



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** November 3, 2010
From: Joe Erceg, MCIP **File:**
 General Manager, Planning and Development
Re: **Revised Terms Of Reference: Advisory Committee on the Environment (ACE)**

Staff Recommendation

That, as per the staff report from the General Manager of Planning and Development entitled "Revised Terms of Reference: Advisory Committee on the Environment (ACE)", dated November 3, 2010:

- a) the existing 2003 Committee on the Environment (ACE) Terms of Reference be replaced with the 2010 Advisory Committee on the Environment (ACE) Terms of Reference (Attachment 2), and
- b) the Terms of Reference For City's Representatives to the YVR Advisory Noise Management Committee (YVR ANMC) be approved (Attachment 3).

Joe Erceg
 Joe Erceg, MCIP
 General Manager, Planning and Development
 (604-276-4083)

Att. 3

FOR ORIGINATING DEPARTMENT USE ONLY					
ROUTED TO:		CONCURRENCE		CONCURRENCE OF GENERAL MANAGER	
Transportation		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		<i>Joe Erceg</i>	
REVIEWED BY TAG		YES	NO	REVIEWED BY CAO	
<input checked="" type="checkbox"/> <i>ME</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <i>CAO</i>	

Staff Report

Origin

On June 14, 2010, Council endorsed the Richmond Airport Noise Citizens Advisory Task Force (RANCATF) report and directed that the City's representatives to the YVR Advisory Noise Management Committee (YVR ANMC) report directly to the City's General Purposes Committee, at least twice a year instead of ACE in order to better keep Council updated in a more direct and a timely manner.

The purpose of this report is to:

- (1) appropriately establish revised the ACE Terms of Reference (ToR) to reflect this directive,
- (2) establish new City Terms of Reference for the City's representatives (regular and alternate) to the YVR Advisory Noise Management Committee (YVR ANMC), so that they report to the City's General Purposes Committee, at least twice a year.

This report address Council's directive and is regarded as a housekeeping amendment.

Analysis

While the June 14, 2010 decision is not specific as to actually removing the YVR ANMC representatives from ACE, City staff intended this removal and think that it is best for several reasons. Managing aircraft noise is a special issue and quite different than the broad range of normal ACE matters. Aircraft noise management requires much more time, focus and special knowledge by the representatives. The representatives will be very busy working to implement the Task Force report in a timely manner by analysing the issues and attending many meetings with City's Task Force, YVR, Transport Canada and NAV CANADA. Thus, it is more efficient not to burden the representatives with ACE business. The representatives will continue to update ACE as required.

The best way, it is suggested, to achieve Council's direction is to:

- (1) modify the ACE Terms of Reference to reflect this directive, and
- (2) establish new City Terms of Reference for the City's representatives (regular and alternate) to the YVR Advisory Noise Management Committee (YVR ANMC), to report to the City's General Purposes Committee, at least twice a year.

The existing 2003 ACE Terms of Reference are shown in **Attachment 1**.

The proposed revised 2010 ACE Terms of Reference are shown in **Attachment 2**.

- This revision simply deletes the references to the City YVR ANMC representatives.

The proposed new Terms of Reference for the City's representatives (regular and alternate) to the YVR Advisory Noise Management Committee (YVR ANMC) are shown in **Attachment 3**.

- These new Terms of Reference establish accountability and reporting procedures for the City's representatives (regular and alternate) to the YVR Advisory Noise Management Committee (YVR ANMC), so that they report to the City's General Purposes Committee, at least twice a year,
- The main role of these City representatives is to represent Richmond's interests at the YVR ANMC and, in turn, to Council regarding YVR ANMC activities,

- The City's representatives to the YVR Advisory Noise Management Committee (YVR ANMC), with assistance of City staff, will keep ACE updated regarding YVR ANMC activities and Council's directives.

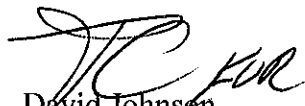
City Transportation staff will support City's representatives to the YVR Advisory Noise Management Committee (YVR ANMC) in meeting their responsibilities.

Financial Impact

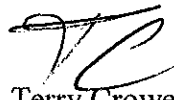
None

Conclusion

Council has directed the City's representatives to the YVR Advisory Noise Management Committee (YVR ANMC) to report directly to the General Purposes Committee, as least twice a year. To achieve this changes staff are proposing revised ACE ToR and new ToR for the City's representatives to the YVR Advisory Noise Management Committee (YVR ANMC).



