



Making a difference...together

**REPORT TO CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE  
MEETING OF WEDNESDAY, JUNE 25, 2008**

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**SUBJECT:**

Terms of Reference – Intergovernmental Coordinating Committee

**PURPOSE:**

To bring to the Committee's attention activities being undertaken by staff to ensure issues of communication, project development and specific governmental interests between the Provincial Government's Ministry of Environment, the Ministry of Community Services and the Federal Government department of Infrastructure Canada as well as the Capital Regional District are handled in an efficient and expedient manner.

**BACKGROUND:**

There are many complexities to managing a large project where three levels of government have significant financial, political and administrative interests in the successful outcome of everyone's efforts. It was understood early on in this process that different governance and management structures may be required as the project moves through the various stages of planning and implementation. The initial phase, the completion of the *Path Forward* document, was undertaken by the Core Area Liquid Waste Management Committee and by CRD staff with regular, but unstructured, communication and input from the Provincial and Federal levels of government.

In the current second phase of planning, a more structured and focused level of coordination at the administrative level was recognized as appropriate and essential to deal with the many communication, regulatory and special interests of all three levels of government. To address this requirement the administrations have collaborated on, and agreed to, the attached terms of reference to guide the makeup and focus of an Intergovernmental Coordinating Committee.

The terms of reference are being brought forward for the Committee's information.

**INTERGOVERNMENTAL IMPLICATIONS:**

While the primary role and function of the Intergovernmental Coordinating Committee is to ensure good communication and to enable, when required, expedient response to regulatory and statutory approvals, it is important to emphasize the other primary functions of the Committee. Vitally important to the success of the project will be the clear understanding of funding agreements for the financing of the initiative and the need to address the ongoing governance structure when the project moves into the next phases of implementation.

**SUMMARY:**

The attached terms of reference for the Intergovernmental Coordinating Committee are provided for the Committee's information to indicate the degree of coordination and communication currently being implemented by the senior administration of all three levels of government.

**RECOMMENDATION:**

That the terms of reference for the Intergovernmental Coordinating Committee be received for information.

A handwritten signature in black ink, appearing to read 'Kelly Daniels', written over a horizontal line.

Kelly Daniels  
Chief Administrative Officer

Attachment

# CAPITAL REGIONAL DISTRICT SEWAGE TREATMENT PROJECT

## INTERGOVERNMENTAL COORDINATING COMMITTEE

### TERMS OF REFERENCE

#### **CONTEXT:**

The Capital Regional District is responsible for a project to provide sewage treatment to the seven Core area communities of Esquimalt, Colwood, Langford, Victoria, Saanich, View Royal and Oak Bay. As a requirement of the project administration a report was submitted to the Environment Minister on June 30, 2007 outlining the initial phases of work including a preliminary project concept and cost estimate.

Phase 2 of the project has now commenced and includes more detailed work around the project scope including beneficial reuse and resource recovery options, site identification, business case development, procurement analysis, more detailed project costing and project governance. It is understood that as the project proceeds through the various stages more involved structures will be required for governance, project management and intergovernmental coordination and communication. Initial discussions have occurred between the CRD and the Province and there is basic agreement that this second phase of project development requires a more formal structure at the administrative level to enhance communication between the various levels of government and ensure that the interests and expectations are communicated properly and understood fully.

It is expected that this phase of project development will continue until approximately spring of 2009.

#### **MEMBERSHIP:**

Capital Regional District	- CAO (Committee Chair)
	- General Manager, Environmental Services
Province of British Columbia	- Deputy Minister, Community Services
	- Assistant Deputy Minister, Environment
	- CEO, Partnerships BC
Government of Canada	- Director General, Policy & Priorities, Infrastructure Canada
	- Assistant Deputy Minister, Program Operations, Infrastructure Canada

Members of the Committee will make every effort to attend all meetings but may designate an alternate to attend meetings where their absence is unavoidable.

#### **TERMS OF REFERENCE:**

1. To monitor project progress and communicate regularly back to each respective level of government on project status, details and issues.
2. To communicate the interests and perspectives of each government partner to ensure there is a good understanding between all the partners of the priorities, concerns and needs as the various stages of the project unfold.
3. To investigate, analyze and recommend future models for governance of the project.
4. To review and discuss the details of the funding agreement between the three levels of government for the financing of the project.
5. To co-ordinate administrative processes within each level of government to ensure the most expeditious and efficient management of intergovernmental responsibilities and approvals.
6. To make recommendations to each respective level of government on any matters determined to be important to the successful completion of the project.

**INDEPENDENCE OF ADVICE:**

While the objective of the Committee is to provide coordination, communication and to encourage project efficiency, it is understood that all members report solely to their respective employers and must act independently on their advice to these employers regardless of any majority opinion of the Committee.

**MEETING FREQUENCY:**

It is anticipated that the Committee will meet at least once a month or more frequently as required and at the call of the Chair.