

# Terms of Reference

CRD

## SAANICH PENINSULA LIQUID WASTE MANAGEMENT PLAN TECHNICAL ADVISORY COMMITTEE

### PREAMBLE

The BC Environmental Management Act (EMA) provides a regulatory framework and enables modern environmental management tools to ensure human health and environmental protection in British Columbia.

The EMA allows local/regional governments to develop a Liquid Waste Management Plan (LWMP) for approval by the Minister of Environment & Climate Change Strategy. An approved LWMP authorizes a local/regional government to proceed with measures to accommodate existing and future development under a strategy that ensures the management, resource recovery and disposal of treated waste is sufficiently protective of public health and the environment. A LWMP allows the local/regional governments to develop community-specific solutions for wastewater management that meet or exceed existing regulations found in the Municipal Wastewater Regulation.

The original Saanich Peninsula Liquid Waste Management Plan (SPLWMP) was approved in 1999 to address public health and environmental issues. The SPLWMP was later amended and consolidated in 2009 and 2011 and included a number of amendments to reflect the current commitments under this plan.

The CRD is responsible for reviewing and overseeing the SPLWMP on behalf of the CRD and the local governments. SPLWMP governance is overseen by the Saanich Peninsula Wastewater Commission (SPWWC) and both the Capital Regional District (CRD) and local governments have responsibility for service delivery under the plan. The SPWWC requested that a Technical Advisory Committee (TAC) be established to review the commitments, identified in the SPLWMP consolidated version dated December 2011.

The Committee's official name is to be:

### Technical Advisory Committee

#### 1.0 PURPOSE

- a) The mandate of the Committee is to assist in the review and make recommendations to the SPWWC regarding the SPLWMP.
- b) The Committee will evaluate the technical and regulatory components of the SPLWMP and provide advice and recommendations to the SPWWC and the respective participating jurisdictions regarding planning and priority setting for liquid waste management on the Saanich Peninsula in the coming years. Technical and regulatory review will include the following subjects:

- sanitary and stormwater source control program
- reduction of inflow and infiltration to sanitary sewers
- wastewater and marine human health and environment assessment program
- wastewater treatment and disposal
- water conservation and wastewater recycling
- stormwater quality and surface water resources program
- onsite sewage disposal
- performance audits commitments

In addition, the Committee will:

- review the results of the performance audit of the SPLWMP
- identify the gaps or new trends/changes required for the SPLWMP
- develop an action plan to address the current and proposed commitments of the SPLWMP
- coordinate activities of participants
- report findings and provide advice and recommendations to the SPWWC and participating jurisdictions regarding liquid waste management planning on the Saanich Peninsula

## **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The Committee will provide advice and make recommendations to the SPWWC for review, comment and decision.
- b) The term of the Committee will be for the period required to address the matters, as determined by the SPWWC.

## **3.0 COMPOSITION**

- a) The Committee members shall consist of members representing:
  - Manager, Regulatory Services, CRD (chair)
  - Manager, Wastewater Engineering and Planning, CRD (vice chair)
  - Supervisor, Environmental Monitoring Programs, CRD
  - Director of Infrastructure Engineering, District of North Saanich
  - Municipal Engineer, District of Central Saanich
  - Director of Engineering and Public Works, Town of Sidney
  - At the discretion of the Chair/Vice Chair, involve additional staff as required to support the Committee
  - Other plan participants (Tseycum, Pauquachin, Tsawout, and Tsartlip First Nations, Victoria Airport Authority and Institute of Ocean Sciences).
- b) The CRD will provide staff responsible for the commitments and oversight of the SPLWMP.
- c) Each local government will nominate a representative to the Committee. Individual members act as a liaison from their respective local governments and provide knowledge and expertise on an ongoing basis.

- d) Invitations to sit as TAC members will also be forwarded to representatives of other plan participants (Tseycum, Pauquachin, Tsawout, and Tsartlip First Nations, Victoria Airport Authority and Institute of Ocean Sciences).
- e) All TAC member nominations will be forwarded to the Capital Regional District Board for appointment.

#### **4.0 PROCEDURES**

- a) The Committee will meet upon request by the Chair/Vice Chair.
- b) The agenda will be finalized by the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda; and
- c) A quorum is a majority of the Committee membership and is required to conduct Committee business.

#### **5.0 RESOURCES AND SUPPORT**

- a) The Senior Manager, Environmental Protection (CRD) will act as a liaison to the committee;
- b) Action items and agendas are prepared and distributed by the CRD Environmental Protection division.

Approved by \_\_\_\_\_ on \_\_\_\_\_