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## REPORT TO CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE MEETING OF WEDNESDAY, MAY 8, 2013

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**SUBJECT**     **2013 CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE TERMS OF REFERENCE**

### **ISSUE**

To establish the terms of reference for the 2013 Core Area Liquid Waste Management Committee (CALWMC).

### **BACKGROUND**

At a Committee of the Whole meeting held January 9, 2013, the Board considered a staff report regarding the 2013 Board standing committee structure, including a possible Committee of the Whole structure. At that meeting it was agreed that the Board Chair would maintain the individual standing committee structure for 2013 and that the Board Chair be delegated the authority to strike a select committee of current and past Board Chairs to discuss opportunities for better use of Committee of the Whole meetings.

The established Board committees for 2013 are as follows:

Core Area Liquid Waste Management  
Electoral Area Services  
Environmental Services  
Finance and Corporate Services  
Planning, Transportation and Protective Services  
Regional Parks  
Transportation Select  
Governance Select

Terms of reference for each of the above noted committees were forwarded to the Board for consideration at its meeting of February 13, 2013. The Board resolved to receive the terms of reference and refer them to the respective committees for review. The terms of reference for the CALWMC are attached as Appendix A.

### **ALTERNATIVES**

1. That the CALWMC approve the 2013 committee terms of reference as attached in Appendix A.
2. That the terms of reference be referred back to staff for further review.

### **IMPLICATIONS**

The terms of reference that have been developed for each committee identify the mandate/purpose of the committee, its establishment, authority, composition, procedures and

staff resources. For the most part, the committees are structured around specific service areas and identify the committee's primary staff liaison(s).

Appendix A of the attached Terms of Reference outlines how the Core Area Wastewater Treatment Program Commission will liaise with the CALWMC and/or the Board as required by Core Area Wastewater Treatment Commission Bylaw No. 1, 2012 (Bylaw No. 3851).

**CONCLUSION**

Terms of reference for the 2013 CALWMC have been drafted and are attached for the committee's consideration. They will serve to clarify the mandate, responsibilities and procedures governing the committee.

**RECOMMENDATION**

That the Core Area Liquid Waste Management Committee approve the 2013 committee terms of reference as attached in Appendix A.

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Sonia Santarossa  
Manager, Legislative Services

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Robert Lapham, MCIP, RPP  
Chief Administrative Officer  
Concurrence

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Attachments: Appendix A, Terms of Reference

# Terms of Reference

CRD

## CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE

### PREAMBLE

The Capital Regional District (CRD) Core Area Liquid Waste Management Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding the Core Area Liquid Waste Management Plan and certain aspects of the Core Area Wastewater Treatment Program (CAWTP).

The Committee's official name is to be:

Core Area Liquid Waste Management Committee

### 1.0 PURPOSE

The mandate of the committee is to oversee and make recommendations to the Board regarding the:

- Administration and regulatory reporting for the Core Area Liquid Waste Management Plan
- Core area trunk sewers and sewage disposal systems

In relation to the CAWTP, the mandate of the committee is as outlined in section 11 of Core Area Wastewater Treatment Commission Bylaw No. 1, 2012 (Bylaw No. 3851). The attached Appendix A outlines how the CAWTP Commission will liaise with the Committee and the Regional Board.

### 2.0 ESTABLISHMENT AND AUTHORITY

- The committee will make recommendations to the Board for consideration; and
- The Board Chair will appoint the Committee Chair, Vice Chair and committee members.

### 3.0 COMPOSITION

The membership is comprised of all directors from the following municipalities that are participants in the Core Area Liquid Waste Management Plan:

- Colwood
- Esquimalt
- Langford
- Oak Bay
- Saanich
- Victoria

- View Royal

#### **4.0 PROCEDURES**

- The committee shall meet monthly except August and December and have special meetings as required;
- The agenda will be finalized in consultation between staff and the Committee Chair and any committee member may make a request to the Chair to place a matter on the agenda;
- With the approval of the Committee Chair and the Board Chair, committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- A quorum of 50% plus one of the committee membership is required to conduct committee business.

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

- The General Manager Integrated Water Services will provide administrative support with support from other departments as required;
- Corporate Communications will assist the department in the delivery of Core Area Liquid Waste Management Plan communication services.
- Minutes and agendas are prepared and distributed by the Legislative Services Department.

**APPENDIX A**

**LIAISON BETWEEN CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE  
(CALWMC) AND CORE AREA WASTEWATER TREATMENT PROGRAM  
(CAWTP) COMMISSION**

In accordance with CRD procedures and the Core Area Wastewater Treatment Commission Bylaw No. 1, 2012 (Bylaw No. 3851), the CAWTP Commission will liaise with the CALWMC and/or Regional Board as follows:

- Prior to appointing a Program Director;
- Preparing a monthly written report to update and make the CALWMC and the Regional Board aware of the progress of the Program and any significant issues;
- Collaborating with the CALWMC to draft the sections of the RFP that promote innovation;
- Preparing an annual Program cash flow forecast before September 30 each year as part of its comprehensive financial accounting reporting;
- Preparing draft reports as required to permit the Regional Board to report to Senior Governments;
- Providing any additional information to the CALWMC and/or Regional Board upon request;
- All documents and reports to be considered by the Regional Board as outlined in section 10 of the Commission Bylaw are to be reviewed by the CALWMC