District of North Vancouver

Terms of Reference

District of North Vancouver Highway 1 Interchange Design Working Group

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Name

District of North Vancouver Highway 1 Interchange Design Working Group

Purpose

The purpose of the North Vancouver Highway 1 Interchange Design Working Group (DWG) will be to provide community input to the design of the Highway 1 Interchange project and to provide advice to municipal and Ministry staff and Council in relation to the project.

The DWG will provide advice regarding:

1. Community values and objectives that can serve as criteria for project evaluation;
2. Potential impact of construction activities;
3. Identification and ideas for mitigation for unforeseen issues that may arise that have an impact on the community; and,
4. Process for communication with the broader community (possible timing, land use impacts, concerns, etc.).

Delegated Authority

There is no delegated authority.

Origin of Work

The work of this Working Group will be assigned by the Section Manager, Transportation. The scope of the work is limited to the Highway 1 Interchange Design project.

Membership

Nine (9) members will be appointed by the District to represent each of the following:

- Transportation Consultation Committee (2) members
- Lynnmour/Inter River Area (1) member
- Lower Lynn Area (1) member
- Seymour Area (1) member
- Blueridge Area (1) member

- Lynn Valley Area (1) member
- Maplewood Community Area (1) member
- Capilano University (1) member

The City of North Vancouver will be invited to send representatives from nearby communities (for example the Cloverley Community) to observe and participate.

In addition, the District of North Vancouver may appoint one Councillor as a non-voting Council Liaison.

Staff observers may be invited to attend from governments or agencies involved in the project.

Appointment

Qualification It is expected that members will be nominated by a Community Association for that area. Preference will be given to individuals that are knowledgeable with regard to transportation and construction projects and/or related issues such as environmental, land use or economic impacts.

Recruitment and Selection N/A

Appointment The Transportation Consultation Committee and the various community associations will appoint their respective representatives.

Term The term of appointment will be for the duration of the Highway 1 Interchange Design project.

Revocation of Appointment The Advisory Oversight Committee retains the right to revoke an appointment and approve a nominee from the Transportation Consultation Committee or a community association.

Vacancy A vacancy shall be reported by the Spokesperson to the Clerk's Department of the District, who shall appoint a replacement for the remaining term of the former member.

Chair All Working Group meetings will be chaired by an independent facilitator. The chairperson will be responsible for preparing and distributing agendas, conducting meetings and producing appropriate Working Group notes. Agenda items will be provided by Working Group members,

municipal staff and the Ministry.

Duties See “Purpose”.

Work Plan A work plan is not required.

Budget A budget shall be provided by the District of North Vancouver to cover the cost of the independent facilitator.

Meeting Schedule The initial frequency of Working Group meetings will be determined by DWG members and will be based on the overall project design schedule as determined by Ministry of Transportation and Infrastructure staff; the frequency of the meetings may vary through the process.

The specific meeting dates and length of each meeting will vary to accommodate Working Group members. The intent is to hold meetings of the DWG starting at 6:00 p.m. at the DNV Operations Centre.

Procedures Particulars of DWG meetings will be as follows:

- A design manager and/or other appropriate Ministry and municipal staff representatives will attend all Working Group meetings.
- Ministry and municipal staff will provide all information. Attempts will be made to provide information to Working Group members prior to meetings to allow for meaningful discussion.
- The Working Group notes will be distributed electronically as soon as possible to all Working Group members, all members of Council and District and Ministry staff (per lists provided).
- All advice by the DWG will be accepted in good faith by the Ministry and their consultants for consideration in decisions related to the projects.
- Where possible, Working Group consensus will be sought, minority opinions will be considered to have merit and will be noted, and voting will not be used at any time for the purpose of determining a Working Group recommendation.

At appropriate times during the course of this design process and at the conclusion of the process, feedback reports will be prepared noting the consultative input supplied by the

DWG and how this advice was utilized. Where advice has not been incorporated, the Ministry will acknowledge receipt of this advice and provide the rationale for not using such advice.

The quorum shall consist of five (5) members.

Reporting

The purpose of the DWG, as noted in the preceding section, is to provide advice and, where appropriate, to advocate action, not to make decisions. The DWG is encouraged to provide advice to decision makers by means such as direct verbal advice to staff at DWG meetings, meetings with Council, presentations to committees and/or executive groups, or written reports to any of the above.

The Working Group shall, at its first meeting, choose a spokesperson from its general members. The spokesperson will be expected to provide timely updates to Council on the status of the project.

A member who is absent except for reasons of illness or with a leave of the Working Group from three consecutive or five in any twelve consecutive regular meetings of the Working Group, is deemed to have resigned effective at the end of the third or fifth such meeting, as the case may be.

Staff Support

Support shall be provided through the independent facilitator.

Remuneration

Members will not receive remuneration.

Conflict of Interest

Appointees are required to be vigilant for issues of real or perceived conflict of interest and take appropriate action. District staff (Clerk, Directors, CAO) are available to discuss issues of conflict of interest with a potentially affected appointee.

Code of Ethics

Appointees will be required to sign a statement saying that they have read, understood, and will conform to the District's Code of Ethics. This will be required immediately upon appointment.

Dissolution

This Working Group has been formed to provide community input to the design of the Highway 1 Interchange project.

Once this design process is completed, this Working Group's work will also be completed and the Working Group will be disbanded. The Working Group's members are appointed for the term of the design phase.