

# Terms of Reference

The logo for the Capital Regional District (CRD), consisting of the letters 'CRD' in a stylized, bold font.

## **TECHNICAL AND COMMUNITY ADVISORY COMMITTEE**

### **PREAMBLE**

The CRD has a mission to be local government leaders in providing cost effective, innovative and environmentally responsible sewage treatment to the residents in the core area (Esquimalt, Colwood, Langford, Oak Bay, View Royal, Saanich, Victoria, and Songhees and Esquimalt First Nations).

With the Core Area Wastewater Treatment Program now in operation, future decisions will be needed in a number of areas related to the service, including the following:

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

The Capital Regional District (CRD) Technical and Community Advisory Committee (TCAC) is an advisory committee established by the CRD Board and will assist the Core Area Liquid Waste Management Committee (the steering committee) in making appropriate recommendations to the CRD Board in the areas outlined above.

The Committee's official name is to be:

Technical and Community Advisory Committee

### **1.0 PURPOSE**

The mandate of the Committee is to respond to requests from the steering committee for technical and community consultation advice and input in order to facilitate informed decision-making in a variety of areas, including those outlined above.

### **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The committee will provide advice and input in an advisory capacity to the Core Area Liquid Waste Management Committee for review, comment and decision;
- b) On matters related to long-term biosolids management planning, the committee will provide advice and input in an advisory capacity to the Environmental Services Committee for review, comment and decision;

- c) The Chair and Vice Chair shall be the Chair and Vice Chair of the Core Area Liquid Waste Management Committee; and
- d) The term of the Committee will be for the period required to address the matters, as determined by the CALWMC.

### **3.0 COMPOSITION**

- a) Members will be appointed by the CRD Board;
- b) Members will serve without remuneration; and
- c) Including the chair, there will be 26 members:
  - 1 - Chair of the Core Area Liquid Waste Management Committee – TCAC Chair
  - 1 - Vice-Chair of the Core Area Liquid Waste Management Committee – TCAC Vice-Chair
  - 7 - municipal engineering or other technical representatives
  - 5 - members at large via public advertisement
  - 2 - members nominated by environmental groups
  - 2 - members nominated by the Esquimalt and Songhees First Nations
  - 1 - member nominated by the Department of National Defence
  - 1 - member nominated by the Greater Victoria Chamber of Commerce
  - 1 - member nominated by the West Shore Chamber of Commerce
  - 1 - member from a post secondary institute
  - 1 - member from the Victoria Labour Council
  - 1 - member from Tourism Victoria
  - 1 - member from CRD Solid Waste Advisory Committee
  - 1 - member nominated by the Esquimalt Chamber of Commerce

### **4.0 PROCEDURES**

- a) The Committee shall meet on monthly basis and have special meetings, as required, at the call of the Chair;
- b) 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 through the Notice of Motion process;
- c) A quorum is a majority of the Committee membership and is required to conduct Committee business; and
- d) The CRD Board rules of order will apply.

### **5.0 RESOURCES AND SUPPORT**

- a) The Senior Manager of the Environmental Protection division will act as a liaison to the Committee;

- b) Minutes and agendas are prepared and distributed by the Environmental Protection division; and
- c) The Environmental Protection division will provide additional administrative support as required.
- d) Staff representatives from the following organizations will be invited to attend Committee meetings to provide information as required:
  - Ministry of Environment and Climate Change Strategy
  - Environment Canada
  - Vancouver Island Health Authority
- e) A consulting engineering expert in sewage treatment and related matters will also attend Committee meetings to provide advice and information.

*Approved by CRD Board December 13, 2023*