

## **Clean Air Sarnia and Area Advisory Panel Terms of Reference**

### **1.0 Background**

The Clean Air Sarnia and Area Community Advisory will provide advice and suggestions to the Ministry of the Environment and Climate Change (MOECC) and the Sarnia Lambton Environmental Association (SLEA) on ways to improve the air monitoring network, and a process to access timely, relevant, and accurate information on air quality. These insights will help to inform the public about decisions related to air quality in the Sarnia area.

Specifically, MOECC and SLEA wish to facilitate a discussion on matters concerning or relating to the air monitoring stations in the Sarnia area among interested community members who represent a broad range of interests in this advisory panel.

In addition, there is a need to provide transparent information and accessible data from the air monitoring network. This information will lead to a better understanding of changes in air quality over time. The MOECC and SLEA will consider proposals and recommendations from this advisory panel for the development and implementation of a web-based air quality and data sharing website that will be readily accessible by all.

Input and proposals from the committee will be brought forward for consideration by MOECC and SLEA. These proposals should represent a consensus of the participants and reflect MOECC and SLEA's commitment to protect the environment and human health while providing the conditions for the success of Ontario's business community.

For issues where no consensus can be reached, the substance of advisory panel discussions will be documented for further consideration by the MOECC and SLEA.

In the short term, the panel will focus on the development of a web-based information sharing system and an analysis of the existing air monitoring network. Longer term goals and objectives will also be considered, and these will be informed by the web-based information sharing system.

#### 1.1 Vision

Public, industry and government have a clear understanding of ambient air quality in the Sarnia area.

#### 1.2 Mission

To guide the development of an integrated air monitoring and reporting network that provides comprehensive and easily interpreted ambient air quality information.

## **2.0 Objectives**

### 2.1 Short-Term Objectives

- To support the development of an effective ambient air quality monitoring network that provides access to timely, accurate and relevant information about local air quality.
- To increase awareness of the Clean Air Sarnia and Area initiative in the local community it serves.
- To conduct community outreach and education and be responsive to on-going community concerns about air quality.
- To determine data monitoring gaps and make suggestions for improvements to the integrated network and highlight research that should be taken to address information gaps
- To develop (work plans/a work plan) for the achievement of the objectives.

### 2.2 Long-Term Objectives

- To report on ambient air quality throughout the Sarnia area with the following goals:
  - To implement and continue the work plan
  - To raise Clean Air Sarnia and Area's visibility in the community and to be recognised as the authoritative voice on local air quality successes and issues
  - To encourage and facilitate on-going discussions on air quality within the local community.
- To provide information and advice that decision-makers value;
- To ensure the long-term viability of the initiative
- To observe positive changes in air quality

## **3.0 Functions**

Clean Air Sarnia and Area aims to inform and report on local air quality through:

### 3.1 Information Sharing

The panel will maintain and distribute information about local, regional, and transboundary air quality that impacts the Sarnia area. It will also facilitate data sharing on these air quality issues. The proposed Clean Air Sarnia and Area website will provide communications materials to the public.

### 3.2 Issue Identification

- Identifying emerging areas of interest related to local, regional and transboundary air quality issues;
- Undertaking local research to gather information on air quality in the Sarnia area;
- Tracking the annual changes in local air quality and reporting to them public, industry, and municipal and provincial governments,

### 3.3 Facilitating Community Support

- Identifying and seeking partners and change agents to implement programs and policies that relate to local air quality, and support the long-term viability of the initiative;
- Cultivating partnerships with organisations that have air quality improvement goals that align with those of Clean Air Sarnia and Area;
- Educating the public about local air quality and encouraging attitudes and actions that promote understanding of local air quality.

## **4.0 Roles & Responsibilities**

### 4.1 Clean Air Sarnia and Area Advisory Panel Members

The goal of each member of this advisory panel is to create a forum that promotes open discussions. All participants should feel that they are being heard in a respectful manner and ensure that their comments are in the form of constructive recommendations. As such, it is not acceptable to share material discussed within the working group with others who are not part of the group or the media who may not be aware of the context within which it is being presented or discussed

Members will work together to provide recommendations to the Ministry of the Environment and Climate Change and the Sarnia Lambton Environmental Association to address local air quality issues.

Members are expected to further the Vision and Mission of Clean Air Sarnia and Area and promote understanding of air quality in the Sarnia area through:

- Facilitating data sharing and exchange on programs of their organisations that address air quality;
- Endeavouring to attend all meetings – or provide a back-up or notification to the meeting organiser if unable to participate when they cannot attend;
- Working with other members between meetings to carry out the business of Clean Air Sarnia and Area;

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- Providing input into the Clean Air Sarnia and Area Work Plans and review Clean Air Sarnia and Area's progress in implementing the goals of Clean Air Sarnia and Area;
- Proposing items for meeting agendas – ensuring that items and materials are ready for discussion/decision and circulated in adequate time to allow for their proper consideration;
- Arriving on time for meetings and endeavouring to keep the meeting on schedule
- Keeping comments and discussions on-topic at meetings;
- Reviewing meeting minutes and associated items distributed by e-mail prior to the meeting,

Input and involvement by some members may be limited for particular topics and decision-making due to their organisational responsibilities outside of the Clean Air Sarnia and Area Advisory Panel. The team will use a consensus decision-making model and then act on decisions as a single entity.

