

KAMLOOPS AIR QUALITY ROUNDTABLE

TERMS OF REFERENCE

APPROVED AS AT OCTOBER 20, 2015; UPDATED MARCH 2, 2016 WITH FINAL NAME

PREAMBLE

An Airshed Management Plan was finalized by the City of Kamloops in 2012. No current city committee is monitoring implementation of the plan. Kamloops Moms for Clean Air presented to City Council, March 31, 2015 asking for the formation of an Air Quality Roundtable to enable achievement of tangible air quality improvements. Opportunity exists for Fraser Basin Council to assist with expertise from other jurisdictions from BC around air quality, and provide secretariat support. In spring 2015, Fraser Basin Council contacted representatives from industry, governments (local, first nations, provincial), interest groups and health authorities who agreed there would be value to meet and explore the concept of a science-based, inclusive multiparty committee that would recognize environmental, social/health and economic perspectives. On June 8, 2015, this group met and agreed that there would be value in creating a multi-stakeholder Kamloops Air Quality Roundtable.

PURPOSE OF ROUNDTABLE

To enable inclusive, multi-party communication, information sharing, feedback and increased implementation of existing tools, products and initiatives related to air quality that is science-based and that recognizes environmental, social/health, and economic perspectives.

OBJECTIVES

- Educate and raise awareness of air quality issues amongst the public and various audiences
- Support implementation of the City of Kamloops Airshed Management Plan, and upon request, review, advise and provide feedback on the plan
- Identify and address air quality monitoring gaps, support new post-secondary research, and continue existing monitoring partnerships
- Implement and measure impacts of initiatives to improve air quality, including but not limited to industry initiatives, anti-idling, woodstoves, and open burning bylaws

GEOGRAPHIC AREA

Recognizing that an airshed is an artificial construct, the geographic area is the Kamloops airshed as defined in *What is in the Air We Breathe?* (City of Kamloops, nd).

MEMBERSHIP, COMPOSITION AND STRUCTURE

The roundtable will be composed of technical staff, faculty or representatives of interest groups not holding public elected office. The structure will be simple: a common roundtable, with no separate committees and no hierarchy. Chair or co-chairs may be appointed in the future as if agreed to.

Membership will consist of representatives from the following organizations (in alphabetical order):

- City of Kamloops
- Domtar
- First Nations Health Authority
- Interior Health Authority
- Kamloops 350
- Kamloops Moms for Clean Air
- KGHM Ajax
- Lafarge
- Ministry of Environment
- New Gold
- Skeetchestn Indian Band*
- Stk'emlupsemc te Secwepemc* (organization representing Skeetchestn and TtS)
- Thompson Rivers University - Science, Education
- Tolko Industries
- Tk'emlups te Secwepemc* (TtS)

*WHEREAS, The attendance of First Nations or organizations representing First Nations at the Kamloops Air Quality Roundtable cannot be regarded as consent or construed as consultation for impacts to aboriginal interests, rights and title within the Secwepemc Territory. Any parties representing industry or local municipal government seeking First Nations approval, consultation, consent or mitigation related to air quality must seek consultation process under sovereign consent of the voted political bodies of Stk'emlupsemc te Secwepemc Nation's Joint Chief & Council

Other organizations, including but not limited to those below, will be kept informed of the activities of the roundtable and may be invited to participate as specific issues arise:

- CN Rail
- CP Rail
- Ministry of Agriculture
- Ministry of Forests, Lands and Natural Resource Operations
- Ministry of Transportation and Infrastructure
- School District 73
- Thompson Nicola Regional District
- YKA Airport Authority

ROLES OF MEMBERS

The roles of the members is to:

- Provide direction, coordination and oversight to the roundtable and its activities
- Promote and work to achieve the purpose and objectives the roundtable
- Attend meetings and work collaboratively with all other members
- Communicate to and from your respective organization regarding the roundtable

MEETINGS, LOGISTICS AND FACILITATOR ROLE

The Roundtable will meet quarterly, or as needed, as determined by the roundtable.

Agendas will be circulated at least one week in advance of meetings, and meeting summaries will be circulated no later than one week following meetings. Meeting summaries will be approved at the subsequent meeting.

The facilitator shall impartially develop and circulate agendas, coordinate meeting logistics, lead discussions and seek consensus at meetings, prepare meeting summaries, and provide support for the roundtable which will include funding applications and external communication.

The content for any roundtable initiatives (e.g., educational and communication material, monitoring initiatives, air quality mitigation initiatives) will either be generated by the roundtable members at the meetings, or will be prepared by the facilitator on the direction of the roundtable members.

QUORUM

Quorum for a roundtable meeting will be at least one representative from each of: local government; health authority (IHA or FNHA); community (interest groups or TRU); industry; and First Nations.

DECISION MAKING PROCESS

The roundtable will operate on a consensus decision making model wherever possible, with the identification of no consensus for issues, which parties dissented and why. Decisions may be deferred to a subsequent meeting.

BUDGET AND FINANCES

The roundtable is funded by multiple parties. Contributions will accumulate in a common fund, managed by Fraser Basin Council that will be used towards the purpose and objectives.

Other than catering for meetings, roundtable members will fund their own expenses to participate in the roundtable (e.g., mileage, accommodation, per diems).

EXTERNAL COMMUNICATION

The facilitator will be the key contact for the roundtable. Each member has their own

communication roles for their organization; refer to roles of members if speaking about the roundtable.

A simple website will be created and hosted as a page of the Fraser Basin Council, and the terms of reference and approved meeting summaries will be made available, in addition to other resources as they are developed.

Facilitator Contact info:

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Senior Regional Manager

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REFERENCES

City of Kamloops. ND. *What is in the air we breathe?* Downloaded from

<http://www.kamloops.ca/environment/pdfs/12-AirshedBackgroundDoc.pdf>