
PUBLIC ADVISORY COMMITTEE

Effective Date: October 30, 2015

Approved By: GVRD Board

Policy No. GV-011

PURPOSE

The purpose of this Policy is to set out the parameters for the establishment of a Public Advisory Committee that will provide advice to Metro Vancouver (GVRD, GVWD, GVS&DD, MVHC) on a specific project, process or plan.

POLICY

Metro Vancouver recognizes that a Public Advisory Committee can be a valuable means of engaging communities in decisions that may impact them. Typically, a Public Advisory Committee is comprised of a group of community members who are convened to provide advice to Metro Vancouver on a specific project, process or plan.

Through a formalized membership process, Public Advisory Committee members make a commitment to gain a deeper understanding of the issues and to provide informed advice to Metro Vancouver on key decision points. Importantly, a Public Advisory Committee is a two-way communication link to the community, where members are expected to provide insight into community issues and concerns. Through this process, a Public Advisory Committee can help to build a partnership with the community and provide a forum for constructively resolving issues.

PUBLIC ADVISORY COMMITTEE CRITERIA

The following criteria shall be considered to determine when a Public Advisory Committee will be established:

- a) The project is complex and/or has significant community impacts with key decision points that would benefit from informed community input, developed through consistent involvement in the project, process or plan; and
- b) Project decisions would benefit from the perspectives of targeted community interests, ensured through a formalized membership.

Once the criteria has been satisfied, the following steps shall be taken to proceed with establishing a Public Advisory Committee:

- a) A Terms of Reference shall be prepared for each Public Advisory Committee that is established to ensure that members are aware of expectations, commitments and the advisory role of the Committee;

BOARD POLICY

- b) Each Terms of Reference will include: project background, objectives, composition and appointment of members, member roles and responsibilities, format and expected outputs, meeting format and conduct, reporting and resources, decision-making and reporting process and duration;
- c) Candidates for appointment to a Public Advisory Committee will be considered at a closed meeting by the standing committee having oversight over the specific project, process or plan, based on their skill, knowledge, ability and interest in representing a range of perspectives relevant to the project, process or plan.
- d) Public Advisory Committee appointments shall be ratified by the Board, in a closed meeting, and subsequently released to the public.
- e) Advice, input and recommendations from a Public Advisory Committees shall be received and documented by Metro Vancouver staff and shall be considered and reported to the Board in accordance with the committee terms of reference.

AUTHORIZATION

The budget and staff resources to support an established Public Advisory Committee are included within the overall program budget for the project, process or plan and are approved by the Board.