



YVR Environmental Advisory Committee TERMS OF REFERENCE

Purpose

The purpose of the Environmental Advisory Committee (“the Committee”) is to provide advice (information, options and recommendations) to the Vancouver Airport Authority (“Airport Authority”) on environmental issues arising from the development and operation of YVR airport.

Scope

The scope of the Committee shall be limited to environmental issues rising from operations, including construction & development, associated with the Vancouver International Airport (“YVR”). The Committee will discuss and provide advice on or make recommendations about environmental management to the Airport Authority who is ultimately accountable for the operational and business decisions on any matters pertaining to environmental issues associated with YVR.

Roles & Responsibilities

Through its ground lease with the Federal Government, the Vancouver Airport Authority has responsibility for managing environmental risks at YVR, and as such has a comprehensive environmental management program to undertake this responsibility. While the Committee is an integral component of the YVR environmental management program, the Committee is consultative in nature.

Committee Role & Responsibilities

- To provide advice on the design and implementation of the Airport Authority’s Environmental Management Plan and associated programs and sustainability strategy as it pertains to the protection of the natural environment of Sea Island and the Lower Fraser River Estuary;
- To provide a forum for liaison between the Airport Authority and its stakeholders within which Committee members are able to share specific knowledge or perspective about environmental management issues of relevance to the Airport Authority;
- To enhance awareness and understanding of environmental issues on Sea Island; and,
- To provide advice to the Airport Authority on how to communicate environmental policy and environmental performance to the community.

Roles & Responsibilities (continued)

Chairperson and Co-Chairperson Responsibilities

The Chairperson will be the Director of the Airport Authority Environment Department, or his/her delegate.

The Chairperson will be responsible for the following actions in addition to those listed above for the Committee:

- Schedule & organize all Committee meetings;
- Maintain and distribute documentation of meeting proceedings; and
- Develop, implement and maintain a means for communicating the Committee's advice to the Airport Authority.

The Co-Chairperson will support in developing the agenda and will co-lead Committee meetings. The Co-Chairperson will be elected annually from the Committee membership and not be employed by the Airport Authority.

Administration and Process

Regular meetings are held on a quarterly basis at the airport starting at 1:30 PM and are typically 2½ to 3 hours in duration. If necessary, special meetings are scheduled throughout the year.

All efforts are taken to provide advance notice to Committee members of changes to meeting dates and times. A minimum of two weeks notice is standard, and meeting reminders are sent approximately two weeks prior to the meeting. Proposed agendas are sent within the week prior to the meeting, and Committee members requesting items to be put onto the agenda are requested to contact the Committee Secretariat prior to the meeting.

A member of the Airport Authority is appointed as the Committee Secretariat and is responsible for producing minutes of the meeting. The Airport Authority will endeavor to draft and distribute the minutes along with any materials presented at the meeting within three weeks of the meeting date. Members are asked to identify materials they deem confidential or sensitive so that may be treated as such in the meeting minutes. Meeting minutes can be made available to the public upon request.

The standard method of communication is email – unless an alternative is specifically requested for an individual member.

Membership

Each appointed member should represent the perspective of their appointing organization, knowledgeable in the work of the Committee and its own stakeholder group. Members are expected to engage with their stakeholder groups where matters of Committee business so require. Membership on the Committee is voluntary. Members are asked to advise the Committee Secretariat of their intention to attend each meeting or the name and contact information of a suitable alternate if available.

**Appendix A: Environmental Advisory Committee Member Organizations
(2018)**

Representation	Airlines Vancouver Airport Authority Citizen Representative – Richmond Citizen Representative - Vancouver City of Richmond City of Vancouver Department of Fisheries and Oceans Environment Canada Fraser River Coalition Aircraft Fuel Handlers Metro Vancouver Musqueam Indian Band Nature Vancouver Port Metro Vancouver Transport Canada
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The composition of the Committee will be reviewed every two years. Committee members will not have a conflict of interest with the Committee and should advise the Chairperson when a potential conflict may exist on a specific issue.