



LWMP Advisory Committee Terms of Reference

Regional District of Central Okanagan (RDCO)

INTRODUCTION

These Terms of Reference outline the role, expectations, and commitment required of the Advisory Committee (AC) members in the development of the Liquid Waste Management Plan (LWMP) for the Regional District Electoral Area “Central Okanagan East” (formerly known as Electoral Area “Joe Rich/Ellison”).

PURPOSE

A LWMP is being developed for the RDCO Electoral Area “Central Okanagan East”. The LWMP will identify existing conditions and will involve the identification and development of suitable options for the management of liquid wastes, such as sewage, stormwater, and other wastewaters in the plan area. The LWMP process provides for public consultation to solicit ideas and comments from the citizens of the plan area regarding their preferred option or mix of options for the management of their liquid wastes.

The AC’s scope of work is to act in an advisory capacity to the RDCO Board through the Engineering Committee, to incorporate community objectives in the Plan. The AC will also help ensure that proposed programs and policies are in the best interests of all residents of the RDCO. The AC membership will also include technical representatives from several Federal and Provincial Agencies who will provide comments and feedback to the process with their specific agency’s mandate in mind. It is probable that some of the government agency representatives will provide written feedback to the process rather than attend meetings in person.

Specific purposes include:

- Review information provided by the RDCO and its consultants, and provide comments, concerns, ideas, and opportunities to be considered in developing the LWMP
- Assist in the development of plans for public consultation
- Act as a representative of a larger stakeholder group where applicable.
- Provide technical feedback relative to their specific agency’s mandate

TASKS

- Undertake related readings and review of information provided
- Attend meetings as required (see below)
- Provide input, feedback, and recommendations, including identifying potential opportunities and strategies for consideration. The results of the AC’s review will be utilized by the consultant, including recommendations for changes, additions, or deletions from the Plan
- Assist in developing the guiding principles for the LWMP
- Review and provide input on the public consultation process for consulting with plan area residents, broader communications, and media relations, and the timing and location of consultation sessions with the community. Assist with various public meetings and open house events
- Act as liaison to larger stakeholder group(s), with the assistance of information summaries developed as part of the public consultation process.

MEMBERSHIP

Ideally, the AC will have between 15 to 21 members. Through a combination of advertising and personal contact the RDCO has recruited private citizens who have indicated a desire to assist in the development of this LWMP and who will represent the "Public".

The consultant and staff have contacted the appropriate government agencies to determine the individuals who will either physically attend AC meetings or to whom discussion documents will be circulated for comment. (These government agencies may also meet for a one day "Agency Workshop" to discuss concepts and issues and present their agency's mandate as it pertains to the LWMP.)

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

Members of the AC should be aware that they would need to make the following commitments and should have the:

- Willingness and ability to commit the necessary time over the plan development period
- Interest in the future of the Regional of Central Okanagan's Electoral Area "Central Okanagan East"
- Interest and participation in environmental matters
- Academic or technical qualification, work experience, professional expertise or local knowledge
- Skills and experience related to roles and responsibilities of the AC
- Ability to work toward consensus with people who hold different views.

The RDCO selection committee sought to create an appropriate balance that included a mix of people from across the electoral area and a variety of perspectives on social, economic, and environmental issues as well as a balance between technical and non-technical interests.

If any positions become vacant during the process, the AC may identify and recruit replacement members.

If it becomes apparent during the process that additional representation on the AC is required from another agency or interested party the AC may identify and recruit such persons.

REPORTING

The AC will provide comments and recommendations to the consultant for inclusion in the discussion documents that will eventually form the LWMP document. The Engineering Committee will provide feedback to the RDCO Board, supported with information received from the AC, RDCO staff and the consultant.

COMMITTEE DECISION MAKING

Decisions about what to recommend for the LWMP and subsequently to the Engineering Committee and the RDCO Board, will be made by consensus. If necessary, a vote will be taken with 2/3 majority to pass. A quorum will be defined as 50% membership in attendance – excluding absentee representatives who may submit their agencies feedback in writing. Minority reports or information reflecting a different perspective may also be submitted if any member wishes to do so. The recommendations and feedback from the AC will be used to help guide the decision-making and any final decisions will be made by the RDCO Board.

COMMITTEE PROTOCOL

The consultant will provide a facilitator.

All AC 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.

For consistency, RDCO staff will act as the media spokesperson for all inquiries and all calls can be referred to Hilary Hettinga, Director of Engineering at 469-6241.

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

RDCO staff will be present at meetings as a resource for the committee.

Non-AC members may observe meetings, but will not have voting rights or speaking rights, unless invited to speak by the Facilitator.

DURATION

It is anticipated the AC will meet as required in order to assist with the development of the Plan Review. It is anticipated there will be approximately three to four meetings over an 8 month period.

RESOURCES

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

CONTACTS

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