

North Shore Remedial Action Plans Thunder Bay Public Advisory Committee - Terms of Reference

As passed by PAC members -- December 6, 2017.

ATTENDANCE

PAC members must send regrets if they cannot attend a meeting. If three (3) consecutive meetings are missed, with no replacement from the organization represented, then it is expected that the PAC member will clarify their interest.

ROLE OF THE PAC CHAIR

- Chairs Meetings
- Principle representative and spokesperson for the committee.
- Facilitates decisions through consensus where possible, otherwise a vote
- Works in cooperation with RAP Coordinator & RAP Team to organize, compile and present information to the PAC.

ANNUAL MEETING AND ELECTION OF OFFICERS

An annual meeting will be held in April of each year at which time a year-end report will be presented. Election of (co-) chairs will take place every second year. If circumstances warrant (illness, etc.), an election can be held which does not coincide with the regular 2-year cycle.

PAC members in good standing are eligible to vote.

OBSERVERS

The attendance of observers at PAC meetings may assist the committee in carrying out its mandate and achieving Remedial Action Plan goals, as such, observers are welcome to attend meetings.

Observers do not participate in committee decision and, at the discretion of the chair, may be restricted to certain deliberations. Observers may address the meeting, and respond to points made by from PAC members, at the discretion of the chair.

Observers may be asked to leave the meeting room for in-camera discussion, at the discretion of the chair.

MEDIA

The media may attend all PAC meetings.

ANNUAL MEETING

An annual meeting shall be held in April each year.

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Goal of the PAC – To restore Beneficial uses to the Thunder Bay Area of Concern.

Objectives of the PAC

- To represent the range of community interests and concerns;
- To provide a focal point for the views and positions of the public in the development of the Thunder Bay RAP.
- To assist the RAP team in implementing a public information program for the general public, in part by acting as a liaison between the PAC and its member organizations; and
- To provide a basis for generating community support for implementation of the final plan.

Group Responsibilities

- Confirm and prioritize beneficial water uses to be restored;
- Review results of research;
- Provide input to and review descriptions of environmental conditions, sources and proposed remedial options, and the draft RAP document;
- Contribute to and review the statements of goals and environmental conditions;
- Contribute to identifying parties responsible for implementation of remedial measures;
- Review and comment on the scheduling of remedial measures;
- Assist the RAP Team in designing a process to evaluate the effectiveness of remedial action measures;
- Review and provide input on the overall public involvement program for both the planning and implementation phase; and
- Review each stage of the Thunder Bay RAP for consistency with goals and objectives of the PAC.

Individual Responsibilities

- Prepare for and attend all meetings
- Represent the views, interests and values of their respective group. This includes communicating all information and viewpoints back to the group to seek support and positions on issues discussed at PAC meetings and to convey the group's positions back to the PAC; and
- Promote community awareness, understanding and support for implementation of the RAP.

Organizational Structure

Role of the PAC Chair

- Principle representative and spokesperson for the committee.
- Facilitates meeting and agenda through consensus.
- Works in cooperation with RAP Coordinator & RAP Team to organize, compile and present information to the PAC.

Role of the PAC Co-Chair

- Assists and substitutes for the PAC Chair.