



BLACKS HARBOUR WATER COMMUNICATIONS SUB-COMMITTEE TERMS OF REFERENCE

In response to the increased initiatives within Eastern Charlotte, a Blacks Harbour/Beaver Harbour Water Communications sub-committee of the Public Works Committee of Council is established to provide a forum for information exchange regarding important operational issues as well as key projects, understanding that major decisions and status reports will still formally be brought forward to the Public Works Committee and Council as required.

Currently, key projects include the Blacks Harbour Water Projects, however future operational issues and projects may also be included within scope of the sub-committee from time-to-time. Information exchange will occur among members of Council, Municipal staff and Project consultants/engineers.

1.0 Role of the Blacks Harbour/Beaver Harbour Water Communications Sub-Committee

- The role of the Committee is to establish and maintain open communications with the Public Works committee, the municipal office, and the local community regarding the ongoing project(s) for the water system for Blacks Harbour and Beaver Harbour as well as operational issues or events of the water system.
- To promote transparency and accountability while maintaining a positive image in the community

2.0 Organization of the Sub-Committee

- The Committee will consist of a Chair, and at minimum, three (3) community members and be composed of qualified voters of the local government who are residential utility users within Blacks Harbour and Beaver Harbour water systems; one (1) member of the Municipal Electoral District of Ward 6; and one (1) staff member. Membership shall be to a maximum of ten (10) members.
- The BHWSC will be in place a minimum term that includes the completion of the Blacks Harbour Water project(s) and may include other additional projects from time-to-time.
- The Chair will be a member of the Public Works Committee or a Member of Council.

3.0 Meetings

- The Committee meetings will take place bimonthly or less frequently, or as required.
- The date and time of the regular meetings will be established at the first meeting.
- A municipal staff member shall record the minutes of all sub-committee meetings. The minutes shall be circulated to all members of the sub-committee and shall be provided to the clerk within seven (7) days of the approval of the minutes and provided to Council, via the Committee Chair, at the next Regular Meeting of Council.

4.0 Role of the Chair

The Chair is responsible for ensuring the smooth and effective operation of the Sub-Committee and its' roles. This will include responsibility for:

- Calling the meetings to order.
- Encouraging an informal atmosphere to encourage the exchange of ideas.
- Ensure business is carried out efficiently and effectively.
- Acting as spokesperson between this sub-committee and the Public Works Committee.

5.0 Role of Members

Membership of the Sub-Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Sub-Committee members are required to:

- Attend all regularly scheduled meetings. Members shall notify the Chair and Secretary if they are unable to attend a meeting.
- Adhere to the provisions set out in the Policy for Boards and Committees of Council. If a member has an unexplained absence of two or more consecutive meetings, then their seat on the Committee shall be declared vacant.
- Review all information supplied to them.
- Members shall not be a media contact regarding the water system or water projects, or any other operation or initiative of the municipality, and shall hold no official designation/status with the municipality.
- Members must sign the Confidentiality Acknowledgment and Conflict of Interest Disclosure forms (contain within this document), and the Employee/Volunteer Code of Conduct Agreement (part of the Human Resource Policy #01-2023).

6.0 Role of Municipal Staff

The CAO will be responsible for carrying out the following functions with respect to the Sub-Committee:

- Shall act in an advisory manner as an information source and provide correspondence to the committee.
- A staff member shall be the recorder of Committee Meeting minutes.

Other:

- Annually, review terms of reference and assess the Committee’s effectiveness in meeting the needs of the Board.

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|-------------------|---|
| Composition: | Chair: Member of Council/Public Works Committee Community Members: Minimum of three (3) Staff |
| Duration: | Term of Council or until such time as successors are appointed. |
| Reporting to: | Public Works Committee |
| Stipend: | No |
| Meeting Schedule: | bimonthly or less frequently (at the Call of the Chair) |
| Contact: | Public Works committee member (member of Council) |

Confidentiality Acknowledgment – BH Water Communications Sub-Committee For Non-Municipal Council & Staff

As a member of the Blacks Harbour Water Project Communications Sub-Committee, I acknowledge that I may have access to information that is confidential, sensitive, or proprietary in nature. This may include, but is not limited to, technical data, project plans, financial details, stakeholder communications, and any other information designated as confidential by the committee or project leadership.

I agree to:

1. **Maintain confidentiality** of all such information, whether shared verbally, in writing, or electronically.
2. **Use the information solely** for the purposes of fulfilling my role and responsibilities within the sub-committee.
3. **Not disclose** any confidential information to individuals or organizations outside the sub-committee without prior written authorization from the committee chair or project lead.
4. **Protect all records and materials** containing confidential information from unauthorized access, loss, or misuse.
5. **Continue to uphold this obligation** even after my role on the sub-committee has ended.

I understand that failure to comply with this confidentiality commitment may result in removal from the sub-committee and/or other actions as deemed appropriate by the governing body.

Name: _____

Signature: _____

Date: _____

Conflict of Interest Disclosure – BH Water Communications Sub-Committee For Non-Municipal Council & Staff

I, _____, a member of the Blacks Harbour Water Project Communications Sub-Committee, hereby declare the following in accordance with the committee’s governance policies and applicable conflict of interest legislation:

1. Declaration of Interest

I acknowledge my duty to act in the best interests of the committee and the community it serves. I declare that:

- I **do not** have any direct or indirect personal, financial, or professional interest that could improperly influence, or be perceived to influence, my participation in discussions, decisions, or recommendations related to the water project.
- **OR** I have the following interest(s) to disclose:
 - **Nature of Interest:** [e.g., ownership in a company bidding on the project, family member employed by a contractor, prior consulting work related to the project]
 - **Potential Impact:** [Briefly describe how this could be perceived as influencing your role]
 - **Proposed Mitigation:** [e.g., recusal from specific discussions or votes]

2. Ongoing Obligation

I understand that I must promptly disclose any new or emerging conflicts of interest that arise during my term on the sub-committee.

3. Acknowledgement

I confirm that this declaration is true and complete to the best of my knowledge.

Name: _____

Signature: _____

Date: _____

Member Application – BH Water Communications Sub-Committee For Non-Municipal Council & Staff

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

Are you a Rate Payer of the Blacks Harbour Water System? Yes No

Are you a Water User of Beaver Harbour Water System? Yes No

Do you live in the Municipal Electoral Area of Pennfield/Beaver Harbour (Ward 6)? Yes No

Have you reviewed the Terms of Reference for the Blacks Harbour/Beaver Harbour Water Communications Sub-Committee? Yes No

Have you signed/acknowledged the two (2) forms, the “Confidentiality Acknowledgment” form and the “Conflict of Interest Disclosure” form? Yes No

Do you agree to work in the best interest of the water users, the residents, and the municipality of Eastern Charlotte, and work positively with staff, members of Council, and project consultants, as well as maintaining a positive, professional relationship with partners such as the staff and representatives, elected officials of the Province of New Brunswick and the Government of Canada
Yes No

Name: _____

Signature: _____

Date: _____