David Johnson
Planner (4193)



Terry Crowe, Manager
Policy Planning (4139)

DJ:cas

- Attachment 1** The Existing 2003 ACE Terms of Reference
- Attachment 2** The Proposed 2010 ACE Terms of Reference
- Attachment 3** The proposed 2010 New Terms of Reference for the City's representatives to the YVR Advisory Noise Management Committee (YVR ANMC).

**Richmond Advisory Committee on the Environment (ACE)
Terms of Reference
October 3, 2003**



**Advisory Committee on the Environment (ACE)
Revised Terms of Reference**

(NOTE: **BOLD** letters indicate the main revisions.)

1. Purpose

These terms of reference shall apply to the “Advisory Committee on the Environment” (ACE).

2. Name:

The community-based advisory committee shall be called the “Advisory Committee on the Environment” (ACE).

3. Mandate:

ACE shall:

- provide advice (e.g., information, options and recommendations) to City Council on environmental issues of concern to the community
- provide advice to Council to assist in:
 - developing a vision for a sustainable environment in Richmond
 - determining appropriate goals, objectives, policies and guiding principles to achieve a sustainable environment.
 - Note: “The State of Environment Report” and the “Richmond Official Community Plan” are the two main City documents for articulating this vision.
- generate independent and credible information on key environmental issues
- anticipate and advise Council and staff of potential problems and opportunities for environmental sustainability
- review and monitor the existing situation and trends to identify environmental concerns
Note: One of ACE’s primary tools for doing so will be the “State of the Environment Report”.
- work with City staff to encourage and co-ordinate public participation in the identification and development of solutions to environmental issues.
- help enhance public awareness of environmental issues.
- **provide environmental information to the Agricultural Advisory Committee (AAC).**
- represent the City on the Vancouver International Airport Authority (YVRAA):
 - Environmental Advisory Committee
 - Noise Management Committee.

4. City Councillor Liaison To ACE

There shall be one Councillor Liaison to ACE.

5. Composition

- ACE shall be comprised of up to 15 citizen members.
- **An additional 2 members will sit as Alternates to**
 - (i) the YVRAA Environmental Advisory Committee and**
 - (ii) the YVRAA Noise Management Committee.**

Members of the ACE shall:

- reflect a broad cross-section of Richmond citizens.
- be, either Richmond residents, or non-residents who demonstrate an interest in and commitment to environmental issues in Richmond.
- be appointed on the basis of their availability, experience and the expertise which they can bring to the work of ACE and not as formal representatives of particular organizations.
- not have a conflict of interest with Council or ACE **and should advise the members when a potential conflict may exist on a specific issue and recuse themselves for the duration of the discussions on the issue to which they have declared a conflict of interest.**
- represent knowledge, experience and perspectives of various sectors including:
 - agriculture;
 - fishing;
 - aquatic ecology;
 - terrestrial ecology;
 - health and the human environment;
 - environmental mitigation;
 - business;
 - communications;
 - community planning;
 - students;
 - the community-at-large.

6. Selection

a) Recruiting

- The selection of 15 ACE members shall be according to Council policy and procedures. (e.g., The City Clerk's office will place appropriate public advertisements in the press and media to ask for volunteers to:
 - ACE (**13 positions**), and
 - the Vancouver International Airport (YVRAA):
 - Environmental Advisory Committee (**1 position & 1 Alternate**), and
 - Noise Management Committee (**1 position & 1 Alternate**).
- To achieve a viable ACE committee, ACE members and staff may encourage:
 - individuals to apply to ACE, and
 - applicants from particular groups, organizations, or sectors (e.g., Kwantlen College, UBC).
- Staff may place additional advertisements in other media (e.g., university & college media).

b) Appointing

- I. ACE appointments shall be made by City Council.
- II. ACE Members on the Vancouver International Airport (YVRAA):
 - Environmental Advisory Committee, and
 - Noise Management Committee

i. General

- Council shall determine the City's appointments to the Vancouver International Airport:
 - Environmental Advisory Committee (1 person), and
 - Noise Management Committee (1 person).

- Once appointed by Council, the City's representatives to the Vancouver International Airport:
 - Environmental Advisory Committee, and
 - Noise Management Committee,shall automatically be full members of ACE with voting privileges.

ii. Alternates to City YVRAA Appointments

Council may appoint alternate representatives to the YVRAA committees each year (**1 Alternate to each committee**).

