

Harvest Fraser Richmond Organics, Ltd.
Community Liaison Committee
PROPOSED TERMS OF REFERENCE

Note: This draft Terms of Reference presents initial thoughts on how the Community Liaison Committee (Committee) would be organized and run. It was reviewed by a group of stakeholders at an initial organizing meeting. These Terms should be reviewed and adopted formally at the first meeting of the Committee.

1) Committee Purpose

To provide a forum for the exchange of information and to foster understanding between Harvest and residents and businesses of Richmond and surrounding communities regarding the operations of the Harvest facility in Richmond.

2) Scope

The Committee will discuss issues and activities of mutual importance and concern to neighbours relative to operations at the facility including, but not limited to, the following areas:

- existing odour and emissions issues that are of interest or concern to local neighbours and businesses
- opportunities for environmental protection and enhancement with respect to odour, emissions and any operational practices
- any changes to operations at the facility that may impact or be of interest to local neighbours and businesses
- future strategic planning decisions or proposals for the facility that may impact or be of interest to local neighbours and businesses

3) Membership

a) Composition

- The Committee will have eight (8) volunteer members at any one time, plus one representative from Harvest. Representatives from Metro Vancouver and the City of Richmond will also be invited to attend *ex officio*.
- Membership will consist of a broad mix of area stakeholders:
 - 4 Richmond residents who are impacted by/interested in the facility, preferably from different neighborhoods.
 - 2 residents from communities/neighborhoods outside of Richmond that are impacted by/interested in the facility;
 - 2 representatives from Richmond area businesses that are impacted by/interested in the facility;
 - At least one of the volunteer members will have professional engineering and/or environmental expertise

- b) **Term.** One (1) year.
 - c) **Selection Process** Harvest will solicit recommendations from various stakeholders and will send an initial announcement to known stakeholders inviting participation. Volunteers will be accepted, based on the membership criteria above. If more than one person volunteers from a neighborhood or business group, the rest of the Committee will determine whom to appoint.
- 4) **Operations**
- a) **Schedule.** Meetings will be monthly at first, with future schedules to be determined by Committee members.
 - b) **Organization, Budget, and Logistics.** Harvest will take responsibility for all aspects and costs of the meetings, including meeting notification; distributing agendas; providing the location at which to meet; and establishing and maintaining a website for public dissemination of information.
 - c) **Rules of Procedure**
 - Meetings will be facilitated by an independent, professional facilitator whose services will be paid for by Harvest.
 - The facilitator will prepare the meeting agenda in consultation with Committee members and circulate it to Committee members at least two weeks in advance of each meeting.
 - The Committee may hear and consider representations by any local resident, organization or delegation of citizens regarding the facility.
 - Key action items from the meetings will be recorded by the Harvest Committee member for distribution to Committee members.
 - Minutes of the meetings will be circulated to Committee members and posted to a website.
- 5) **Amendment.** These Terms of Reference may be amended from time to time by majority vote of the volunteer members of the Committee and the affirmative vote of the Harvest representative.