- Baseline outcomes progress reports due by end of March.

**10. Sub-committees update (as required)**

- N/A

**11. Date and Time of Next Meeting (All)**

- Next meeting date tentatively set for June 14 10 am.
- CSCD to send hold the date meeting invitation to attendees along with Feb 28, 2017 Draft Minutes.
- INFC will Chair the next meeting.

**Meeting adjourned.**

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**Canada-British Columbia - CLEAN WATER and WASTEWATER FUND (CWWF)**

**Oversight Committee**

**Minutes of Meeting – February 28, 2017**

**In attendance via phone:**

**INFC:**

Maxine Bilodeau, Federal Co-Chair  
Lisa Rene de Cotret, Federal Member  
Jim Delaney, Manager West Region  
Marie Eve Laroque, Communications Advisor  
Paul L'Arrivée, Manager Communications

**British Columbia:**

Liam Edwards, Alternate assigned as acting Provincial Co-chair, Executive Director, CSCD  
Patrick Livolsi, Provincial Member  
Renée Mounteney, Executive Director, MoTI  
Brian Bedford, Director, CSCD  
Lesya Williams, Manager, CSCD

**UBCM:**

Murry Krause, President  
Gary MacIsaac, Executive Director  
Glen Brown, General Manager, UBCM

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**1. Approval of Agenda (Liam)**

- Agenda approved with no changes.
- Lesya Williams assigned as note taker.

**2. Approval of the Terms of Reference (Liam)**

- Terms of Reference approved with no changes.

**ACTION: Final Terms of Reference to be shared with Committee Members**

s.13,s.16,s.17

**9. Reporting**

- Project Progress Reports- first reports were submitted in late November.
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**10. Sub-committees update (as required)**

- N/A

**11. Date and Time of Next Meeting (All)**

- Next meeting date tentatively set for June 14 10 am.
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- INFC will Chair the next meeting.

**Meeting adjourned.**