

**District of North Vancouver  
Major Infrastructure Projects Advisory Committee  
Terms of Reference**

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The Major Infrastructure Projects Advisory Committee is an advisory committee of the District of North Vancouver Council to provide advice and community perspective on issues related to representing the community's interests and needs by providing feedback and recommendations on major infrastructure projects.

**Committee Responsibilities**

Within the scope of Council priorities, the Major Infrastructure Projects Advisory Committee advises council and staff on the specific responsibilities which include:

- Meaningful input on design and construction options;
- Suggestions on community enhancement opportunities arising from a project;
- Monitoring of construction and mitigation measures intended to reduce community impact (including but not limited to) traffic, parking, dust, noise, air quality and safety;
- Monitoring the scheduling of construction activities with an emphasis on milestones and the review of alternatives which could reduce community impact;
- Reviewing alternatives considered to address unforeseen circumstances that could have community impact; and,
- Providing input on the communication strategy and initiatives.

The Committee will provide an annual report to Council as outlined in the District's *Council Procedure Bylaw*.

**Committee Membership and Meetings**

Committee members are appointed annually by Council following recommendation by the Advisory Oversight Committee. Committee members are appointed for two-year terms, with an option to renew for an additional two year term. Members may then reapply for two, one-year subsequent terms thereafter for a total of six years.

Membership will be comprised of a maximum of eight members, seeking representation and qualification as follows:

- Experience with major infrastructure projects and community representation is preferred.
- Council will appoint one Council member to act as liaison with the Committee.

The Council Liaison may participate in discussion but does not form quorum and is not a voting member.

The Advisory Oversight Committee may recommend the appointment of any other person not outlined above based on the consideration of a combination of skills and experience, or at the recommendation of the Committee Staff Liaison.

The frequency of committee meetings will be determined by the Chair and staff based on the Work Plan. Additional meetings may be called throughout the year at the call of the Chair upon recommendation of the Committee Staff Liaison. A quorum of 50% plus one of the Committee membership is required to conduct Committee business. The Committee will conduct meetings in accordance with the District's *Council Procedure Bylaw*.

The Chair and Vice Chair will be elected by the Committee at its first meeting each year. If both are absent from a meeting, an Acting Chair will be chosen by the members present to preside over the meeting.

### **Committee Management**

A work plan to cover the one-year term will be prepared jointly by the Committee and the Committee Staff Liaison, through the Manager, to provide direction for achieving the Committee's mandate.

Staff support will be provided by Committee Staff Liaison or designate. Professional advice will be provided by staff, consultants or guest speakers retained by the District. There is no delegated authority to the Committee. The Committee Staff Liaison is responsible for coordinating agendas in consultation with the Chair and serves as the principal point of contact for committee members.

Dissolution of the committee is at the direction of Council at the recommendation of the Advisory Oversight Committee.

Committee members are required to conduct themselves in accordance with the District's Code of Ethics and all associated Council and corporate policies, which includes any real or perceived conflict of interest issues. The Committee Orientation Manual provides an overview of committee involvement and expectations and is provided to all committee members.