

Terms of Reference Comox No. 2 Pump Station Site Advisory Group

Mission: Established by the sewage commission and comprising public, political, technical and administrative representatives, this advisory group considers matters relating to the site selection for the Comox No. 2 pump station.

Mandate: The Comox No. 2 pump station site advisory group will provide advice to the sewage commission on matters pertaining to site selection as per the sewage commission resolution dated February 3, 2015:

THAT a terms of reference be prepared for the sewage commission to assemble a citizens' advisory committee to work with the CVRD in working towards a site selection process for a Comox No. 2 pump station.

This includes:

- Review the current sewer system and seek to understand the available options for addressing various technical, operational, financial, environmental and social limitations;
- Consider suitable sites including but not limited to those referenced by the delegation at the February 3, 2015 sewage commission meeting;
- The commission specifically excluded the following properties from consideration at its February 3, 2015 meeting: Mack Laing, MacDonald Wood, Baybrook (Stubbs property) and Filberg parks;
- Report back to the sewage commission regarding the recommended site (or sites) at the regular scheduled meeting of May 12, 2015.

Membership: In order to provide representation from a community, technical and administrative perspective, the membership on the advisory group is as follows:

- Chair of the sewage commission or an alternate member of the sewage commission as appointed by the chair (Manno Theos);
- Sewage commission member from Town of Comox (Maureen Swift and alternate);
- Electoral Area 'B' (Lazo North) director (Rod Nichol);
- Croteau Beach Hawkins Greenway neighbourhood group contact (David Battle);
- Two members of the Croteau Beach Hawkins Greenway neighbourhood group approved by the CVRD (Lorraine Aitken and Michael Smit and alternate Mary Lang);
- Comox Valley Regional District staff (Marc Rutten and alternate Dave Leitch);
- Town of Comox staff (Richard Kanigan and alternate); and
- City of Courtenay staff (Lesley Hatch and alternate Craig Perry).

Advisory group members have a responsibility to make recommendations based on the best interests of the Comox Valley-at-large. Advisory group members must abide by the conflict of interest provisions of the *Local Government Act* and *Community Charter*. Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes, and the advisory group member must not attempt in any way, whether before, during or after the meeting to influence the discussion on any question in respect of the matter.

Advisory group chair: The chair of the sewage commission or alternate shall act as the presiding member at advisory group meetings.

Resources: The CVRD CAO will determine and assign resources as required to cover meeting expenses, meals/coffee, photocopying and other related activities. The CVRD engineering services shall provide administrative and technical support for the advisory group. Typical support functions include the following:

- organizing and preparing the agenda, in conjunction with the advisory group chair and staff liaison;
- distributing the agenda packages to advisory group members;
- forwarding the agenda to the CVRD corporate legislative officer for posting as a public notice;
- mailing or delivering all meeting notices and agendas;
- receiving all correspondence, and preparing correspondence and reports on behalf of the advisory group;
- editing the draft minutes and providing the final minutes to the CVRD corporate legislative officer and advisory group members;
- managing the files of the advisory group, as necessary.

Tenure: This advisory group shall serve until the advisory group presents its final report and recommendations to the sewage commission at the regular scheduled meeting of May 12, 2015.

Reporting: The advisory group will provide its minutes to the CVRD corporate legislative officer within 48 hours of any meeting. Where the sewage commission feels it is necessary, the advisory group may be asked to meet with the sewage commission and brief the sewage commission on an issue(s) within its purview. Decisions of the advisory group will be presented to the sewage commission and / or CVRD board in the form of recommendations within the advisory group minutes.

Contact with the Media: Any contact with the media regarding issues related to the work of this advisory group shall be handled by the advisory group chair or shall be referred by the advisory group chair to the CVRD board chair. The chief administrative officer and general manager of public affairs and information systems will provide assistance and / or guidance to the board chair and advisory group chair in responding to the media.

Public Meetings: All advisory group meetings are open to the public. Where the matter deals with an issue that is confidential (as per section 90 of the *Community Charter*), the advisory group may close the meeting to the public to discuss that matter.

Code of Conduct

All participants of the advisory group will endeavor to support an open and inclusive process; treat others with courtesy and respect; listen attentively with an aim to understand; speak in terms of interests versus positions; be open to outcomes, not attached to outcomes; and share and discuss ideas from a professional perspective.

This terms of reference was approved by the sewage commission on February 17, 2015.

Appendices: A – Synopsis of requirements for a second Comox pump station