

District of North Vancouver

Terms of Reference

Major Infrastructure Projects Advisory Committee

Name	Major Infrastructure Projects Advisory Committee
Purpose	<p>The purpose of the Committee is to monitor designated major infrastructure projects and provide advice to the District Council and staff with respect to impacts on the community. They could include:</p> <ol style="list-style-type: none">1. Meaningful input on design and construction options2. Suggestions on community enhancement opportunities arising from a project3. Monitoring of construction and mitigation measures intended to reduce community impact (including but not limited to) traffic, parking, dust, noise, air quality and safety4. Monitoring the scheduling of construction activities with an emphasis on milestones and the review of alternatives which could reduce community impact5. Reviewing alternatives considered to address unforeseen circumstances that could have community impact6. Providing input on the communication strategy and activities
Delegated Authority	<p>MIPAC role is to monitor, review, provide input and advice and advocate for certain actions or alternatives to District staff and Council through participation in meetings, presentations or written reports in a timely manner. MIPAC has not been delegated the authority to direct staff or make decisions with respect to projects or processes.</p>
Origin of Work	<p>Projects reviewed by MIPAC will be jointly agreed upon by the Committee and the Manager – Engineering Services.</p>
Membership	<p>The Committee is appointed by Council based on recommendations from the Advisory Oversight Committee. Up to 8 members representing areas in the District where major infrastructure projects are being carried out. Experience with major infrastructure projects and community representation is preferred. Council will appoint one Council member to act as liaison with the Committee.</p>
Recruitment and Selection	<p>The Clerk's Office will undertake a process of advertising for residents who are interested in volunteering to serve on MIPAC. The Advisory Oversight Committee will be responsible for reviewing the applications and providing recommendation to Council.</p>
Term	<p>Members will be appointed on an annual basis or any other term deemed appropriate by Council.</p>

Revocation of Appointment	If a member misses three consecutive meetings without reasonable cause, they will be deemed to have resigned. The MIPAC may recommend revocation of appointment, as may be deemed necessary.
Vacancy	Any vacancy created will be filled by a new appointee for the remainder of the term.
Chairperson	The Chairperson and Vice Chairperson will be elected by the Committee at its first meeting each year. If both are absent from a meeting, an Acting Chairperson will be chosen by the members present.
Work Plan	A work plan based on the designated projects will be prepared jointly by the Committee and staff. The extent of monitoring and review may vary by project. The Committee may establish temporary working groups from its membership to focus on specific projects.
Budget	The Manager – Engineering Services will maintain a modest budget to cover expenses associated with meetings and any other activities
Meeting Schedule	The frequency of committee meetings will be determined by the Chairperson and staff and will be based on the Work Plan.
Procedures	Advice and input will be arrived at through consensus. If consensus cannot be reached, minority positions will be considered to have merit and will be included in any meeting notes and/or reports provided to Council.
Reporting	Oversight of the Committee will be the responsibility of the Manager – Engineering Services. The Committee will report quarterly, or as deemed appropriate to Council.
Staff Support	Staff support will be provided by staff from the Engineering, Parks and Facilities Division. Professional advice will be provided by staff or consultants retained by the District.
Guests	As deemed appropriate, guests may be asked to attend and/or participate in MIPAC meetings. This may include community representatives, residents impacted by projects, businesses affected by projects, contractors, consultants and staff from the project “owners” (i.e. Metro Vancouver, Provincial Government, Port Metro Vancouver)
Remuneration	Appointees will receive no remuneration for their service.
Conflict of Interest	Appointees are required to be vigilant for issues of real or perceived conflict of interest. District staff are available to discuss possible conflicts with a potentially conflicted member.

Code of Ethics

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

Considered and Approved: Regular Council Meeting - July 10, 2017