



## **Conservation and Efficiency Working Group**

### **Terms of Reference**

**Amended September 27, 2016**

#### **Background**

The Salt Spring Island Watershed Protection Authority (SSIWPA) was created in 2012 to provide a coordinated approach to watershed management and the protection of fresh water resources on Salt Spring Island. SSIWPA is comprised of agencies and government organizations with responsibility and authority for the use and management of water and watershed natural resources.

SSIWPA's mandate is directed at both water quality and quantity. The Steering Committee is the policy-making and coordinating body of SSIWPA. It is supported in its work by the Technical Working Group comprised of members-at-large with relevant expertise in water resources and watershed related fields and of experts from the serving agencies. The focus of the TWG is water quality and supply side science.

In May, 2016, the Salt Spring Island Watershed Protection Authority identified the need for a Conservation and Efficiency Working Group (CEWG) to assist with the Integrated Water Management Program that SSIWPA Steering Committee agreed to develop as a priority at its May, 2016 regular monthly meeting (see Schedule A).

These Terms of Reference (ToR) outline the mission, objectives, roles and responsibilities of the Conservation and Efficiency Working Group. They may be amended at the discretion of the SSIWPA Steering Committee.

#### **Purpose and Main Objectives**

The purpose of the CEWG is to investigate and assess technologies, methods, best practices and/or policies to achieve the following, specifically on Salt Spring Island:

- 1.Reduction in potable water use in all economic/residential sectors of the SSI economy;
- 2.Feasible uses of alternative water sources, which may include rainwater catchment, grey water recycling, wastewater re-use, desalination, other;
- 3.Increased efficiency of water use in areas such as agriculture, gardening, markets, food service, other;
- 4.Feasible incentives for water use efficiency;

5. Identify barriers and challenges to implementation related to the regulatory environment (i.e. building code, health authority approvals, etc.); suggest possible solutions.

## Mission

CEWG will develop and communicate feasible and workable solutions for water conservation and efficiency methods that reflect the best available science and innovative technologies, as well as the unique local values, opportunities and constraints on Salt Spring Island (SSI). As directed by SSIWPA Steering Committee, CEWG will provide objective advice that is supported by peer-reviewed scientific evidence wherever possible, and also enriched by collective group expertise. The CEWG will work collaboratively with the SSIWPA Steering Committee, the SSIWPA Technical Working Group and the SSIWPA coordinator.

## Scope and Outcomes

CEWG will be responsible for assessment and advising on water conservation and efficiency strategies for all surface and groundwater resources and watersheds on Salt Spring Island, B.C. (See **Schedule A**) SSIWPA Steering Committee will direct the scope of the work of the CEWG through delivery of correspondence to CEWG during its monthly meetings, and/or through the SSIWPA coordinator. Regular CEWG and TWG representation at Steering Committee meetings will be essential to allow communication between working groups, so to avoid overlap in working group objectives and workplans.

CEWG is expected to produce:

1. An annual workplan for the working group (see Schedule A: Scope 2016);
2. Monthly progress updates in Steering Committee meetings which report on the projects, findings and funding needs of the CEWG (written preferred);
3. Technical reports (and/or position papers, verbal presentations) which provide feasible recommendations to SSIWPA in one of the five (5) main objective areas of the CEWG Purpose, and which:
  - a. Reflect the consensus of the CEWG as much as possible;
  - b. Follow a science-based approach, including literature review and bibliography, method of comparison/assessment, results and discussion of outcomes including environmental and economic/social costs and benefits;
  - c. Identify critical information gaps, and provide recommendations for filling them;
  - d. May be published to the SSIWPA website with permission of the author (see **Publication Protocols**), and potentially submitted for peer-reviewed publication to scientific journals, or adapted for conference presentations or general public consumption by other SSIWPA members.

## Membership

SSIWPA CEWG membership will be comprised of not more than twelve (12) members at any time. Membership will be determined by consensus of the SSIWPA steering

committee, in consultation with each member organization, and according to membership criteria outlined, below.

