



## PUBLIC LIAISON COMMITTEE

### DRAFT Terms of Reference

#### Grandview Beach and Paradise Point Schedule B Class Environmental Assessment

A Public Liaison Committee (Committee) is being established to ensure that all members of the community are provided with opportunities to participate in the consultation process and that information is provided to interested parties in a timely, clear, transparent, and efficient manner. The Committee will meet periodically throughout the Class Environmental Assessment (Class EA) to provide feedback on consultation activities and study findings. The Committee will be established as soon as possible and before the first Public Information Centre, scheduled for early-to-mid-September 2014.

Should you require this information in an alternate format, please contact one of the people listed on the following page.

#### RESPONSIBILITIES OF THE PUBLIC LIAISON COMMITTEE

1. Providing input on consultation activities to ensure that community information needs are met;
2. Providing input on information to be presented at each Public Information Centre and reviewing the consultation reports completed after each Committee meeting and Public Information Centre; and
3. Attending Public Information Centres to provide a link between the Technical Advisory Committee and the Grandview Beach and Paradise Point community.

#### WHAT TO EXPECT ON THE COMMITTEE

**Time Commitment:** Committee members will be expected to attend approximately four meetings during the yearlong study. Committee meetings are expected to last approximately two hours. Committee members are also encouraged to attend the two proposed Public Information Centres. Public Information Centres will typically occur in the evening and generally last two to three hours. Reviewing documents prior to each meeting is expected to take from one to four hours. The anticipated time commitment is four (4) hours every two months, with opportunities to contribute more time, if desired. Meetings will be held in wheelchair accessible locations and additional accessibility accommodations will be provided, if requested.

**Responsibilities:** Committee members will provide feedback on the consultation process, review and provide comments on the reports developed after each Public Information Centre, and inform decisions related to consultation activities.

**Qualifications:** Committee members should be active participants in the local community and have a strong interest in the future of the community. We ask that all

members familiarize themselves with the study Commitment Charter (attached) and be willing to enter discussions with an open mind. The Township of Tay staff and Consultants for this study have committed to doing the same.

### **COMMITTEE SIZE AND MEMBERSHIP**

If you would like to help ensure that the public consultation process is inclusive, effective, and transparent, the Township of Tay welcomes you to apply to join the Committee. We are seeking input from enthusiastic community members with a variety of backgrounds and experiences. There is a need to ensure that a variety of perspectives are represented, so an effort will be made to select Committee members from several different categories. The Committee is expected to be comprised of:

- Three to five representatives specifically from the Grandview Beach and Paradise Point community, including: seasonal residents, permanent residents, and owners of vacant properties; and
- One or two representatives from the local community (members-at-large).

### **SELECTION**

Where the number of interested participants is greater than the above stated targets, a review of applications will be completed, which will be based on the Selection Criteria for Public Liaison Committee Members (attached). Individuals who score the highest will be invited to participate on the Committee. All who express an interest will be provided opportunity to provide input at the Public Information Centres and through the feedback forms. If there are insufficient interested individuals from one category, the Township of Tay may choose to offer an opportunity to other interested applicants.

### **FIND OUT MORE**

Thank you for your interest in becoming involved with this important Committee. We will contact all individuals who submit an application and ensure that you are provided with opportunities throughout the study to provide input.

If you would like more information, please visit [www.tay.ca](http://www.tay.ca) or contact one of the people listed below. We are happy to answer any questions you may have.



**TO FIND OUT  
MORE VISIT  
[www.tay.ca](http://www.tay.ca)**

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The Draft Terms of Reference will be reviewed and approved by the Township of Tay Council during its regular meeting on August 20, 2014.

Enclosure 1 – Commitment Charter

Enclosure 2 – Selection Criteria for Public Liaison Committee Members

July 10, 2014

Grandview Beach and Paradise Point Class EA

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# COMMITMENT CHARTER

## GRANDVIEW BEACH AND PARADISE POINT ENVIRONMENTAL ASSESSMENT



*“Value through Service & Commitment”*

**The JLR/Golder/Hemson team is committed to:**

- Excellence and innovation in developing, evaluating, and communicating alternative design concepts to address the Problem/Opportunity Statement
- Working in a spirit of partnership with all project participants and with the utmost professionalism
- Engaging all project participants in a meaningful and respectful way
- Considering all reasonable options, as well as input and suggestions offered by others, with an open mind
- Sharing ideas, concerns, and concepts to improve the project
- Ensuring that stakeholders and the public are kept well-informed and educated as to the technical and non-technical impacts of decisions
- Completing the project on time and on budget with good value for all involved
- Collaborating to resolve any project roadblocks or challenges
- Developing and evaluating alternatives to maximize positive impacts during and after construction
- Creating a rewarding personal and professional experience for everyone involved
- Circulating this Charter to members of the project team for their endorsement of these Commitments
- Enjoying the experience and having some fun along the way!

# PUBLIC LIAISON COMMITTEE (PLC)

## Selection Criteria for Committee Members

### Grandview Beach and Paradise Point Township of Tay Schedule B Class Environmental Assessment

The Township of Tay and the project engineering team will review the applications received. The “yes” column will be rated on a scale of 1 to 3, where 1 indicates a minimal score and 3 the maximum score. The candidates with the highest totals will be offered the positions. If one or more do not accept, those with the next best scores will be invited to participate, until all positions are filled.

Applicant Name: \_\_\_\_\_

#### Type of Resident

- Year Round Resident
- Seasonal Resident
- Vacant Property Owner
- Business Owner
- Member-at-large

CRITERION	NO	YES
1. Candidate exhibits:		
a) Familiarity with study area		
b) Knowledge of the issue		
c) Experience with similar studies		
d) Experience with program/project planning		
f) Commitment to community matters		
g) Commitment to participate		
h) Knowledge of related technical issues		
2. The application met the deadline of July 31, 2014 (Yes = 1 point)		
3. The applicant has confirmed endorsement of the Commitment Charter (Yes = 1 point)		
4. The applicant has significant time constraints (Subtract points)		
<b>TOTAL</b>		

Evaluator Comments:

Evaluated by:

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_