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**To:** Richmond City Council  
**From:** Terry Crowe  
Manager, Policy Planning (4139)  
**Re:** **REVISED ACE TERMS OF REFERENCE**

**Date:** October 6, 2003  
**File:**

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**Staff Recommendation**

That the revised Advisory Committee on the Environment (ACE) Terms of Reference be approved, as per the Manager, Policy Planning Department report dated October 6, 2003.

Terry Crowe  
Manager, Policy Planning

Att. 1

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<b>CONCURRENCE OF GENERAL MANAGER</b>

## Staff Report

### Origin

The City is currently advertising for all of its vacant positions with its advisory and standing Citizen committees. In reviewing the positions available for the Advisory Committee on the Environment (ACE), staff also undertook a review of the current terms of reference (as per the report from the Manager Policy Planning dated November 21, 2000) for ACE.

The draft revised Terms of Reference for ACE appear in **Attachment 1**.

### Analysis

The main changes to the Terms of Reference are as follows:

- Makes provision for a member of ACE to provide environmental information to, and represent ACE on, the newly formed Agricultural Advisory Committee (AAC).
- Provides for two Alternates to sit on the YVRAA Environmental Advisory Committee and the YVRAA Noise Management Committee.
- Specifies how potential conflict of interest issues should be handled by members.
- Clarifies the decision making process for Committee, including the specification of a quorum for formal Committee recommendations.
- Clarifies the voting privileges of Alternates with regard to formal Committee recommendations.

The specific changes are highlighted in bold within **Attachment 1**.

### Options:

**Option 1:** Endorse the proposed revisions to Terms of Reference for the Advisory Committee on the Environment (*Recommended*).

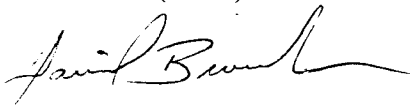
**Option 2:** Retain the current Terms of Reference (dated November 21, 2000).

### Financial Impact

None

### Conclusion

Staff are recommending the proposed revised terms of reference for ACE to clarify roles and responsibilities and to accommodate their new association with the Agricultural Advisory Committee (AAC).



David Brownlee  
Planner 2  
(4200)

DCB:cas

**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.**
- 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.