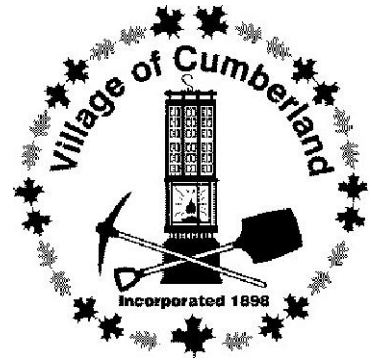


COUNCIL POLICY



Liquid Waste Management Plan - Wastewater Advisory Committee

Terms of Reference

March 29, 2016

The Terms of Reference defined in this document outline the purpose of the Wastewater Advisory Committee, and the expectation and commitments of its members in developing the Liquid Waste Management Plan (LWMP) for the Village of Cumberland.

Purpose of the Wastewater Advisory Committee

The LWMP process is a consultative process, involving municipal staff and elected officials, technical specialists, Provincial government, regional stakeholders, First Nations and extensive public consultation.

While the responsibility for the management of the LWMP ultimately rests with Village Council, the Wastewater Advisory Committee's purpose is to be the gathering and discussion portal for all relevant information for the LWMP, and subsequently make recommendations to the Steering Committee for the major decisions relating to the LWMP.

With broad representation from government, technical and public interests, the Wastewater Advisory Committee will;

- Act as a representative for, and liaison to the general public or other unrepresented stakeholders, as appropriate;
- Develop plans for public consultation;
- Review information provided by the Village, consultants, Committee members, special interest groups and the general public;
- Identify knowledge gaps, if any, and provide feedback to Village staff and consultants; and,
- Make recommendations to the Steering Committee.

The Wastewater Advisory Committee will run for the duration of the LWMP, though membership may be adjusted along the way. Once the LWMP is implemented, a new Monitoring Committee will be struck.

Membership

It is proposed that the Wastewater Advisory Committee will have from 10 to 15 members. This committee will be made up of the following:

- General public – Members at large selected from residents of Cumberland to provide a mix of environmental, social and economic perspectives, and age and gender representation;
- Local environmental groups;
- K'omoks First Nations;
- Local business groups;
- Provincial and federal ministries or agencies who have indicated interest or whose mandate will be affected by or will affect the planning process (e.g. Environment Canada, Fisheries and Oceans Canada);
- Council member (ex-officio);
- Staff – LWMP Project Coordinator, Chief Administrative Officer, Director of Operations, and other staff as required (ex-officio);and,
- Technical Consultant – advisor (ex-officio).

A posting will be made for Members from the general public, with the number and identity of participants to be selected by the Village Council.

Roles and Responsibilities of members

Participating on the Committee is both privilege and an obligation. It is not necessary for members to have a technical or even environmental background to participate. They are expected to bring their own perspectives to the table, but must also develop a broad understanding of the issues and process. Members must participate constructively in the process, and be prepared to provide to, and disseminate from the Committee, the full range of perspectives, including those with which they may disagree.

Members are expected to:

- Prepare themselves for meetings by reading all relevant materials;
- Support open and inclusive discussion;
- Speak in terms of interests versus positions;
- Be open to outcomes, not attached them;
- Where a member is espousing a favored position or course of action, they must fully and honestly disclose the reasons for their positions;
- Disclose any potential conflicts of interest;
- Liaise with any groups which they may represent, and ensure that they have the authority to speak on behalf of such groups; and,
- Attend all meetings as practical.

For members representing specific groups, an alternate representative must be nominated in the event the original member cannot attend. If an individual member cannot continue to attend meetings, they must inform the Chair, and assist in making arrangements for an alternate.

If a member consistently misses meetings, or conducts themselves poorly at meetings, they may be excluded from the Committee at the discretion of the Village.

Meeting Frequency

Meetings will be expected to occur both on an ongoing basis and as required to addressing pressing LWMP process issues that arise. It is expected that five to eight Committee meetings will be held during business hours over Stage 1 of the LWMP Process. Meetings will nominally be once a month, but may be more or less frequent as the workload and rate of progress demands. There will be several public open houses during the process and Committee members are expected to attend these, though it is not mandatory.

Committee Protocol

The Committee will select a Chair and an alternate from amongst its representative at its inaugural meeting. The main role of the Chair is to manage the meetings and ensure all voices are heard, and that meetings stay to their agenda. Being the Chair does not preclude them from taking part in discussion or voting. Large portions of the meetings will be facilitated by the Project Coordinator and/or Technical Consultant, who will work with the Chair on the arrangements for such.

Meetings will be held in public, unless there is some information to be discussed that would require a closed meeting under the provisions of the *Community Charter*. The public may listen to, but not participate in the Committee process, unless specifically invited to do so by the Chair. Where time permits, there can be a public question and answer period after the Committee meetings.

Any committee member can request an item of new business to be included on the agenda for a meeting, but such inclusion will be at the discretion of Village project staff in consultation with the Chair.

Decision Making

Wherever possible, decision making will be made by consensus, and recorded as such. Where the decision is regarding a recommendation to be made to the Steering committee, there will be a formal motion and a vote. A consensus recommendation may include the identification of a specific issue or concern to be noted in the record as a consideration, but not a limiting factor. If a consensus cannot be reached after suitable deliberation, then a vote will be taken. The dissenting members will be required to provide a statement for the record, at the meeting, outlining their rationale for dissenting, and this statement will be included in the meeting minutes and both majority and dissenting opinions presented to the Steering Committee for final decision.

The Council representative, Village Staff and consultants will be non-voting members of the Committee.

The Advisory Committee does not have the authority to incur expense on behalf of the Village. Any recommendations or decisions that require significant study of new issues by the consultants, thus incurring significant time and expense, are subject to review by staff and consultants, and must be approved by the Steering Committee.

Reporting and Communications

Village staff will prepare any official reports from or to the Advisory Committee. These may also be to the Steering Committee, other levels of government or third parties.

Any official communication on behalf of the Committee to the media or other official entities will be by Village staff or the Chair. The latter only applies if there is agreement by the Village project staff and committee.

All agendas, minutes and reports will become part of the public record and be published as soon as practicable unless required to be kept in-camera.

Committee Members are expected to interact with the general public, and should do so in accordance with the principles of good conduct outlined in the Members Roles and Responsibilities. In such discussions, members can give their personal opinions, and accounts of the meetings, but may not purport to represent either the Committee or the Village. Similarly, members should not discuss opinions expressed by other members without their consent first.

Administration and Resources

Village staff and consultants will be responsible for providing administrative support to the Committee. This will include arranging the meetings, preparing agendas and minutes, reports and recommendations for both the Advisory committee and the Steering Committee. Meeting minutes shall include the key points from discussion of agenda items, and the ensuing decisions and action items, and voting records where appropriate.

Direct meeting expenses such as venues, advertising, materials, food and beverage (other than sponsored product) will be covered by the Village. Committee members are responsible for their own travel and expenses, if any. Participation on the Committee by public members is voluntary, with no remuneration provided.