**III. ACE Representative to the Agricultural Advisory Committee (AAC)
The ACE Committee members may select a representative to sit on the
Agricultural Advisory Committee.**

7. Term:

General – 2 Year Terms

Normally, ACE members shall be appointed for 2-year terms.

Rotating Membership

ACE shall have rotating membership as follows:

Group 1:

- Total: 8 ACE members
- Period: from January 1, 2002, to December 31, 2004
- Composition:
 - 7 basic ACE members
 - 1 ACE member who is appointed by Council to the YVRAA Environmental Advisory Committee.

Group 2:

- Total: 7 ACE members
- Period: from January 1, 2003, to December 31, 2005
- Composition:
 - 6 basic ACE members
 - 1 ACE member who is appointed by Council to the YVRAA Noise Management Committee.

Subsequent appointments are to be made for two year terms. **The ACE appointed representative to the Agricultural Advisory Committee may be drawn from either Group 1 or Group 2. The actual number of members in the two groups may be periodically adjusted in order to reasonably maintain the overall number of members.**

8. Operation and Process

a) Authority

ACE:

- shall address environmental issues referred by City Council
- may prepare information, options and recommendations for City Council
- may recommend, steps for addressing environmental issues which:
 - ACE deems a priority, or
 - have been identified as a significant public concern
- shall have access to all publicly accessible information available to Council that relates to the environment
- may request staff to undertake work regarding particular environmental concerns, subject to City staff workload and priorities
- may request that any specific environmental policy initiative to be considered by Council be referred to ACE for timely review and comment prior to a final decision by Council
- may make recommendations regarding its terms of reference.

b) Accountability

I. Basic

ACE shall:

- be accountable to Council
- produce annual reports, work programs, budgets and other reports for Council
- be required to disclose the nature of their interests and involvement in Richmond to identify any potential conflict of interest.

II. YVRAA Committee Representatives

The City's representatives on YVRAA committees shall:

- co-ordinate their activities with ACE prior to and after each YVRAA committee meeting
- report to Council through ACE.

III. Agricultural Advisory Committee Representatives (AAC)

The City's representatives on AAC committees shall:

- **co-ordinate their activities with ACE prior to and after each AAC committee meeting**
- **report to and through ACE.**

c) Communication

- ACE members normally shall normally communicate through the staff liaison, to Planning Committee and then to Council.
- Council may ask ACE (and vice versa) to make presentations to Council directly.

- ACE may communicate regularly with the public.
- ACE meetings shall be open to the public.

d) Decision-Making Process

- Members of ACE shall:
 - follow Council decision making policy and procedures
 - meet regularly, at least eight times annually
 - **ensure a quorum of at least 8 appointed ACE members exists for any recommendations or decisions made by the Committee.**
 - normally make decisions on a consensus basis.
- Where ACE recommendations are brought forward on a basis other than consensus, the submission of minority ACE member opinions shall be permitted.
- **Alternates to either YVRAA committee or the AAC committee shall have voting privileges only when the appointed representative is unable to fulfill his/her obligations.**

9. Resources

ACE shall prepare and submit:

- For the Year Just Completed:
 - an annual report
 - a financial statement
- For the Upcoming Year
 - a proposed work program
 - a proposed budget.

ACE shall incur expenses only for Council authorized items, and City policy and procedures shall be followed.

ACE may draw upon external consultants and volunteers to assist in fulfilling its mandate, provided that any expenditure can be accommodated within the approved ACE budget.

Richmond City Council shall review ACE's annual budget submission and provide funding based on City budgetary priorities.

10. Implementation

ACE shall implement a Council approved work program and fulfil its mandate incrementally as tasks are matched by available resources, and as skills, knowledge and experience develop.

a) Setting Environmental Goals, Objectives and Policies

ACE shall provide advice to City Council on appropriate goals, objectives and objectives for the achievement of a sustainable environment; for example, ACE may provide advice to Council and staff which assists in:

- developing a vision for a sustainable environment in Richmond; and
- determining appropriate goals, policies, objectives and guiding principles to achieve a Sustainable Environment.
- Note: The State of Environment Report and Richmond Official Community Plan are the two main City documents for articulating this vision.

b) Environmental Data Gathering, Information Exchange and Research

ACE shall gather information on environmental issues and provide Council and the public with credible, independent information, options and recommendations on key issues of concern, for example ACE may:

- invite information, opinions, options and recommendations from independent sources, such as consultants, academics, industry, business, community groups and environmental organizations
- convene public forums on environmental issues
- make recommendations to Council regarding the necessity for reports and studies on particular environmental issues.