CEWG members appointed by SSIWPA will have experience, expertise or an interest in one or more of the following areas:

- Agriculture
- Architecture
- Building science, design (incl. building water technologies)
- Environmental science/Engineering (with water-related expertise)
- Integrated Water Resource Management
- Mathematics
- Mechanical, Electrical or Civil Engineering
- Public Administration in areas relevant to water use, treatment, delivery, conservation
- Permaculture (with water-related expertise)
- Water conservation and design – ie. Urban/Rural Planning and/or Governance
- Water treatment technology/research

Invitations will be extended, but not limited, to representatives from Environment Canada, Fisheries and Oceans Canada, Provincial Ministry of Environment, Ministry of Forests, Lands, and Natural Resource Operations, Capital Regional District, Vancouver Island Health Authority, North Salt Spring Waterworks District, Salt Spring Island resident experts in a field related to water conservation and efficiency, and academic institutions. Members may be residents of other Gulf Islands or Vancouver Island, as well as Salt Spring Island.

## **Term of Service**

Some of the members shall be appointed to terms of twelve months and at least three of the members shall be appointed for terms of two years, as determined by the Steering Committee. Thereafter, membership is for a two-year term, with the possibility of renewal.

Members are to serve without remuneration.

## **Chair**

At the initial meeting of the CEWG, and then every 6 months, as determined by general consensus of the CEWG, a chairperson (Chair) of the working group will be elected. The Chair may serve additional terms, up to a maximum of six consecutive years. The Chair is to serve without remuneration.

The Role of the Chair is to:

- Assist SSIWPA Coordinator to set dates and locations for CEWG meetings;

- Ensure distribution of CEWG meeting notes to CEWG members within 7 days after a meeting;
- Liaise with the SSIWPA Steering Committee Chair, coordinator, Islands Trust and other SSIWPA working groups and committees (such as the Technical Working Group and any SSIWPA Public Advisory Committees);
- Assist with CEWG internal member communications, working with SSIWPA coordinator;
- Provide CEWG progress reports in SSIWPA Steering Committee regular monthly meetings, the content of which is pre-approved by general consent of the CEWG.

SSIWPA Coordinator will act as facilitator and recorder for formal CEWG meetings, unless otherwise arranged and agreed to by both SSIWPA Steering Committee and CEWG. CEWG Chair and Coordinator may agree to work together to facilitate CEWG meetings, to better allow the CEWG Chair to participate in the discussions and technical proposals, or if the Coordinator is absent due to reasons of other priority SSIWPA work. The SSIWPA Coordinator assists CEWG with its group process functions within and outside of CEWG regular meetings, to the extent that coordination resources allow.

## **Guidelines for Decision-making**

Decision-making is by consensus. Consensus is defined as agreement by each member, and is achieved through an iterative process:

- a) proposal,
- b) clarification and discussion stage,
- c) proposal modification (with assistance by those suggesting change; as necessary), and finally,
- d) agreement by consensus, or withdrawal of proposal, by consensus.

Full consensus – all representatives agree and support the decision;

Working consensus – not all members support the decision, but all can agree to respect the decision. Those standing aside note their reasons for the record.

Where consensus is not reached on the first go-round, issues/proposals may be tabled at subsequent meetings, but no more than three times for a single proposal/issue. If consensus cannot be achieved at the third tabling, a majority and a minority opinion statement will be recorded in writing in the meeting notes. Every effort will be made to explore, understand and accommodate the interests of dissenting viewpoints.

## **Meetings**

CEWG will hold public meetings a minimum of four times per calendar year. CEWG Chair will report monthly on CEWG progress and current activities in SSIWPA monthly meetings, which are open to the public. Some or all of the CEWG members may meet informally as frequently as required, at a location mutually agreed by CEWG members, in order to discuss technical matters related to SSIWPA-assigned working group topics, but not to make decisions or recommendations to SSIWPA.

## **Notice of Meetings and Minutes**

Notice of the date, time and location of all CEWG meetings will be posted by the Coordinator to the CEWG and SSIWPA Steering Committee Chair by email, and will be

posted publicly on the SSIWPA website. Agendas and approved minutes will also be posted to the SSIWPA website under the CEWG agendas and minutes page.

## **Conduct**

CEWG members and observers will be expected to behave with due decorum:

- Meetings will generally follow Robert's Rules of Order as interpreted by the Chair and/or Coordinator/Facilitator;
- Communications at all meetings will be respectful, considerate, honest, and issue-focused;
- All viewpoints will be encouraged, respected, and considered;
- Participants will make every effort to resolve issues at the table, and will avoid seeking alternative decisions outside this process;
- Participants should have a common understanding of the mandate of SSIWPA and the CEWG, and demonstrate mutual respect to other participants.

