

# Terms of Reference



## **CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE**

### **PREAMBLE**

The Capital Regional District (CRD) Core Area Liquid Waste Management Committee (CALWMC) 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 (CALWMP). Recommendations related to long-term biosolids management planning in the CALWMP shall be referred to the Environmental Services Committee.

The Committee's official name is to be:

Core Area Liquid Waste Management Committee

### **1.0 PURPOSE**

- a) The mandate of the Committee is to oversee and make recommendations to the Board regarding the:
  - i. administration and regulatory reporting for the Core Area Liquid Waste Management Plan
  - ii. Core area trunk sewers and sewage disposal systems
- b) The Committee will act as the steering committee of the Technical and Community Advisory Committee, as outlined in Appendix A.

### **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The Committee will make recommendations to the Board for consideration.
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

### **3.0 COMPOSITION**

- a) The membership is comprised of all directors on the CRD Board from the following municipalities that are participants in the Core Area Liquid Waste Management Plan:
  - Colwood
  - Esquimalt
  - Langford
  - Oak Bay
  - Saanich
  - Victoria
  - View Royal
  - An elected representative and alternate from each of the Songhees Nation and Esquimalt Nation Councils (Board Procedures Bylaw No. 3828)

- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, in accordance with the CRD Procedures Bylaw, where the Nation has an interest in matters being considered by the committee.

#### **4.0 PROCEDURES**

- a) The Committee shall meet quarterly and have special meetings as required at the call of the Committee 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) With the approval of the Committee Chair and Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

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

- a) The General Manager, Integrated Water Services and General Manager, Parks & Environmental Services will act as a liaison to the Committee with support from other departments, as required; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

*Approved by CRD Board December 13, 2023*

**APPENDIX A**

**STEERING THE TECHNICAL AND COMMUNITY ADVISORY COMMITTEE**

In accordance with the Terms of Reference of the Technical and Community Advisory Committee (TCAC) approved by the Capital Regional District Board (CRD), October 11, 2023, the Core Area Liquid Waste Management Committee (CALWMC) will steer the TCAC as follows:

- Make requests to TCAC for appropriate technical and community consultation advice and input in order to facilitate informed decision-making in a variety of CALWMP matters
- Dissolve the TCAC at a time determined by the CALWMC