Having participated in creating a State of the Environment Report for Richmond, ACE shall:

- continue to assist in regular updates of this report; and
- will recommend to Council appropriate programs for preparing such updates.

c) Environmental Issue Response Co-ordination

ACE shall co-ordinate public responses to significant environmental issues, for example:

- receive referrals from Council for the consideration of significant environmental issues
- invite submissions from individuals, groups and organizations
- respond through recommendations and proposals to Council
- establish task forces or sub-committees to address key issues of concern in detail as required
- initiate and co-ordinate additional environmental management measures and initiatives;

In the longer term, the ACE may make recommendations to City Council on a wider range of environmental issues and co-ordinate additional measures or initiatives as required, for example:

- recommend priorities for managing environmental issues;

- recommend long term strategies for environmental protection, sustainability, conservation and mitigation;
- suggest processes for facilitation, assisted negotiations (mediation) or other forms of dispute resolution where a significant dispute or conflict is a component of an environmental issue which is brought to its attention.

d) Environmental Policy Review

ACE shall identify environmental issues and evaluate if they are adequately or appropriately addressed by the policies, programs and practices of the City of Richmond.

ACE may, for example:

- collect and submit evidence of environmental problems or foregone environmental opportunities which would be addressed by a change in City or agency policies, programs and practices,
- present evidence and reasoned arguments on potential future environmental problems or opportunities that could be addressed by changes in City or agency policies, programs and practices.

In the longer term, ACE may recommend to Council a periodic review of policies, programs and practices that affect the environment and propose terms of reference for such reviews.

**Terms of Reference (November 2010)
Richmond Advisory Committee on the Environment (ACE)**



**Advisory Committee on the Environment (ACE)
Revised Terms of Reference**

1. Purpose

These terms of reference shall apply to the "Advisory Committee on the Environment" (ACE).

2. Name:

The community-based advisory committee shall be called the "Advisory Committee on the Environment" (ACE).

3. Mandate:

ACE shall:

- provide advice (e.g., information, options and recommendations) to City Council on environmental issues of concern to the community;
- provide advice to Council to assist in:
 - developing a vision for a sustainable environment in Richmond;
 - determining appropriate goals, objectives, policies and guiding principles to achieve a sustainable environment;
 - Note: "The State of Environment Report" and the "Richmond Official Community Plan" are the two main City documents for articulating this vision.
- generate independent and credible information on key environmental issues;
- anticipate and advise Council and staff of potential problems and opportunities for environmental sustainability;
- review and monitor the existing situation and trends to identify environmental concerns;
Note: One of ACE's primary tools for doing so will be the "State of the Environment Report".
- work with City staff to encourage and co-ordinate public participation in the identification and development of solutions to environmental issues;
- help enhance public awareness of environmental issues;
- provide environmental information to the Agricultural Advisory Committee (AAC); and
- represent the City on the YVR Environmental Advisory Committee (YVR EAC).

4. City Council Liaison To ACE

There shall be one Council Liaison to ACE.

5. Composition

- ACE shall be comprised of up to 13 citizen members.
- An additional member will sit as an Alternate to the YVR Environmental Advisory Committee (YVR EAC).

Members of ACE shall:

- reflect a broad cross-section of Richmond citizens;
- be, either Richmond residents, or non-residents who demonstrate an interest in and commitment to environmental issues in Richmond;
- be appointed on the basis of their availability, experience and the expertise which they can bring to the work of ACE and not as formal representatives of particular organizations;
- not have a conflict of interest with Council or ACE and should advise the members when a potential conflict may exist on a specific issue and recuse themselves for the duration of the discussions on the issue to which they have declared a conflict of interest;
- represent knowledge, experience and perspectives of various sectors including:
 - agriculture;
 - fishing;
 - aquatic ecology;
 - terrestrial ecology;
 - health and the human environment;
 - environmental mitigation;
 - business;

- communications;
- community planning;
- students; and
- the community-at-large.

6. Selection

A.) Recruiting

- The selection of 14 ACE members shall be according to Council policy and procedures. (e.g., The City Clerk's office will place appropriate public advertisements in the press and media to ask for volunteers to:
 - apply for membership on ACE (13 positions), and
 - the YVR EAC (1 position & 1 alternate who will share one ACE membership).
- To achieve a viable ACE committee, ACE members and staff may encourage:
 - individuals to apply to ACE; and
 - applicants from particular groups, organizations, or sectors (e.g., Kwantlen College, UBC).
- Staff may place additional advertisements in other media (e.g., university & college media).

