

City of Castlegar

Liquid Waste Management Plan



Advisory Committee

Terms of Reference

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1.0 INTRODUCTION

The Terms of Reference presented in this document outline the roles, expectations and commitments required of the Advisory Committee members in the development of the Liquid Waste Management Plan (LWMP) for the City of Castlegar (the City).

2.0 BACKGROUND

The City is undertaking the development of a Liquid Waste Management Plan (LWMP), which is a document that will enable the City to strategically develop a holistic plan for the long-term collection, treatment, and discharge of sewage and storm water that meets current provincial requirements with due consideration to the City's geography, population, economy, and finances.

The process for developing an LWMP will be based on the BC Ministry of Environment and Climate Change Strategy (MoE) Guidelines for Preparing Liquid Waste Management Plans. As outlined in the Guidelines, it will be undertaken in three stages:

- **Stage I:** Establishing the current state of liquid waste management in Castlegar and the development of conceptual waste management options;
- **Stage II:** Assessing the conceptual options in more detail and writing a draft of the LWMP; and
- **Stage III:** Selecting the preferred option, finalizing the LWMP, presenting it to Council and submitting to the MoE for approval.

It is expected that each phase will take approximately six to twelve months with six months between each phase for MoE review and final approval as part of Stage 3. Once the LWMP is complete and approved by the MoE and adopted by Council, it will form the basis of how the City will manage its stormwater and sewage for at least the next 20 years. The Province requires that the LWMP be consultative, with the participation of committees and the public. The City will establish two LWMP Committees, which will be supported by a Technical Team. Committees will be required for all three stages of the LWMP.

Technical Team: Made up of Urban Systems staff (engineering consultants hired by the City), as well as City engineering staff. The Technical Team will develop the options for liquid waste management for comment by the committees. At each stage, they will gather comments and feedback from the committees, public, City Council, and liaise with other committees or interest holders as required to refine options. Communication between Committees and City Council will be the responsibility of the Technical Team.



Steering Committee: Oversees deliverables to ensure alignment with City priorities and consists of representation from City staff and Council. The Steering Committee will review key decisions and deliverables developed by the Technical Team which are informed by engagement with the Advisory Committee. The Steering Committee will also make recommendations to the City Council for consideration.

Advisory Committee: Ensures that community interests and technical considerations (e.g. government regulations) are considered in the development of the LWMP. The Advisory Committee consists of members of the public, environmental groups, tourism, associations, government agencies, and indigenous communities.

3.0 PURPOSE OF THE ADVISORY COMMITTEE

The Advisory Committee will act in an advisory capacity to the Technical Team, who will use the Committee's input to inform decisions and deliverables for the Steering Committee.

The Advisory Committee will help ensure that programs and policies are in the best interests of residents, businesses, and other interested parties in the City.

The Advisory Committee may also include technical representation from government agencies which will provide comments and feedback regarding their agency's mandate and relevant regulations.

4.0 TASKS OF THE ADVISORY COMMITTEE

The typical tasks of the Advisory Committee members include:

- Assist in developing the guiding principles for the LWMP.
- Review and provide general guidance on background information, draft materials, outreach activities and materials, and draft plan sections. Identify and evaluate alternatives to address community issues and opportunities.
- Provide technical feedback relative to their specific agency's mandate, if applicable.
- Attend meetings as required. Over three years, Committee members will attend roughly six to eight meetings, each approximately 2 hours in duration. Virtual options for attendance will be arranged if in-person attendance is not feasible.
- Provide input on the public participation and communications process, including the timing and content for various initiatives.
- Assist in identifying and connecting the City with key interest groups.



- Act in a strictly advisory role, recognizing that the Steering Committee and Council will consider the input and recommendations of the Committee, but is not bound by such recommendations.

5.0 MEMBERSHIP OF THE ADVISORY COMMITTEE

The Advisory Committee will have approximately 10 members. Though Indigenous engagement will be conducted separately, all Indigenous Nations and organizations will be invited to participate in advisory meetings.

The Committee will be made up of members who:

- are willing and able to commit the necessary time laid out in Section 4;
- are invested in the future of the City and surrounding area;
- are interested in environmental matters;
- have local knowledge, academic or technical qualifications, relevant work experience, or business interests in liquid waste;
- have skills and experience related to roles and responsibilities of serving on a committee (e.g., listening and communication skills, critical and strategic thinking, team-oriented etc.);
- can work toward consensus with people who hold different views, by using an interest-based approach rather than a position-based approach; and
- have a positive non-confrontational approach to the information and possible solutions being presented.

The Advisory Committee should represent our diverse community and should include members:

- from across the City, in different neighbourhoods;
- of various ages, genders and other demographic characteristics;
- with a variety of perspectives on social, economic, and environmental issues; and
- with a balance between technical and non-technical interests.

If any positions become vacant during the process, the Advisory Committee may identify and recruit suitable replacement members.

At the request of the Advisory Committee or the discretion of the Technical Team, additional members may be recruited to provide additional representation or information to the Committee. This representation may form a permanent position on the committee or be ad hoc with the intention to inform the Committee on a specific topic.

6.0 REPORTING

Each Advisory Committee meeting will have an agenda and a member of the Technical Team attending to take minutes. These minutes will include summaries of discussions, feedback, and comments. These agendas and minutes will inform discussions with the Steering committee, Council decision-making and content in the LWMP.

The Advisory Committee and the Steering Committee do not make direct reports to Council.

7.0 COMMITTEE DECISION-MAKING

The Advisory Committee is advisory in nature. There is no responsibility for decision-making within this committee.

8.0 COMMITTEE PROTOCOL

All Advisory Committee members are equal, have equal opportunity to contribute at meetings, and have the responsibility to respect the opinions of others. Committee members must prepare for meetings by reviewing materials in advance, and actively participate in the discussions and use their experience, education, and insight to speak freely about any issues or opportunities to be considered.

Committee members are present to speak to the interests of the public and other interest-holder groups but are equally responsible for listening to and understanding the views of others on the Committee who may bring other viewpoints to the table. It is only through active listening and dialogue that real consensus can be achieved. Members are encouraged to work collaboratively and be committed to reaching a consensus where possible.

Committee members may choose to express their personal views about the process outside the committee but may not speak on behalf of the committee or create the impression that they are speaking for the Committee or the City. To ensure open and honest dialogue, committee members should not discuss comments or opinions expressed by other Committee members without their knowledge and consent.



9.0 RESOURCES FOR THE ADVISORY COMMITTEE

The Technical Team will provide resources to the Advisory Committee including arranging meetings, developing agendas, minute taking, and distributing materials and other administrative functions. Participation on the Advisory Committee is voluntary, and remuneration is not provided.

10.0 CONTACT

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