

Meeting Minutes

City of Guelph

Water Conservation and Efficiency Public Advisory Committee (WCEPAC)

April 23, 2019

Water Services, Main Board Room

From 7:00 to 9:00 p.m.

Meeting Chair: Grant Parkinson

Vice-Chair: TBD

Present: David Worden (DW), Emma Thompson (ET), Grant Parkinson (GP), Jaime Boutilier (JB), Justin Arbuckle (JA), Taylor Dorland (TD)

Regrets: Louise Cottreau (LC), Patty Quackenbush (PQ), Travis Pawlick (TP)

Staff: Stephanie Cote (SC), Heather Yates (HY)

Agenda Items

Welcome to all

Item 1

Introductions – Grant Parkinson, all

Item 2

Roles and Responsibilities – Heather Yates

Item 3

Policies and Procedures Review – Heather Yates

A review of key points in the five following policies and procedures. See attached Presentation A: WCEPAC Committee Structure and Procedural Review, and the hyperlinked documents below.

1. [Public Appointment Policy](#)
2. [Advisory Committee Meeting Procedures](#)
3. [Municipal Conflict of Interest](#) for declaration of pecuniary interest
4. [Code of Conduct for Council and Local Boards](#)
5. [Water Conservation and Efficiency Public Advisory Committee Terms of Reference](#)

Action: Committee members are asked to read through these policies in their own time.

Action: Staff to update Committee Terms of Reference for presentation to committee at June meeting, prepare draft report to Committee of Whole and determine timeline for meeting date.

Motion: Moving forward WCEPAC members will review and informally approve the draft minutes so they can be posted online prior to the next meeting date. This will improve transparency and ensure the public can view meeting minutes in a timely fashion. They would be formally approved at the next meeting.

Motion approved by Taylor Dorland

Seconded by Jaime Boutilier

Carried

Item 4

Appointment of Vice Chair – Grant Parkinson

The role of the Vice Chair is to learn the responsibilities of the Chair, and to fill-in for the Chair in their absence. It is expected that the Vice Chair would become the committee Chair, with committee approval, after two years of serving as the Vice Chair.

JB volunteered for the Vice Chair role.

The committee unanimously voted JB into the Vice Chair role.

Carried

Item 5

2016 Water Efficiency Strategy – Heather Yates

A summary overview was provided of the City's 2016 Water Efficiency Strategy and associated ongoing Water Efficiency Programs. For details, please see the [Water Efficiency Strategy](#) website.

Item 6

Motion: To approve the minutes from the October 4, 2018 meeting by GP.

Seconded by DW

Carried

Item 7

Meeting adjourned 9:15pm

Next Meeting:

Tuesday's were identified by the Committee as an agreeable day to schedule meetings.

The following dates were proposed and approved by the committee:

Tuesday June 4th,
Tuesday September 17th
Tuesday November 12th