#### 4.2 Memberships

Clean Air Sarnia and Area is open to anyone who has the time, expertise, experience and/or interest in air quality issues to work in a committee-based format to find ways to improve air quality in the Sarnia Area through facilitation of solutions, partnerships and educating the public in a voluntary capacity.

Membership should represent a balanced range of disciplines and interests in air quality.

Invitations to join the membership will be made available using a variety of communication channels (see outreach and education short-term goal).

#### 4.3 Chair

A representative of The Ministry of the Environment and Climate Change will chair the panel.

Responsibilities of the Chair include:

- Being the public spokesperson for Clean Air Sarnia and Area;
  - Furthering the Vision and Goals of Clean Air Sarnia and Area and promoting improved understanding of air quality in the Sarnia area;
  - Facilitating information sharing and exchange on programs that address air quality;
  - Identifying and seeking collaborators to implement programs and policies that lead to a better understanding of local air quality;
  - Providing input in the development of the Clean Air Sarnia and Area Work Plan and Annual Reporting on Air Quality;
- Reviewing the Clean Air Sarnia and Area Community Advisory Panel's progress in implementing the goals of Clean Air Sarnia and Area and the Work Plan;
- Chairing the meetings of the Clean Air Sarnia and Area Community Advisory Panel and;
  - Reviewing meeting minutes and associated items distributed by e-mail.

## **5.0 Decision-making**

### 5.1 Principles of Decision-making

- The Clean Air Sarnia and Area community advisory panel provides advice.
- This advice is reached by consensus among its members.
- For issues where no consensus can be reached, the substance of advisory panel discussions will be documented for further consideration by the MOECC and SLEA.
- Members are expected to be collegial in all discussions and business undertaken by the Panel.
- To the extent possible, all the applicable sciences are to be represented in the discussions and business undertaken when the panel develops advice.
- To the extent possible, evidence-based, sound science and risk-based analysis is to be used in reaching conclusions on all panel advice and decisions.
- To the extent possible, opportunity will be afforded for all points of view to be expressed during discussions when the panel develops advice.

The Clean Air Sarnia and Area Community Advisory Panel will only make decisions on activities and the work of Clean Air Sarnia and Area at these meetings. Consensus-based decisions will be achieved using a facilitative process. Action items will be clearly articulated and assigned during the meeting. Outcomes will be recorded in the meeting minutes. These minutes, which list the action items, will be distributed to all members of Clean Air Sarnia and Area through e-mail. For maximum public transparency, the minutes will be posted on the Clean Air Sarnia and Area website after it has been developed.

### 5.2 Conflict of Interest

Conflicts of interest must be disclosed by Clean Air Sarnia and Area Advisory Panel members concerning any matter that comes before the Panel and will be recorded in the meeting minutes. Any Clean Air Sarnia and Area Advisory Panel member may raise the question of a conflict of interest and the Clean Air Sarnia and Area Advisory Panel member in question must satisfy the group that no conflict exists. The Chair may determine a conflict exists and so declare. Where a conflict exists, a Clean Air Sarnia and Area Advisory Panel member must not take part in any discussions or participate in any decisions on activities or resolutions of the Panel pertaining to the issue.

### 5.3 Meetings

- Meetings are open to the public.
- Meeting dates will be advertised through e-mail to those who have expressed an interest in attending.

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- Agendas and any accompanying meeting materials are set and distributed through e-mail to CASA members

#### 5.4 Presentations at Meetings

- Any presentations by outside organisations for Clean Air Sarnia and Area meetings are arranged through the Chair prior to the Clean Air Sarnia and Area meeting at which the presentation will be shown.
- Copies of presentations will be made available through e-mail after each meeting.

#### 5.5 Working Groups

At times, issues or topics identified by the Clean Air Sarnia and Area advisory panel in the CASA Work Plan or in the research, education and communication work that CASA undertakes in addressing air quality in Sarnia and Area may require the formation of ad-hoc working group made up of members of CASA.

Terms of Reference for these working groups will be aligned with the CASA Terms of Reference and created to identify the tasks and responsibilities of the working group and circulated to members of Clean Air Sarnia and Area for their interest and to encourage participation in such groups. Working groups may be open to outside agencies/organisations and individuals outside of Clean Air Sarnia and Area members who have expertise in the area or issue identified.

Working groups are required to report back to Clean Air Sarnia and Area on activities at meetings as set out in their respective Terms of Reference.

The Terms of Reference for this Advisory Panel will be reviewed over the next two years to determine:

- Status of the chair(s);
- Linkages to other processes; and
- Effectiveness of the group.

If this review identifies the need to update these Terms of Reference, then the MOECC and SLEA, in consultation with the members of the advisory panel, will initiate such a review.

## **6.0 Terms**

- This Terms of Reference will take effect on the Effective Date, and will terminate a maximum of 2 years from the Effective Date.
- Unless otherwise agreed to by the members, the members agree to review this Terms of Reference six (6) months prior to its termination with the intent to renew it.