

## Public Advisory Committee Terms of Reference

### Lions Gate Public Advisory Committee (LGPAC) – Phase Two, Terms of Reference

#### BACKGROUND

Metro Vancouver's Integrated Liquid Waste and Resource Management Plan seeks to protect public health and the environment while providing liquid waste and resource management for the region. One action from the plan includes the upgrade or replacement of the Lions Gate Wastewater Treatment Plant to secondary level treatment to meet the Canada-wide Strategy for the Management of Municipal Wastewater Effluent requirements and timelines.

The Lions Gate Secondary Wastewater Treatment Plant project is now in its second phase, design and construction. The Public Advisory Committee will be providing input and advice on this phase of the project and will address areas such as traffic management, construction impact mitigation, air quality monitoring and educational opportunities for the new plant.

#### PURPOSE

The purpose of the Terms of Reference is to ensure that members of the Public Advisory Committee are aware of expectations, commitments and their advisory role for the ***design and construction phase of the Lions Gate Secondary Wastewater Treatment Plant project.***

#### OBJECTIVES

The Public Advisory Committee will receive information and provide advice on the ***design and construction phase of the Lions Gate Secondary Wastewater Treatment Plant project*** regarding potential community impacts.

#### DURATION AND REVIEW

**1. Duration:**

Public Advisory Committee members will be appointed for ***two years, from August 2015 to August 2017*** and membership will be reviewed on a ***bi-annual*** basis to ensure that membership is reflective of the project needs.



## MEMBERSHIP AND APPOINTMENT PROCESS

### 2. Membership:

The Public Advisory Committee membership has representation from **Norgate community, North Shore at-large, business, and education and awareness**. *Note: Metro Vancouver engages First Nation groups through a separate process.*

### 3. Public Advisory Committee Appointment:

The Public Advisory Committee membership is appointed by the Metro Vancouver Board at an in-camera meeting.

## ADMINISTRATION

### 4. Metro Vancouver Staff Responsibilities:

Metro Vancouver staff will: develop a work plan for the Public Advisory Committee; develop the Terms of Reference; recruit Public Advisory Committee members; obtain approval of the membership list; determine the need for and recruit a process facilitator and/or a Chair and Vice-Chair; prepare the Public Advisory Committee meeting agendas with input from the process facilitator or Chair and Vice-Chair; prepare meeting summaries; provide technical advice and support within the scope of the project; determine areas of input from the Public Advisory Committee and receive advice from Public Advisory Committee on these areas of input; report on Public Advisory Committee progress to standing committee of the Metro Vancouver Board.

### 5. Budget and Remuneration

The budget for the Public Advisory Committee is included in the overall program and will cover reasonable costs including, but not exclusive, of: catering at meetings, materials, process facilitator, note-taker and facility rental. No remuneration will be provided to Public Advisory Committee members.

## OPERATING GUIDELINES

### 6. Chair and Vice Chair:

The Chair of the Public Advisory Committee is **Diana Sollner** and the Vice-Chair is **Richard Hancock**.



**7. Duties of Chair and Vice-Chair:**

The Chair and Vice-Chair will: provide objective chairing of meetings; ensure discussions are held in a fair and equitable manner; facilitate input of Public Advisory Committee members under topic of consideration; provide advice to Metro Vancouver staff on agenda topics in advance of meetings; ensure that meetings and discussion topics start and end on time and follow established agenda; review the meeting summaries drafted by Metro Vancouver and provide feedback to ensure they accurately reflect meetings discussions.

**8. Process Facilitator:**

Metro Vancouver staff will provide a process facilitator to assist the Chair, Vice-Chair and the Public Advisory Committee members with their discussions on agenda topics.

**9. Duties of Process Facilitator:**

Duties of the process facilitator include: assist the Chair or Vice-Chair with facilitating group discussion; assist with ensuring that meetings start and finish on time; provide independent advice on the group process; assist the Public Advisory Committee members with summarizing the views expressed in the discussion; provide advice to Metro Vancouver on agenda topics and the format for the Public Advisory Committee meetings and discussions.

**10. Member Meeting Attendance:**

Public Advisory Committee members are expected to regularly attend meetings in order to remain up-to-date on project information and how issues have evolved. If a member is unable to attend, he or she should notify the process facilitator prior to the start of the meeting.

**11. Meeting Responsibilities:**

Metro Vancouver staff will: assist in determining the best dates, times and locations of the Public Advisory Committee meetings for the majority of its members; arrange facilities and notices for Public Advisory Committee meetings; provide a process facilitator, venue, note-taking and refreshments.

**12. Meeting Documentation:**

Metro Vancouver will prepare summaries of meetings to be reviewed by the Chair or Vice-Chair for accuracy and circulate summaries to Public Advisory Committee members.

**13. Observers:**

Public Advisory Committee meetings are open to the public. Observers may attend meetings but may not participate in discussions. Time may be set aside in the meeting for questions and comments from persons who attend outside of the Public Advisory Committee.

**14. Terms of Reference Conflict:**

In any case of conflict between the rules of procedure and a Public Advisory Committee's Terms of Reference, as adopted by a Standing Committee of the Metro Vancouver Board, the Terms of Reference govern.



**15. Consensus Decision-Making:**

The Public Advisory Committee provides advice to Metro Vancouver staff. Where possible, committee consensus will be sought when discussing positions, however minority opinions will be considered to have merit and be noted. No votes will be held to determine the group's position. Metro Vancouver will be responsive to concerns but will not ask the Public Advisory Committee to formally approve or disapprove of any actions. Metro Vancouver will consider the deliberations and input of the Public Advisory Committee and respond regarding how the input was considered.

**16. Public Advisory Committee Reporting:**

The Public Advisory Committee will report to Metro Vancouver staff and provide advice on key topics and issues determined by Metro Vancouver staff. Metro Vancouver staff will consider this input and report to the standing committee of the Metro Vancouver Board.

**17. Report Timing:**

At minimum, an annual report will be prepared by Metro Vancouver staff on the work and progress of the Public Advisory Committee.

**18. Declaring Conflict of Interest:**

Public Advisory Committee members are required to declare the nature and extent of any conflict of interest to the Chair and Metro Vancouver staff immediately after the time at which the relevant facts come to the member's attention. See Metro Vancouver's Conflict of Interest Policy.

**19. Media Relations:**

Metro Vancouver will be the official spokesperson for the information on the particular project or plan that the Public Advisory Committee has been established to support. Public Advisory Committee members will not speak on behalf of the Public Advisory Committee to the media or outside organizations, agencies or elected officials.

