
TO: Committee of the Whole **MEETING:** April 9, 2019
FROM: Shelley Norum
Wastewater Program Coordinator **FILE:** 5345-60
SUBJECT: Liquid Waste Management Plan Monitoring Committee Terms of Reference

RECOMMENDATION

That the Board approve the Draft Liquid Waste Management Plan Monitoring Committee Terms of Reference.

SUMMARY

A draft revision of the Liquid Waste Management Plan (LWMP) Monitoring Committee Terms of Reference, provided in Attachment 1, includes options to improve the likelihood of achieving quorum at LWMP Monitoring Committee meetings and guidance on how to manage meetings that do not achieve quorum. These include:

1. Defining quorum.
2. Allowing alternate members.
3. Removing agencies who declined the invitation to participate in the Committee.
4. Allowing meetings without quorum to proceed without motions or votes.

There are no financial implications for approving the changes made to the draft LWMP Monitoring Committee Terms of Reference.

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

The current Terms of Reference for the LWMP Monitoring Committee (provided in Attachment 2) was originally approved in 2014 and does not identify the number required for quorum. In absence of specific direction, quorum is achieved when the majority of members are present. In 2018, two LWMP Monitoring Committee meetings were inquorate based on the default definition.

The revised draft LWMP Monitoring Committee Terms of Reference (provided in Attachment 1) includes options to improve the likelihood of quorate meetings and provides guidance on how to manage meetings that do not achieve quorum. These include:

1. **Defining quorum.** Meetings will achieve quorum when at least six members are present.
2. **Allowing alternate members.** Government and agency members may designate an alternate should the representative be unable to attend.
3. **Removing agencies who declined the invitation to participate in the Committee.** The draft Terms of Reference removed the following agencies:
 - Environment and Climate Change Canada
 - Ministry of Environment and Climate Change Strategy
 - Ministry of Transportation and Infrastructure
 - Georgia Strait Alliance.
4. **Allowing meetings without quorum to proceed without motions or votes.** 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. This allows the RDN to fulfil its obligation to the Province to maintain the Committee.

ALTERNATIVES

1. Approve the Draft LWMP Monitoring Committee Terms of Reference.
2. Do not approve the Draft LWMP Monitoring Committee Terms of Reference and provide alternate direction.

FINANCIAL IMPLICATIONS

There are no financial implications for approving the changes made to the draft LWMP Monitoring Committee Terms of Reference.

STRATEGIC PLAN IMPLICATIONS

Focus On Relationships- We Will Focus On Improved Two-Way Communication Within The Regional District And With Our Communities

Draft updates to the Terms of Reference are recommended to improve the LWMP Monitoring Committee's role as a communication tool.



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March 20, 2019

Reviewed by:

- S. De Pol, Director, Water and Wastewater
- R. Alexander, General Manager, Regional and Community Utilities
- P. Carlyle, Chief Administrative Officer

Attachments:

1. Draft – Liquid Waste Management Plan Monitoring Committee Terms of Reference
2. Current – Liquid Waste Management Plan Monitoring Committee Terms of Reference