B.) Appointing

- i.) ACE appointments shall be made by City Council.
- ii.) ACE Members on the YVR Environmental Advisory Committee (YVREAC).
 - (1) General Appointment
 - Council shall determine the City's appointments to the YVREAC(1 person),
 - Once appointed by Council, the City's representatives to the YVREAC shall automatically be full members of ACE with voting privileges.
 - (2) Alternate to City YVRAA Appointment
 - Council may appoint an alternate representative to the YVREAC who will only vote in the regular representative's absence.
- iii.) ACE Representative to the Agricultural Advisory Committee (AAC). ACE Committee members may select a representative to sit on the Agricultural Advisory Committee. Council shall make such appointment.

7. Term:

General – 2 Year Terms

Normally, ACE members shall be appointed for 2-year terms.

Rotating Membership

ACE shall have rotating membership as follows:

Group 1:

- Total: 7 ACE members
- Period- (e.g., from January 1, 2011, to December 31, 2012)
- Composition: 6 basic ACE members

Group 2:

- Total: 7 ACE members
- Period (e.g., from January 1, 2012, to December 31, 2013)⁵
- Composition:
 - 6 basic ACE members
 - 1 ACE member who is appointed by Council to the YVREAC.

Subsequent appointments are to be made for two year terms. The ACE appointed representative to the Agricultural Advisory Committee may be drawn from *either Group 1 or Group 2*. The actual number of members in the two groups may be periodically adjusted in order to reasonably maintain the overall number of members.

8. Operation and Process

A.) Authority

ACE:

- shall address environmental issues referred by City Council;
- may prepare information, options and recommendations for City Council;
- may recommend, steps for addressing environmental issues which:
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- may make recommendations regarding its terms of reference.

B.) Accountability

i.) Basic

ACE shall:

- be accountable to Council;
- produce annual reports, work programs, budgets and other reports for Council;
- be required to disclose the nature of their interests and involvement in Richmond to identify any potential conflict of interest.

ii.) YVREAC Representatives

The City's representatives on YVRAAEAC committees shall:

- co-ordinate their activities with ACE prior to and after each YVR EAC meeting;
- report to Council through ACE.

iii.) Agricultural Advisory Committee Representatives (AAC)

The City's representatives on AAC committees shall:

- co-ordinate their activities with ACE prior to and after each AAC committee meeting;
- report to and through ACE.

C.) Communication

- ACE members shall normally communicate through the staff liaison, to Planning Committee and then to Council.
- Council may ask ACE (and vice versa) to make presentations to Council directly.
- ACE may communicate regularly with the public.
- ACE meetings shall be open to the public.

D.) Decision-Making Process

Members of ACE shall:

- follow Council decision making policy and procedures;
- meet regularly, at least eight times annually;
- ensure a quorum of at least 8 appointed ACE members exists for any recommendations or decisions made by the Committee;
- normally make decisions on a consensus basis.
- Where ACE recommendations are brought forward on a basis other than consensus, the submission of minority ACE member opinions shall be permitted.

- Alternate member to the YVREAC committee or the AAC committee shall have voting privileges only when the appointed representative is unable to fulfill his/her obligations.

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- present evidence and reasoned arguments on potential future environmental problems or opportunities that could be addressed by changes in City or agency policies, programs and practices.

In the longer term, ACE may recommend to Council a periodic review of policies, programs and practices that affect the environment and propose terms of reference for such reviews.

**Terms of Reference
City Appointees to the YVR Aircraft Noise Management Advisory Committee
(YVR ANMC)**

1. Purpose

These terms of reference shall apply to regular and alternate City Appointments to the YVR Management Advisory Committee (YVR ANMC).

2. Council Appointments

Council may appoint City representatives (regular and alternate) to the YVR ANMC (e.g., every two years).

3. Mandate:

- The regular Council representative shall:
 - represent Richmond's interests to the YVR ANMC,
 - report to Richmond's General Purposes Committee at least twice a year,
 - update ACE periodically.
- The alternate representative shall vote in the absence of the regular representative.

4. Support

The City's YVR EAC representatives will be supported by City Transportation staff.

Prepared By Richmond City Staff