

## Liquid Waste Committee

### Terms of Reference

The Liquid Waste Committee is the standing committee of the Metro Vancouver Board that provides advice and recommendations on policies, bylaws, plans, programs, budgets and issues related to liquid waste management under the GVS&DD service.

#### **Committee Responsibilities**

Within the scope of the *Board Strategic Plan, Integrated Liquid Waste and Resource Management Plan, and Metro Vancouver Financial Plan*, the Committee provides guidance and oversight to staff on the implementation of the annual work plan and business plans for the service. Specific Committee responsibilities include:

- Reviewing and endorsing the annual budget and five-year financial plan for the Liquid Waste function;
- Overseeing and monitoring implementation of strategic utility plans including the *Integrated Liquid Waste and Resource Management Plan*;
- Overseeing implementation of GVS&DD (liquid waste) capital programs, including award of major contracts for engineering services, materials supply, and construction;
- Providing governance and oversight over key major projects within the context of the approved budgets and financial plans;
- Reviewing and receiving the annual *Environmental Management and Quality Control* report for the GVS&DD (liquid waste);
- Reviewing and making recommendations with respect to municipal requests for sewerage area boundary expansions;
- Reviewing and recommending amendments to the *GVS&DD Sewer Use Bylaw*; and
- Reviewing and approving *Integrated Stormwater Management Plans* for GVS&DD drainage areas.

#### **Committee Membership and Meetings**

The Chair, Vice Chair, and members are appointed annually by the Chair of the Metro Vancouver Board. The Committee meets monthly, except for August and December, and has special meetings as required. Members of the Committee must be a member of the GVS&DD. A quorum of 50% plus one of the Committee membership is required to conduct committee business.

#### **Committee Management**

The Committee Chair, or in the absence of the Chair, the Vice Chair is the chief spokesperson on matters of public interest within the Committee's purview. For high profile issues the role of spokesperson should rest with the Board Chair or Vice Chair. On technical matters or in cases where an initiative is still at the staff proposal level, the Commissioner or designate is the appropriate spokesperson. Where necessary and practical, the Board Chair, the Committee Chair and the Commissioner confer to determine the most appropriate representative to speak.

The Chief Administrative Officer assigns a Committee Manager for the Committee. The Committee Manager is responsible for coordinating agendas and be the principal point of contact for Committee members.