

Community Liaison Committee

National Microbiology Laboratory - Containment Level 2 and Containment Level 4 Facilities

Terms of Reference

MANDATE

The mandate of the Community Liaison Committee (CLC), is to create and maintain an atmosphere of public trust, confidence, and cooperation between the Public Health Agency of Canada's (PHAC) National Microbiology Laboratory's (NML) Canadian Science Centre for Human and Animal Health (CSCHAH) and its' JC Wilt Infectious Disease Research Centre (JC Wilt), and the Winnipeg community through an open channel of communication.

The NML is committed to open and transparent disclosure of incidents occurring at the CSCHAH and at the JC Wilt facilities that have the potential to cause threat or harm to the members of the public located in communities adjacent to the facilities.

The CLC provides an ongoing opportunity for discussion and a forum / mechanism for open and transparent sharing of information between the members of the Winnipeg community, PHAC, the NML and representatives of the CSCHAH and JC Wilt facilities.

AUTHORITY

On August 10, 1999, the Minister of Health and the Minister of Agriculture and Agri-Food announced the intention to create a permanent Community Liaison Committee (CLC) to help ensure full and open communication with the community in Winnipeg, Manitoba, relative to the CSCHAH. The scope of the CLC's focus was later expanded to include the JC Wilt facility after it was purchased and retrofitted for use by the NML as additional laboratory space.

As required, the NML Co-Chair will provide regular updates to the National Microbiology Laboratory Branch's (NMLB) governance committees (e.g., Laboratory Executive Committee, Branch Executive Committee, etc.), to seek information and or concurrence on matters related to the administration of the CLC and products developed to support its smooth operation.

SCOPE AND RESPONSIBILITIES

The scope of the Community Liaison Committee includes, but is not limited to, information sharing, consultation, advice, review, discussion, related to activities occurring at the CSCHAH and JC Wilt, including but not limited to the anticipated construction of a new, medical countermeasures facility on land adjacent to the CSCHAH.

The roles and responsibilities of the CLC members will be to:

1. Act as representatives for the local Winnipeg community

- Members have the ability to share/give information to the community to reassure community members of any concerns they may have.

- The CLC is responsible for providing accurate information to the public through an open and transparent process.
- The NML wants to be an active participant and advocate in the communities surrounding the facilities and in the broader Winnipeg area, where possible.

2. Inform on community concerns related to activities occurring at the CSCHAH and JC Wilt laboratories

- Members receive concerns that may be raised by the community and share key information with the local community, including updates on the new construction of the MCM facility project at the CSCHAH location on Arlington Street in Winnipeg.
- The Incident Reporting System will be used to share incidents with CLC members that could have an impact (e.g. result in potential threat or harm) on the surrounding Winnipeg community.

3. Serve as ambassadors to the community

- To help inform and reassure the public regarding activities occurring at the NML's laboratory facilities and to provide guidance on appropriate and effective ways of communicating with the community.
- The CLC may supplement the NML's regular communication and interaction with the community, stakeholders, media and regulatory agencies associated with the CSCHAH and JC Wilt laboratories.

GUIDING PRINCIPLES

1. Inclusion and Diversity

- Encourage inclusion and diversity (e.g., gender, linguistic profiles, under-represented groups, etc.) of public interaction with the CLC through its members, and the committee's engagement with the community.
- There is a desire for committee members to represent the diversity of the greater Winnipeg community.

2. Transparency

- Transparency and openness will guide actions, including information sharing activities, in order to foster trust in the CLC members and the community they represent.
- The NML is committed to open and transparent disclosure of incidents occurring at the CSCHAH and JC Wilt that have the potential to cause threat or harm to members of the public located in communities adjacent to the facility
- NMLB Senior Management is committed to openness and transparency with the CLC membership and the public.

3. Community Engagement

- Raise awareness of the CLC among community groups and those living in areas close to the NML laboratories.
- Create a welcoming environment to foster questions and intrigue on laboratory activities and innovation and science.
- Members can help/aid in promoting science engagement to youth in the community to spark interest in and a commitment to the future of science.
- Members and NMLB will encourage the youth of today to follow an educational and professional path into science and technology.

MEETINGS

Meetings will occur quarterly. Ad-hoc, specially arranged meetings may be arranged by the Chairpersons.

The meeting quorum will comprise at least four members representing the community and at least one representative of the NML. Any vote will be determined based on a simple majority.

Meetings will be held both virtually and in-person

Secretarial, administrative and communication support services to the Committee will be provided by the CSCHAH at no cost to the CLC.

COMMITTEE MEMBERSHIP AND STRUCTURE

Current membership is restricted to 12 (TBD) members. Additional members may be added, through mutual agreement of the co-chairs, to accommodate either expressed interest by representatives of community groups that are determined to be unrepresented on the CLC or as a result of efforts by the secretariat to secure more diverse and representative membership.

Quorum represents 50% of the current identified membership. The CLC will comprise a balanced representation consisting of 12 participants from each of the following stakeholder groups:

- the provincial government;
- the City of Winnipeg;
- the agricultural community;
- the medical community;
- the academic community;
- the veterinary medical community;
- from the community at large;
- the Executive Director of the National Centre for Foreign Animal Disease (NCFAD), Canadian Food Inspection Agency (CFIA);
- the Director General, Scientific Operations and Response Directorate (DG, SORD), NMLB, will act as co-chair for the facility.

TERMS OF APPOINTMENT

The term of each participant is to be three years, unless specific members are designated as ongoing representatives of a particular organization, term renewals will be limited to two (i.e. nine (9) years of service in total).

The CLC will invite nominations from the community for new members. After reviewing the nominations, the committee will recommend the nomination of members to the NML Vice President for concurrence. The Chief Public Health Officer and the President of PHAC, along with the President of CFIA, are to be advised of the appointments. Renewals do not require approval.

If a member is absent for more than three consecutive meetings, the community co-chair will contact them to assess their ongoing interest in participating as a member of the committee. Membership can be terminated at the call of the two co-chairs when they jointly deem it to be appropriate, including for extensive absences.

The committee has two co-chairpersons: one from the community and the other being the DG, SORD, NMLB. The term for the community co-chairperson is two years with an option for one renewal.

When the community co-chairperson's first term is approaching expiry, they will notify the Committee by email to indicate their intention to either continue for a second term or to retire. Should they wish to continue, a ballot vote will be held at the next Committee meeting to approve the continuation or to record objections (majority rule). Should they opt to retire, Committee members will be invited to self-nominate, and a ballot vote of all candidates(s) will be held at the next Committee meeting (majority rule).

When the community co-chairperson's second term is approaching expiry, they will notify the Committee by email and invite Committee members to self-nominate. A ballot vote of all candidates(s) will be held at the next Committee meeting to confirm the succeeding community co-chairperson (majority rule).

COMPENSATION

Members are volunteers and do not receive any remuneration.

SECURITY AND CONDUCT

CLC members (community representatives) are not required to obtain a security clearance.

LAST REVISED BY COMMITTEE VOTE –