

WATER CONSERVATION AND EFFICIENCY PUBLIC ADVISORY COMMITTEE
TERMS OF REFERENCE
Ref: 09-2016

1. PURPOSE OF THE PUBLIC ADVISORY COMMITTEE

The purpose of the Public Advisory Committee (PAC), a Committee of Council, is to provide an ongoing mechanism for feedback and advice to staff on key aspects of implementation of the 2016 Water Efficiency Strategy Update including:

- Issues and opportunities to be addressed in the implementation of the Water Efficiency Strategy Update;
- Alternative solutions;
- Design considerations;
- Community consultation and communications plans; and
- Other relevant matters that City staff refers to the PAC for feedback.

2. CREATING THE PAC

In order to successfully achieve the purpose described above, it is important that the PAC:

- Follow the City's Guiding Principles for Public Involvement;
- Is created through a transparent, defensible process;
- Is created early in the process, and involved in a regular ongoing way throughout;
- Includes a balance of interests that reflects the range of perspectives in the community;
- Has a maximum size of 8 participants;
- Has a Terms of Reference that clearly outlines the roles and responsibilities of the PAC, and City staff; and
- Terms of Reference are endorsed by Guelph City Council.

3. PAC FORMATION AND CONDUCT

3.1 Membership:

Membership on the PAC will include 8 representatives of the public-at-large.

City staff, other municipal and agency staff would also be resources to the committee, as required.

3.2 Recruiting:

The Committee Liaison will work with the Clerk's office to fill public-at-large positions in compliance with the City's policies and procedures for committee appointments.

The following criteria are recommended to assist Council to identify public-at-large representatives:

- Knowledge of and experience with municipal water conservation and efficiency programming, municipal water and wastewater systems and water demand management practices;
- Able to commit to participating throughout the term of their appointment;
- Willingness to accept the PAC Terms of Reference and agreement to abide by the City's Principles for Public Involvement;

3.3 Chair /Facilitation:

A Committee Chair will be selected through nominations and majority vote of the Committee. The Committee chair will be responsible for facilitation of all PAC meetings to enable all members to participate fully in the discussions.

3.4 Meetings:

PAC will meet quarterly at minimum with additional meetings to be called as required by the Committee Chair.

3.5 Advisory Process:

As an advisory body, the PAC should operate by consensus to the full extent possible. Consensus is where participants openly discuss views and opinions, and seek to develop common ground and reduce areas of disagreement to the best of their ability. Where differing viewpoints and opinions exist, these will be noted in the PAC meeting reports.

3.6 Meeting notes:

PAC meeting notes will be taken by City staff. Notes will summarize decisions made and action items and will be circulated to the PAC membership following each meeting for review and comment. Meeting notes will be approved by the PAC at the following meeting.

3.7 Roles and Responsibilities:

As a PAC member, each participant will:

- i. Consider any matters, issues or information referred to them by City staff relating to the implementation of the WESU, and provide advice and recommendations as requested.
- ii. Liaise with the organization they represent (if applicable) and bring forward advice, issues or comments from their organization to the PAC.
- iii. Strive to operate in a consensus mode, where participants openly discuss views and opinions, and seek to develop common ground and reduce areas of disagreement to the best of their ability.
- iv. Ensure that the results of PAC discussions are accurately recorded in the meeting notes, or in additional reports that members may determine are needed.
- v. Agree to abide by the City of Guelph's Principles for Public Involvement in participating on the PAC.

City staff members will:

- i. Strive to provide accurate, understandable information to PAC members, such that they can contribute informed advice and recommendations.
- ii. Ensure that appropriate City staff (or other resource people) are present at discussions on specific issues or components of the planning process.
- iii. Ensure that advice, recommendations, and consensus positions from the PAC are fully considered as part of implementation of the WESU.

- iv. Be open, receptive, and give careful consideration to advice and ideas received from PAC members, and strive to reflect consensus positions within implementation of the WESU.
- v. Agree to abide by the City of Guelph's Principles for Public Involvement in interacting with the PAC.

3.8 Reporting Relationship:

The PAC is a Committee of Council. As such PAC is acting in an advisory capacity to the City staff, and through City staff to City Council. All meeting notes and recommendations from the Committee will be posted on the City's website for review by Council and the public and be summarized in the Water Services Annual Report. Reporting on the committee's progress will be presented to Council as per the Council Committee Guidelines.

By participating as members in this committee, PAC members are not expected to waive their rights to the democratic process, and may continue to avail themselves of participation opportunities through delegation to committees of Council, and/or providing written briefs. Any positions taken by individual members are without prejudice.

3.9 Term of Office:

New PAC members will serve an initial term of 1 year and up to three years thereafter to coincide with the term of Council. No individual Committee member may serve more than 10 years, subject to exceptions provided in the City's policies and procedures for citizen Committee appointments.

4. PAC LIAISON

4.1 Liaison Division:

Supervisor, Water Efficiency
Water Services - Infrastructure, Development and Environment
29 Waterworks Place, Guelph ON