

Symposium on “Exploring Water Re-use for Household Municipal and Industrial Applications” Terms of Reference

Approved by the Alberta Water Council (Executive Committee) on: April 12, 2013

CONTEXT:

- The Symposium initiative on water re-use originated from a statement of opportunity brought forward to the Council by the Government of Alberta. The Council identified this initiative as priority work at the October 2012 board meeting and established a Steering Committee to further define and scope the project.
- Municipalities, industries, and other major water users in Alberta, particularly in water-short areas, are starting to explore alternatives to using potable water when lower quality water is adequate for certain uses. The main sources of lower quality water are:
 - Storm drainage and rain water captured in rain barrels and municipal and industrial ponds.
 - Re-use of treated wastewater from a secondary or tertiary treatment facility for beneficial purposes (water recycle).
 - Re-use of untreated wastewater from an onsite system (water re-use), such as the use of grey water.
 - Use of saline or brackish groundwater or low quality fresh water in some industrial activities in lieu of fresh water.
- The Government of Alberta, as regulator, sees value in better understanding of the challenges and opportunities related to using these lower quality sources of water.
- Using alternative sources of water may contribute to:
 - Reducing surface water withdrawals thus benefitting aquatic ecosystems
 - Reducing water treatment costs
 - Relieving stress on water supplies in water-short areas
- The Steering Committee will operate in a manner that is consistent with the rules, policies, and procedures adopted by the Alberta Water Council.

STRATEGIC INTENT (GOAL):

The purpose of this initiative is to organize and hold a symposium that will provide a platform for:

- Bringing water using sectors together to share global water re-use knowledge, challenges and solutions to inform the potential development of responsive water re-use policy in Alberta.

OBJECTIVES:

- Execute a symposium that will include, but is not limited to: selection and invitation of speakers, renting of facilities, catering services, organization and logistics, registration of participants, developing symposium materials, promotional items and proceedings.
- Target an audience of various industries, all levels of governments, WPACs, and Albertans generally who would benefit from a discussion and resulting compilation of knowledge and experiences shared at the symposium on the use of alternative sources of water.
- Aim for between 200 and 225 participants to attend a two day symposium.
- Organize a symposium that is cost neutral.
- Raise the Council's profile and brand.

KEY TASKS:

The Steering Committee will:

- Build a work plan and operate according to its timelines and tasks.
- Provide regular updates to the Council.
- Choose a location, venue and date for the two day symposium event.
- Develop a two day program with topics highlighting alternatives to potable water, with potential themes that may include:
 - Main Themes: Business & Environmental Sustainability, Technology & Innovation & Research, Political Drivers
 - Sub-Themes: Policy, Research & Information, Public/Social
- Use sub-committees to assist with the symposium organization as needed.
- Engage a qualified consultant to act as an event planner for the symposium, who will:
 - Provide advice to the symposium steering committee as needed.
 - Complete specific tasks as outlined in the request for proposal, such as coordinate registration, liaise with the venue, monitor timelines, trouble shoot, etc.
- Identify, solicit and select speakers that support the symposium purpose and themes.
- Develop a communications plan, which includes promotional material to promote the event and gather registration interest.
- Provide opportunities for networking, during breaks, banquet, etc.
- Prepare a sponsorship package to gather funding for the event.
- Maintain a budget for the symposium organization.
- Ensure supplier and venue contract commitments are structured to minimize penalties.
- Review symposium progress on funding (registration and sponsorship) at 90, 60 and 30 day check points prior to the event.
- Prepare proceedings for the symposium.
- Prepare a "lessons learned" document for planning a symposium to assist with future event planning.
- Provide a report to Council on the Symposium learning's and outcomes.

TIMELINES and DELIVERABLES:

- Regular Updates to Council.....As needed
- Execute the Symposium event.....Spring 2014
- Prepare Symposium Proceedings.....Summer 2014
- Prepare “Lessons Learned” for planning the event.....September 2014
- Present the Symposium learning’s and outcomes.....October 2014

MEMBERSHIP:

A small multi-stakeholder steering committee is needed to organize and deliver the symposium. The steering committee has representation from all four broad categories.

Industry:

- Oil and Gas

Government:

- Large Urban
- Rural

Non-Government Organizations:

- Lake Environment Conservation
- Watershed Planning and Advisory Councils

Government of Alberta and Provincial Authorities:

- Alberta Environment and Sustainable Resource Development

BUDGET:

- The AWC will commit to providing \$30,000 as “seed funding” to cover start-up costs associated with the symposium (e.g., secure an appropriate venue, ensure that high-calibre speakers can be attracted, and promote the event). Funding will be reviewed once the symposium program and budget have been established.
- A symposium offers an opportunity for some cost recovery and, in addition to the commitment from the AWC, other sources of financial support could reasonably be expected given the nature and timeliness of the topic.

The Steering Committee estimates a budget of \$150,000 to hold the symposium, as outlined below. These costs are intended to be recovered through registration fees and sponsorships.

Symposium Cost Estimate

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|-------------------------------|----------|
| Event Coordinator..... | \$20,000 |
| Speakers..... | \$45,000 |
| Venue..... | \$12,000 |
| Food, Reception, Banquet..... | \$50,000 |
| Promotions..... | \$5,000 |
| Proceedings..... | \$3,000 |
| Contingency..... | \$15,000 |