



District of Squamish: Liquid Waste Management Plan (LWMP)

Local Advisory Committee – Terms of Reference

INTRODUCTION

The following Terms of Reference outline the role, expectations, and commitment required of the Local Advisory Committee (LAC) members in the development of a Liquid Waste Management Plan (LWMP) for the District of Squamish.

PURPOSE

The LAC's scope of work is to act in an advisory capacity to the District of Squamish and its consulting team (led by Urban Systems Ltd.) in order to incorporate community input into the Plan where appropriate. To do this, the LAC will help ensure that proposed projects, costs and fees, programs and policies are in the best interests of the public, where appropriate. The LAC will work jointly with the Technical Advisory Committee (TAC) which includes public stakeholder representatives who will provide comments and feedback to the process with the overall community in mind. Specifically, members of the LAC will:

- Provide local views on issues and ideas and convey the aspirations of the community to guide the LWMP vision;
- Provide input at various stages of the planning process, including Newsletters and Open House materials, Stage 1 and 2 Reports and the Final LWMP document;
- Provide ideas or recommendations that will provide socially, economically and environmentally sustainable liquid waste management options to the District of Squamish; and
- Provide recommendations that will lead to the design of a LWMP that is acceptable to the public.

TASKS OF THE LOCAL ADVISORY COMMITTEE

As a member of the Local Advisory Committee, members will undertake, but not be limited to, the following tasks:

- Undertake related readings and review of information provided;
- Attend meetings as required;
- Provide input, feedback, and ideas. The results of the LAC feedback will be evaluated by District staff and included into the plan appropriately; and
- Attend the Local Advisory Committee meetings, when called upon to receive public sentiments firsthand;

MEMBERSHIP

The Local Advisory Committee will be open for membership to organizations or individuals interested in liquid waste management and will primarily reflect community interests.

If it becomes apparent during the process that additional representation on the LAC is required from another technical group or agency, the LAC may identify and recruit such persons.

LAC members will work closely with members of the established Technical Advisory Committee, and will either physically attend joint TAC/LAC meetings, or provide written comments to be circulated to the TAC for review and discussion.

In addition, District of Squamish staff will serve as non-voting members, and consultants will be present to assist with administration, facilitation, and to provide technical information.

REPORTING

The LAC will provide comments and recommendations to the consultant for inclusion in the discussion documents that will eventually form the LWMP document.

COMMITTEE DECISION MAKING

The recommendations and feedback from the LAC will be used to help guide the decision-making process, including any final decisions made by the Technical Advisory Committee and Ministry of Environment.

COMMITTEE PROTOCOL

The consultant and/or the District of Squamish will provide a facilitator for all committee meetings.

All LAC members are equal and have equal opportunity to contribute at meetings and responsibility to respect the opinions of others. Committee members are encouraged to actively participate in the discussions and use their experience, education, and insight to speak freely about any issues or opportunities to be considered.

Committee members are present to give a voice to the community. However, members are equally responsible to listen and understand the views of others. It is only through this dialogue that real consensus can be achieved.

Members are encouraged to work collaboratively and be committed to reaching consensus where possible. Consensus will be formally recorded in the minutes of the meeting. In certain circumstances, issues raised during the course of a meeting may require a formal motion and vote. Any members unable to agree with the consensus decision may have their objections noted in the minutes.

Committee members may choose to express their personal views about the process to others outside the committee but may not speak on behalf of or in any way create the impression that they are speaking for the committee as a whole. In order to ensure open and honest dialogue, committee members should not discuss comments or opinions expressed by other committee members without their knowledge and consent.

The District of Squamish will utilize its Communications Manager, Christie Smith, for establishing consistent communications throughout this project.

Members are asked to arrive promptly at meetings. Members who miss three consecutive meeting may have their membership revoked at the discretion of the LAC.

District of Squamish staff will be present at meetings as a resource for the Committee.

Non-LAC members may observe meetings (all meetings are open to the public), but will not have speaking rights, unless invited to speak by the Facilitator.

MEETINGS OF THE ADVISORY COMMITTEE

a) Combined TAC/LAC Meetings

There are four combined TAC/LAC meetings scheduled as part of the LWMP process. The benefit to this approach is that technical and public representatives hear and talk about local issues firsthand.

b) Minutes

Minutes will be recorded at all Advisory Committee meetings. The minutes will be provided to LAC members following the meeting.

DURATION

The term for each member appointed to the Local Advisory Committee will be until the Ministry of Environment has endorsed the Plan. It is anticipated this process will take 12 to 14 months to complete with approximately four meetings planned through the project duration.

RESOURCES

The District of Squamish and its consultants will provide staff resources to the LAC including arranging meetings, agendas, minute taking, distribution of materials, and other administrative functions. Any budget requirements for the LAC will be included within the budget of the LWMP, subject to the normal annual review and approval process of the District of Squamish. Participation on the LAC is voluntary, with no remuneration provided for members' time.

CONTACTS

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