

**City of Winnipeg Combined Sewer Overflows Master Plan
Stakeholder Advisory Committee (SAC)
Terms of Reference**

1. Introduction

The terms of reference are intended to provide pragmatic guidelines for the Stake Advisory Committee (SAC). These terms of reference are not exhaustive; the SAC may encounter circumstances not covered in this document. In these instances, the SAC members are encouraged to consult with the City of Winnipeg project team and the facilitator as to how best to address such circumstances.

2. Background

The City of Winnipeg is developing a Combined Sewer Overflows (CSO) Master Plan. During dry weather, all flow in the combined sewers is carried to the sewage treatment plants but during heavy rainfall or snowmelt, these sewer are designed to overflow when the additional volume exceeds the capacity of the system. As part of the requirements for the *Environment Act* Licence No. 3042 issued by the Province, the City of Winnipeg will submit:

- a preliminary proposal evaluating CSO control limits by December 31, 2015, and
- a final CSO Master Plan by December 17, 2017, for controlling CSOs to the defined limits.

3. Committee Purpose

The purpose of the SAC is to help the City of Winnipeg (project team) develop a plan to manage the effects of combined sewer overflows (CSOs) on our rivers in an environmentally sound, sustainable and cost-effective manner. Stakeholder input is essential to ensure that this important initiative to protect the health of our water ways moves forward in a way that reflects the values of Winnipeg families, business and river users and is sustainable. An important component of a broader public engagement process, the SAC will help ensure the resulting CSO Master Plan is reflective of stakeholder needs and input.

4. Level of Impact

The International Association of Public Participation (IAP2) provides a Spectrum for Participation that provides a reference to help establish a common understanding of the level of impact the SAC has in decision making related to the CSO Master Plan. The project team has made a commitment to work with the committee at the “collaborate” level on the spectrum.

Stakeholder engagement goal: To partner with the SAC in the development of the Master Plan, including the development of performance targets and the development of control specifics and implementation plans.

Promise to Stakeholders: The City will look to you for ideas, suggestions and trade-offs and to help formulate solutions and will incorporate your advice and recommendations into CSO Master Plan decisions to the maximum extent possible.

5. Composition and Structure of the Committee

The SAC will include up to 15 members of the community, bringing a variety of perspectives to the table, including ecological, industry, and citizen representatives with an interest or stake in CSO impacts and control strategies. The committee will also include members from the City of Winnipeg project team and an independent consultant as chair/facilitator.

SAC membership is fixed. Committee members will be directly involved in committee meeting discussions. Organizations will designate a primary representative. Although an alternate may attend meetings in instances where a primary committee member cannot attend, it is desirable that the most consistent involvement possible is maintained.

Primary and alternate committee members will receive meeting notes, materials and agendas. Presentation materials shared at SAC meetings may also be posted for public review on the City's project web page.

6. Committee Meetings and Term

The following approaches will be used to support an effective and meaningful engagement process with the SAC:

- Agenda – Circulate to SAC members one week in advance.
- Meetings – Use a workshop format to create a meaningful problem-solving environment and maintain consistency with agenda to the extent possible.
- Materials – Support participant learning by identifying ways to make it easy for the SAC members to track and access reference materials.
- Feedback – Seek participant feedback using a variety of approaches including verbal session evaluation, feedback forms at session, or online survey.
- Notes – Circulate to the SAC for feedback prior to sharing with public.

The SAC will be engaged during two phases of the CSO Master Plan process:

- Phase 1: Regulatory Performance Targets (Wrap-up October 2015)
- Phase 2: CSO Master Plan (Wrap-up October 2016)

7. Decision Making Input

No votes will be held to determine the SAC's position on issues or recommendations to the City of Winnipeg. Where consensus exists, it will be noted. Where it does not exist, minority opinions will be considered to have merit and will be noted. In the context of the SAC, consensus will be defined as "I will support the decision of the group." The opinions of all committee members will be valued and taken into consideration.

More specifically, SAC members' decision making involves:

- Contributing input for consideration by the project team in their decision making.
- No decisions will be made by the SAC unless asked by the project team. Where a decision is requested, it will be made by consensus.
- If requested, only SAC members will be involved in consensus decisions, and alternates only when primary member is not present.
- Decisions may be requested and made on SAC meeting and logistical requirements.

SAC activities and input will be summarized and included in a public participation report.

8. Roles and Responsibilities

Committee members

The role of SAC members is to invest time and energy in learning about the CSO management practices and regulation, review and provide input on potential CSO control limits and control methods, and provide input on and engage in the public participation process. Members are encouraged to represent the views of their organization/constituents/networks and facilitate a two-way flow of information in support of broader public education and engagement. This is a voluntary position.

Responsibilities of committee members are:

- Prepare for, attend, and participate in scheduled meetings between October 2014 and November 2016, normally scheduled from 4:00 pm to 6:00 pm, depending on need
- Participate in various public event(s) scheduled throughout the process
- Learn about CSOs and work constructively and collaboratively with committee members
- Identify an alternate representative in the event of a conflict with a scheduled meeting
- Allow name and organization to be posted on project website

Project team members

Project team members will work with the SAC in order to contribute background, context and subject matter expertise and explain the CSO Master Plan process, considerations and decision making criteria, and arrange for supports in order to help members achieve the SAC purpose.

Responsibilities of project team members are:

- Prepare and provide materials for review and discussion
- Arrange for meeting scheduling and logistics
- Be responsive to concerns raised by the committee, but not ask the committee to formally approve or disapprove any actions, or vote on issues or recommendations
- Incorporate the committee's advice and recommendations into decision-making to the maximum extent possible

Facilitator

The facilitator will support the work of the SAC through a focused process design and meeting facilitation.

Responsibilities of the facilitator are:

- Confirm SAC member participation, and act as a resource to SAC on process and expectations
- Facilitate (chair) committee meetings
- Enforce norms, ground rules developed by the SAC and project team and facilitate respectful and productive meetings and group dialogue
- Arrange preparation of meeting notes

Provisions for guests, observers

From time to time, the project team may request the participation of additional guest specialists, experts or consultants to contribute additional knowledge or technical insight to the committee's deliberation and discussion.

9. Committee Spokesperson

SAC members are encouraged to provide comments to the project team. In the event that a media enquiry is made, committee members are strongly encouraged to refer the media to the project team/manager.

10. Conflict of Interest

All SAC members, primary and alternates are required to disclose any conflict of interest in writing to the project team.