

STREET LIGHTING ASSET COMMITTEE TERMS OF REFERENCE

INTRODUCTION

The purpose of this document is to provide terms of reference for the Street Lighting Asset Committee. Its intent is to provide guidelines to the Committee Chair and Co-Chair, members, and ESA staff. However, during the course of fulfilling its mandate, the Committee may encounter circumstances that are not covered in these terms of reference. In these instances, the Chair is encouraged to first consult with the members and to use their best judgment as to how best to address such circumstances. If the matter cannot be addressed at the Committee level, it is the responsibility of ESA Management and the Ontario Provincial Code Committee (OPCC) to address the issue in consultation with the Committee.

SCOPE

As a Working Group established with the responsibility of creating guidelines for the installation, operation and management of Street Lighting Assets, the Street Lighting Asset Committee will act as an advisory body to the OPCC. The guidelines produced through the consolidation of separate documents agreed to by the Committee will adhere to the direction provided by the Ontario Electrical Safety Code.

GUIDING PRINCIPLES

The Committee will seek to achieve an appropriate balance amongst the following guiding principles, which would endeavour to ensure that:

- (a) The consolidated guidelines clearly explain the steps required to be followed by affected Stakeholders so that they are easily understood;
- (b) The consolidated guidelines comply with the Ontario Electrical Safety Code; and
- (c) Comments received from Stakeholders are addressed in the revisions to the documents.

The Committee will have no authority over the final adoption of the documents, since the responsibility is vested by *The Electricity Act* with *Electrical Safety Authority* and the *Lieutenant Governor in Council*.

COMPOSITION AND APPOINTMENT

Committee members will consist of representatives of organizations and individuals representing the following constituencies:

	<u>Minimum</u>	<u>Maximum</u>
Regulator/Government/Owner	4	8
Operator/Contractor	4	6
General Interest/Producer	3	5

The Regulator/Government/Owner representatives will be selected to provide views from Regulatory Authorities, Government bodies and Asset Owners.

The Operator/Contractor representatives will be selected to provide views from such groups as Utilities and the Electrical Contracting Industry (e.g. LDC affiliates, OEL, ECAO).

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The General Interest/Producer representatives will be selected to provide views from Consumers, Consultants and the Electrical Distribution Industry.

Multiple members representing a single organization will be considered as one vote in terms of the above Committee composition structure.

Members of, or organizations representing, each constituency identified above may express interest and/or nominate qualified individuals to participate on the Committee. ESA is responsible for appointing new members to its Committees through an open and transparent process in consultation with Committee members.

LEADERSHIP OF THE STREET LIGHTING ASSET COMMITTEE

There are two specific leadership roles on the Committee, the Chair and the Co-Chair. The primary roles of the Chair and Co-Chair are to work in consultation with ESA on agenda creation and finalization, be the primary liaison with ESA between Committee meetings, support post meeting administration, and preside over Committee meetings. Both the Chair and Co-Chair will be supported in their work by a Secretary to the Committee appointed by the ESA. The role of the Secretary is to support the Chair and Co-Chair in the coordination and administration of meetings and other activities of the Committee and act as the liaison with the ESA in the event that the ESA Committee member is absent from a meeting.

ORGANIZATION AND ADMINISTRATION OF COMMITTEE MEETINGS

A minimum of four meetings of the Committee will be prescheduled for the calendar year and additional meetings may be called by the Chair as required. It is the responsibility of the Chair and Co-Chair, together with the Secretary, to set the agenda for each meeting at a minimum of three weeks in advance of the scheduled meeting date. The Secretary of the Committee shall distribute meeting agendas and related support materials to Committee members at a minimum of two weeks in advance of each meeting. This information will also be posted on the ESA's web site.

POST MEETING ADMINISTRATION

The Secretary of the Committee shall be responsible for capturing the meeting minutes and will work with the Chair and Co-Chair to ensure that draft minutes are completed and distributed to members within two weeks of the meeting. Members will have one week to review the minutes and submit any errors or omissions to the Secretary. The Chair and Co-Chair will finalize the minutes with the Secretary and the Secretary will provide the minutes and related submissions to Committee members and post the minutes on the ESA's web site.

LIABILITY

The legal relationship between the ESA and the Street Lighting Asset Committee shall be in accordance with ESA policy attached as Appendix I.

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APPENDIX I

Electrical Safety Authority

Corporate Policy

POLICY STATEMENT ON LIABILITY

WHEREAS it is in the interests of the Electrical Safety Authority (“ESA”) to receive advice and comment on technical and policy matters within its jurisdiction, from those persons affected by regulations and other matters under section 113 of the *Electricity Act, 1998*.

AND WHEREAS it is in the interest of those affected to provide ESA with advice and feedback on matters concerning regulations and other matters under section 113 of the *Electricity Act, 1998*.

NOW THEREFORE ESA recognizes that:

- The Council, Committees and Panels act in a strictly advisory capacity to ESA.
- Although ESA is committed to considering, and where appropriate, acting on the recommendations and advice of the Council, Committees and Panels, each respectively is not responsible for ESA’s adoption and implementation of such advice or recommendations. Membership on the Council, Committees and Panels is voluntary and they do not perform any statutory function or duty.
- Although the Council, Committees and Panels will endeavour to provide the best possible advice to ESA, the Council, Committees and Panels do not warrant the accuracy, value or usefulness of the advice provided, notwithstanding that ESA may rely on such advice and such reliance may give rise to liability on behalf of ESA.

Accordingly ESA states that;

- ESA will not hold the Council, Committees and Panels or their members liable for any advice or recommendation provided, notwithstanding that such advice or recommendation or ESA reliance on such advice or recommendation may result in liability being imposed on ESA.
- ESA will indemnify and hold harmless any Council, Committee and Panel Member for work performed in the course of their duties as a member provided such work was performed in good faith.
- ESA has no legal relationship between with the Council, Committees and Panels or their respective members other than that outlined in this policy.
- ESA does not authorize or permit any Council, Committee or Panel to act beyond providing advice or recommendations to ESA in accordance with its mandate as identified in its respective Terms of Reference.

General Counsel
Electrical Safety Authority