

**CAPITAL REGIONAL DISTRICT
MARINE MONITORING ADVISORY GROUP**

**TERMS OF REFERENCE
Revised May 2010
Approved by the CRD Board on January 12, 2011**

PURPOSE AND ROLE

The purpose of the Marine Monitoring Advisory Group (MMAG) is to provide support to the Capital Regional District (CRD) through the Environmental Protection division. Specifically, the role of the MMAG will be to:

- A. Advise on, provide an independent assessment of, and make recommendations on the wastewater and marine environment programs to the CRD, with specific focus on:
 - 1) Program design;
 - 2) Interpretation of monitoring results and conclusions;
 - 3) When requested, consultant's proposals and reports;
 - 4) When requested, appropriate levels of expenditures;
 - 5) Quality assurance/quality control; and
 - 6) Additional investigations and emerging issues.

- B. Advise on, provide an independent assessment of, and provide recommendations on the stormwater programs to the CRD, with a scientific perspective and specific focus on:
 - 1) Sampling program design;
 - 2) Receiving environment effects;
 - 3) Emerging contaminants of concern; and
 - 4) Current topics from the literature and other sources.

- C. Review the state of the receiving environments near CRD wastewater outfalls and municipal stormwater discharges with an integrated and cumulative effects perspective.

- D. When requested, provide independent advice to the CRD on other related marine, stormwater or liquid waste issues.

RELATIONSHIP TO THE CRD

The MMAG will report to the Environmental Protection division of the Environmental Sustainability department. Staff will bring MMAG related information to the Core Area Liquid Waste Management Committee, as necessary. The Core Area Liquid Waste Management Committee, the CRD Board, or the General Manager of Environmental Sustainability may also refer matters to the MMAG.

The Supervisor of Marine Programs, or delegate, will act as a staff liaison to attend MMAG meetings, represent the CRD and provide effective communication between the MMAG and CRD. The Supervisor of Marine Programs will keep MMAG regularly informed of issues related to the mandate of the MMAG.

MEMBERSHIP AND SELECTION

MMAG membership will be six to nine members at any time. Membership will be determined by the CRD General Manager of Environmental Sustainability, in consultation with the chair. Membership will consist of scientists or technical experts with knowledge and experience relevant to the purpose and role of the

MMAG. Invitations will be extended, but not limited, to representatives from Environment Canada, Fisheries and Oceans Canada, Provincial Ministry of Environment, Vancouver Island Health Authority, and academic institutions.

Membership is on a two-year term, up to a maximum of six years. Members are to serve without remuneration.

The chair will be selected by the members, and shall be elected every two years. The chair may serve additional terms up to a maximum of six years. The chair is to serve without remuneration.

PROCEDURE

The MMAG will meet based on the consensus of the group and in discussion with the General Manager of Environmental Sustainability, but the expectation is that the group will meet three to four times per calendar year. Any additional meetings will be at the call of the chair. The CRD will determine the agenda in consultation with the chair and members of the group.

The CRD Rules of Procedure will apply.

BUDGET

An annual budget will be available to cover costs related to the administration and logistical support for convening meetings through the year. This budget will be included within the Marine Programs budgets, which are funded from the annual budgets for the northeast trunk (Clover) and northwest trunk (Macaulay) systems.

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