

**REPORT TO SAANICH PENINSULA WASTEWATER COMMISSION  
MEETING OF THURSDAY, OCTOBER 17, 2024**

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**SUBJECT    2024 Saanich Peninsula Liquid Waste Management Plan – Technical Advisory Committee – Terms of Reference Update**

**ISSUE SUMMARY**

This report presents an updated 2024 Saanich Peninsula Liquid Waste Management Plan (SPLWMP) Technical Advisory Committee Terms of Reference.

**BACKGROUND**

The Capital Regional District (CRD) administers the Saanich Peninsula Liquid Waste Management Plan (SPLWMP) under the BC Environmental Management Act on behalf of the Saanich Peninsula local governments. The SPLWMP was approved in 1999 and, despite no major changes in operations or governance, the plan should be reviewed and updated, as necessary.

On October 17, 2019, the Saanich Peninsula Wastewater Commission directed staff to endorse creation of the Saanich Peninsula Liquid Waste Management Plan Technical Advisory Committee to review the commitments identified in the SPLWMP consolidated version dated December 2011. The review is now underway, following a temporary break during COVID and as staff aligned workplans with local governments.

The 2019 Terms of Reference for the Saanich Peninsula Liquid Waste Management Plan Technical Advisory Committee (Appendix A) requires minor updates to reflect the committee's current advisory needs and the new corporate template. An updated 2024 Terms of Reference for the Saanich Peninsula Liquid Waste Management Plan Technical Advisory Committee is attached as Appendix B.

**ALTERNATIVES**

*Alternative 1*

The Saanich Peninsula Wastewater Commission recommends to the Capital Regional District Board:

That the updated Terms of Reference for the Saanich Peninsula Liquid Waste Management Plan Technical Advisory Committee be approved.

*Alternative 2*

The Saanich Peninsula Wastewater Commission recommends to the Capital Regional District Board:

That the updated Terms of Reference for the Saanich Peninsula Liquid Waste Management Plan Technical Advisory Committee be referred back to staff for revisions.

**CONCLUSION**

Terms of Reference serve to clarify the mandate, responsibilities and procedures of committees and to provide a point of reference and guidance for the committees and their members. The Terms of Reference for the Saanich Peninsula Liquid Waste Management Plan Technical Advisory Committee requires minor updates to reflect the committee’s current advisory needs and the new corporate template.

**RECOMMENDATION**

That the Saanich Peninsula Wastewater Commission recommends to the Capital Regional District Board:

That the updated Terms of Reference for the Saanich Peninsula Liquid Waste Management Plan Technical Advisory Committee be approved as presented.

Submitted by:	Glenn Harris, Ph.D., R.P.Bio., Senior Manager, Environmental Protection
Concurrence:	Russ Smith, Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

Appendix A: 2019 Terms of Reference for the Saanich Peninsula Liquid Waste Management Plan Technical Advisory Committee

Appendix B: Updated Terms of Reference for the Saanich Peninsula Liquid Waste Management Plan Technical Advisory Committee