



**REPORT TO CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 11, 2023**

SUBJECT **2023 Technical and Community Advisory Committee and Core Area Liquid Waste Management Committee Terms of Reference Update**

ISSUE SUMMARY

This report presents updated 2023 Core Area Liquid Waste Management Committee and Technical and Community Advisory Committee Terms of Reference.

BACKGROUND

Under the *Local Government Act* and the Capital Regional District (CRD) Board Procedures Bylaw, the CRD Board Chair has the authority to establish standing committees and appoint members to provide advice and recommendations to the Board.

On December 14, 2022, the CRD Board approved the 2023 Terms of Reference for standing committees. Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of standing committees and provide a point of reference and guidance for the Committees and members.

At its July 12, 2023 meeting, the CRD Board directed staff to reconvene the Technical and Community Advisory Committee (TCAC). The TCAC will assist the Core Area Liquid Waste Management Committee (CALWMC) in making appropriate recommendations to the CRD Board in the areas of:

- Inflow and Infiltration program
- Sanitary sewer overflows
- Biosolids management and beneficial use

Also at this meeting, an updated TOR for the TCAC from the June 28, 2023 CALWMC meeting was adopted by the CRD Board. That document contained one error in the membership list.

The TOR for the TCAC has been amended (Appendix A) by amending the list of “Membership, Selection and Appointment” to remove the member from the Roundtable on the Environment (this group no longer exists) and adding a Vice-Chair from the Core Area Liquid Waste Management Committee. Another minor change is that all appointments to committees, being a Closed meeting matter, are now dealt with by the CRD Board.

The existing TOR for the CALWMC refers to the TCAC’s role in Core Area and West Shore Sewage Treatment matters. With the Core Area Wastewater Treatment Program now in operation, there is now a need to broaden the definition of the TCAC’s role in order to support the CALWMC in making recommendations on Core Area Liquid Waste Management Plan matters as required.

These changes are reflected in the updated TOR in Appendix B. A redlined version of the TOR showing this change is attached in Appendix C. The TOR are being provided for review by the Committee. Any proposed revisions to the TOR will require ratification by the Board.

ALTERNATIVES

Alternative 1

The Core Area Liquid Waste Management Committee recommends to the Capital Regional District Board:

That the updated Terms of Reference for the Core Area Liquid Waste Management Committee and Technical and Community Advisory Committee be approved as presented.

Alternative 2

The Core Area Liquid Waste Management Committee recommends to the Capital Regional District Board:

That the Terms of Reference for the Core Area Liquid Waste Management Committee and Technical and Community Advisory Committee be referred to staff for changes.

CONCLUSION

Terms of Reference serve to clarify the mandate, responsibilities and procedures of committees and provide a point of reference and guidance for the committees and their members.

The Terms of Reference for the Core Area Liquid Waste Management Committee requires minor updates to reflect the committee’s current advisory needs and the Terms of Reference for the Technical and Community Advisory Committee requires updating to correct an error in the membership list and include other minor updates.

RECOMMENDATION

The Core Area Liquid Waste Management Committee recommends to the Capital Regional District Board:

That the updated Terms of Reference for the Core Area Liquid Waste Management Committee and Technical and Community Advisory Committee be approved as presented.

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

ATTACHMENTS

- Appendix A: 2023 TCAC Terms of Reference
- Appendix B: 2023 CALWMC Terms of Reference
- Appendix C: 2023 CALWMC Terms of Reference Redlined