

**City of Winnipeg Biosolids Master Plan
Stakeholder Advisory Committee
Terms of Reference**

1. Introduction

The terms of reference are intended to provide pragmatic guidelines for the Committee. These terms of reference are not exhaustive; the Committee may encounter circumstances not covered in this document. In these instances, the Committee 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 Biosolids Master Plan (BMP) to be submitted to the Province in fall 2014 to outline how the City of Winnipeg will manage biosolids, commonly called sewage sludge, in an environmentally sound, sustainable and cost-effective manner, while meeting Provincial regulations.

3. Committee Purpose

The purpose of the Stakeholder Advisory Committee is to provide input on options for biosolids management and on public participation in the biosolids masterplan process. Input provided will be incorporated into decision making to the maximum extent possible.

4. Level of Impact- Involve

The International Association of Public Participation (IAP2) provides a Spectrum for Participation that we reference to help establish a common understand of the level of impact the stakeholder advisory committee has in decision making related to the biosolids masterplan. This stakeholder advisory process is at the “Involve” level on the spectrum.

Involve – Stakeholder engagement goal: To work directly with stakeholders throughout the process to ensure that stakeholder concerns and aspirations are consistently understood and considered.

Involve - Promise to Stakeholders: We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.

The Project Team will be responsive to concerns, but will not ask Stakeholder Advisory Committee members to formally approve or disapprove any actions.

5. Composition and Structure of the Committee

The committee will include up to 15 members of the community and representative sectors, plus additional members from the City of Winnipeg project team. The composition of the committee will reflect a variety of perspectives and will include technical, resource, industry and citizen representatives with an interest or stake in biosolids waste management topics.

Committee membership is fixed. Committee members will be directly involved in committee meeting discussions. Alternates will attend meetings in instances where primary committee members cannot attend. No alternates will be appointed for alternates.

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

6. Decision Making Input

No votes will be held to determine the group'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 committee, consensus will be defined as "I will support the decision of the group."

More specifically, committee members' decision making involves:

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

Stakeholder advisory committee activities and input will be summarized and included in a public participation report. This report will be provided to the City of Winnipeg project team.

7. Roles and responsibilities

Committee members

The role of committee members is to invest time and energy in learning about biosolids management, actively participate in meetings and work constructively and collaboratively with committee members to achieve the committee purpose. This is a voluntary position.

Responsibilities of committee members are:

- Attend four meetings, to be scheduled from 4:00 pm to 6:00 pm, between October 2013 and April 2014.
- Participate in the public meeting(s) tentatively scheduled for January 2014.
- Identify an alternate representative in the event of a conflict with a scheduled meeting time.

- Allow us to post your name and organization on the project website.

Project team members

Project team members will work with the stakeholder advisory committee in order to contribute background, context and subject matter expertise and explain BMP process, considerations and decision making criteria, and arrange for committee supports in order to help members achieve the committee purpose.

Responsibilities of project team members are:

- Prepare and provide presentation materials for review and discussion
- Record meeting notes and related documentation
- Arrange for meeting scheduling and logistics
- Respond to committee questions, input and recommendations

Facilitator

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

Responsibilities of the facilitator are:

- Conduct a start-up phone interview with stakeholder committee members
- Facilitate (chair) stakeholder advisory committee meetings
- Enforce norms, ground rules developed by the committee and project team members and facilitate respectful and productive meetings and group dialogue

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.

8. Conflict of Interest

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