

**REGIONAL DISTRICT OF NANAIMO
LIQUID WASTE MANAGEMENT PLAN MONITORING COMMITTEE**

TERMS OF REFERENCE

April 2019

BACKGROUND

The Regional District of Nanaimo (RDN) provides municipal wastewater conveyance, treatment, and disposal services across the region. Under the provincial Municipal Wastewater Regulation, municipal wastewater discharges may be permitted through:

- Registration;
- Permits; and/or
- An approved Liquid Waste Management Plan (LWMP) with its associated Operational Certificates.

An approved LWMP is legally binding. The RDN has an approved LWMP and with that comes the authority and responsibility to implement the plan.

PURPOSE

While the responsibility for the management of the LWMP ultimately rests with the RDN Board of Directors, the Province requires that a monitoring committee oversees LWMP implementation.

ROLES AND RESPONSIBILITIES

LWMP Monitoring Committee will:

- Review reports presented by RDN staff and their consultants relating to LWMP programs;
- Review the public education programs associated with the LWMP (e.g. SepticSmart);
- Provide recommendations to RDN staff regarding the implementation of programs and policies relating to the LWMP and wastewater management;
- Review annual status reports documenting LWMP implementation;
- Recommend refinements to the LWMP program actions to keep implementation on track with the overall objectives and targets;
- Assist RDN staff in developing strategies to increase the effectiveness of the LWMP; and
- Recommend amendments to the plan, as necessary.

MEMBERSHIP

There may be up to 17 voting members and invitations will extend to the following:

- RDN Board – 4 members
- City of Nanaimo – 1 member
- City of Parksville – 1 member
- Town of Qualicum Beach – 1 member
- District of Lantzville – 1 member
- Snuneymuxw First Nation – 1 member
- Snaw-naw-as First Nation – 1 member
- Qualicum First Nation – 1 member
- Business Community – 2 members
- General Public – 2 members
- Island Health – 1 member
- Fisheries and Oceans Canada – 1 member

RDN staff shall act as a resource to the Committee.

CHAIRPERSON

The Committee Chairperson will be a Board Director appointed by the Chair of the RDN.

APPOINTMENT AND TERM

RDN Board members are appointed annually by the Chair of the RDN. The term of appointment for other members is two years or until new members are appointed.

Representatives from the business community and general public will be appointed by the Board through an application process in accordance with the Appointments to RDN Advisory Committees/Commissions Policy A1.14.

Government and agency members may appoint a representative and may designate an alternate, should the representative be unable to attend.

Lack of attendance may result in a member having their membership revoked at the discretion of the Committee. If a member resigns from the Committee, their position will be filled through the application process or by appointment, as appropriate.

QUORUM

Meetings will achieve quorum when at least six members are present. In the absence of a quorum, a meeting can still proceed, and topics can still be discussed, provided no motions are made or votes taken.

DECISION MAKING

Committee decisions will be made by consensus whenever possible. If necessary, votes may be taken.

Committee meetings are open to the public; however only Committee members have speaking and voting privileges. Delegations that wish to address the Committee must seek approval from the Committee through a written request.

MEETINGS

The Committee will meet at least two times per year with a provision for workshops or other presentations at the Committee's discretion. Meetings will generally be held mid-day. Meals will be provided when Committee activities coincide with meal times.

There is no remuneration for participation on the Committee but the RDN will reimburse mileage expenses according to Volunteer Mileage Reimbursement Policy A2.19.