

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

**TERMS OF REFERENCE**  
**January 2014**

**PURPOSE**

The Liquid Waste Management Plan Monitoring Committee (LWMP Monitoring Committee) will oversee and evaluate implementation of the amended Liquid Waste Management Plan (LWMP). The LWMP Monitoring Committee fulfills the role of the monitoring committee as described by the Ministry of Environment Interim Guidelines for Preparing Liquid Waste Management Plans (2011).

**ROLES AND RESPONSIBILITIES**

LWMP Monitoring Committee will:

- Review reports presented by RDN staff and their consultants relating to LWMP programs
- Review progress of the public education programs, such as SepticSmart
- Review progress of plans and reports which fall under the LWMP programs (e.g. Rainwater Management Plan)
- 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
- Recommend amendments to the plan, as necessary.

**MEMBERSHIP**

The LWMP Monitoring Committee will consist of up to 21 voting members. Invitations for committee representation will extend to the following groups and organizations:

4 members	RDN Board
4 members	Municipal Staff (Nanaimo, Parksville, Qualicum Beach, and Lantzville)
1 member	Snuneymuxw First Nation
1 member	Snaw-naw-as First Nation
1 member	Qualicum First Nation
1 member	Ministry of Environment
1 member	Ministry of Transportation and Infrastructure
1 member	Fisheries and Oceans Canada
1 member	Environment Canada
1 member	Island Health
1 member	Georgia Strait Alliance
2 members	Business Community (District 68, District 69)
2 members	General Public (District 68, District 69)

RDN staff shall participate in a resource capacity.

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 will be appointed by the member's organization.

## **TERM**

The term of appointment is two years or until new members are appointed. Lack of attendance may result in members 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.

## **CHAIRPERSON**

A Board Director will chair the meetings.

## **MEETINGS**

The LWMP Monitoring Committee will meet at least two times per year with a provision for workshops or other presentations at the LWMP Monitoring 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.

## **DECISION MAKING**

Committee decisions will be made by consensus whenever possible. If necessary, votes may be taken and, when making recommendations to the Board, minority opinions may be submitted in addition to the majority opinion.

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.