## **Funding**

Funding decisions are made by SSIWPA Steering Committee. Representative agencies of the SSIWPA will contribute funding for a SSIWPA coordinator to work with the CEWG. As appropriate, the representative agencies will also provide additional funding in support of agreed to initiatives and in-kind administrative support like meeting rooms, communications, and secretarial services. Other funding will be pursued as required.

Some of the CEWG workplan may be accomplished by contractors.

## **Conflict of Interest**

CEWG members must take a precautionary approach to ensure that issues of potential or perceived conflict of interest are clearly identified as part of the process.

## **Publication Protocol**

1. Raw data from any SSIWPA-CEWG programs, studies or literature reviews will be shared amongst all CEWG members as they become available, as and if requested.
2. Raw data will be logged and stored in hardcopy form and/or electronic form by the CEWG Chair and SSIWPA coordinator, in the form of a deliverable for the specific SSIWPA study/ program.
3. Data analysis results and working spreadsheets will be shared amongst CEWG members at the sole discretion of the person who created them. Once distributed, data contained in such spreadsheets may then be used by the recipients for their

own scientific purposes.

4. Reports dealing with interpretation of the data will (ideally) be written to acceptable scientific standard and will be authored by the person(s) who created them.
5. Selection of report subject matter and content will be determined by the person(s) who write(s) the report.
6. Reports created under 4 & 5 above may be distributed to CEWG members for information and/or request for comment, at the discretion of the author. Subject to correction or editing by CEWG members, ***such reports may be forwarded to the SSIWPA Steering Committee either as the author's individual interpretation, or as representative of CEWG group consensus.***
7. Reports generated through work of the CEWG may be published on the SSIWPA website with permission of the author.
8. Reports requested by SSIWPA Steering Committee, by consultants working for SSIWPA, or required as a deliverable of a SSIWPA program, will be authored by the person(s) preparing them. However, by general consent of the CEWG, a report may be considered CEWG- authored (such as the material prepared for a SSIWPA- or public process). Authorship will be worked out on a case-by-case basis, in advance of preparation.
9. Copyright for authored reports will remain with the author(s).
10. Scientific papers prepared under 4 & 5 above may be submitted by their author(s) for publication without permission of CEWG or SSIWPA. Such papers will acknowledge all contributions of data, financial support and expertise from others.

## **Schedule A: Scope of Work for CEWG 2016-17**

At the time of development of these Terms of Reference, the SSIWPA is in process of developing a Program Charter for a Salt Spring Island Integrated Water Management (IWM) Program. CEWG's workplan will be derived by SSIWPA Steering Committee to fit into the larger IWM Program Scope. Please [click here to download the IWM Program Charter](#). A final Scope of Work 2016-17 for the CEWG will be released in the fall of 2016.

The IWM program scope is far beyond the mandate of this CEWG alone, and will rely on memorandums of understanding between SSIWPA member agencies in order to accomplish the purpose and main objectives of the program.

### **Proposed Scope of Work 2016-17**

1. **Assess existing delivery systems of freshwater against current best practices and available technology and provide recommendations and advice regarding feasibility, cost/benefit, environmental and social implications of implementing upgrades:**

- A. Audit water delivery and distribution systems, and recommend possible efficiencies.
    - Assess and report on cost: benefits (\$, environmental, personal/societal, etc.) of implementing efficiencies in specific SSI water delivery systems.
  - B. Assess best practices and alternative technologies available for:
    1. rainwater
    2. grey water
    3. wastewater reuse
    4. desalination
  - C. Assess and report on cost: benefits (\$, environmental, personal/societal, etc.) of implementing alternative technologies in specific SSI areas.
  - D. Explore incentives used in other localities to manage demand, increase conservation, etc. (i.e. subsidies, building code, zoning changes, tiered rates, etc.)
2. Advise SC about existing or new local or provincial legislation from conservation and efficiency perspective.

Changes this version:

Membership - changed "no less than six (6)" to read "no less than four (4)"

Amended bullet formatting in list for Role of Chair

Added proposed Scope of Work for CEWG from Final IWM Program Charter