



# Liquid Waste Management Plan



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Advisory Committee

Terms of Reference

2023

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## 1. Introduction

The Terms of Reference included in this document outline the roles, expectations, and responsibilities of Advisory Committee members throughout the development of the Liquid Waste Management Plan (LWMP) for the City of Nelson (the City).

## 2. Background & Summary

The City is beginning the development of a Liquid Waste Management Plan (LWMP). A LWMP is a process in which all the issues related to liquid waste for a community are identified and utilized to develop a community-specific solution with the structure of a regulatory document. This plan will consider an in-depth review of the City's geography, population, economy, and surrounding area.

The process for developing a LWMP will rely on the BC Ministry of Environment and Climate Change Strategy (ENV) Guidelines for Preparing Liquid Waste Management Plans.

As outlined in the Guidelines, it will be undertaken in three stages:

**Stage 1:** Define problems and identify options related to liquid waste in a community, including collection, treatment, discharge, and reuse. In this stage the objective is to identify all the issues and possible alternatives, so interest groups can present their preferred alternatives.

**Stage 2:** Develop and evaluate preferred options. The evaluation can consider multiple objectives such as climate impact/environmental implications, technical complexity, capital costs, the ability to be phased, and operating issues/costs. A draft of the LWMP will be written.

**Stage 3:** Document and adopt the plan. Preferred option will be selected, LWMP finalized and presented to Council, and then submitted to ENV for approval.

Each stage can be expected to take approximately six to twelve months with a buffer time of six months between each phase for review by the Ministry of Environment and the final approval as part of Stage 3. Upon completion of the LWMP with ENV approval and adoption by Council, it will form a guideline of how the City will manage its stormwater and sewage for at least the next 20 years. It is required by the Province that the LWMP process 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. Collaboration with the Committees will be required for all three stages of the LWMP.

### 3. Components of the Committees

**Technical Team:** Consists of City engineering staff, as well as Urban Systems staff (engineering consultants hired by the City). The Technical Team will develop and propose options for liquid waste management for review and discussion by the Committees. Through each stage of the process there will be opportunities for the Technical Team to gather feedback from the committees, public, City Council as well as communicate with other groups or communities of interest. This feedback obtained from these interest holders will aid the Technical Team in refining options. Communication and liaison between Committees and the City Council will be the responsibility of the Technical Team.

**Steering Committee:** Oversees reports and interim deliverables to ensure alignment with City priorities and consists of representation from City staff and Council. This Committee will review key decisions and deliverables developed by the Technical Team, which will be informed through consultation with the Advisory Committee. Recommendations will be made by the Steering Committee to the City Council for review and consideration.

**Advisory Committee:** Responsible for ensuring that community interests and technical considerations (e.g., government regulations) are considered throughout the development of the LWMP. The Advisory Committee will consist of members of the public, environmental groups, tourism, businesses, government agencies, and Indigenous communities.

### 4. 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 and review to inform decisions and deliverables for the Steering Committee.

The Advisory Committee will help ensure that programs and policies are created with the best interests of residents, businesses, impacted communities and natural environment.

Relevant technical representatives from government agencies may also be included in the Advisory Committee. Comments and feedback regarding their agency's mandate and relevant regulations will be provided by these members of the Committee.

## 5. Roles of the Advisory Committee

Tasks that can be expected of the Advisory Committee members include:

- a. Assisting in developing the guiding principles for the LWMP.
- b. Review and provide general guidance on background information, draft materials, outreach activities and materials, and draft plan sections.
- c. Identify and evaluate alternatives to address community issues and opportunities.
- d. Provide technical feedback relative to specific regulatory requirements.
- e. Attend meetings as required. Over three years, Committee members will be responsible for attending roughly six to eight meetings, each being approximately 2 hours in length. If in-person attendance is not feasible, virtual options for attendance will be arranged.
- f. Provide input on the public participation and engagement process, including the scheduling and content for various initiatives.
- g. Assist in identifying and connecting the City with key stakeholders and interest groups.
- h. Participate in an advisory role, recognizing that the Steering Committee and Council will take the input and recommendations into consideration, but are not bound by such recommendations.

## 6. Members of the Advisory Committee

The Advisory Committee will consist of approximately 10 members. While Indigenous communities and ENV engagement will be conducted separately, both parties will be invited to participate in advisory meetings.

The Committee will consist of members who:

- a. are willing and able to commit the necessary time laid out in Section 5;
- b. are invested in the future of the City and surrounding areas;
- c. are interested and invested in environmental matters;
- d. have local knowledge, academic, or technical qualifications, relevant work experience, or business interests in liquid waste; have skills and experience relevant to the roles and responsibilities of serving on a committee;
- e. can work towards a consensus with people who hold different views, through productive communication; and, have a positive non-confrontational approach to the information and possible solutions being presented.

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

- a. who are residents in different neighbourhoods across the City and surrounding areas;
- b. of various age, genders, socio-economic status and other demographic characteristics;
- c. with varying perspectives on social, economic, and environmental issues; and,
- d. with a balance between technical and non-technical interests and knowledge.

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

At the request of the Advisory Committee or the Technical Team, additional members may be involved and recruited to provide additional or a variation in representation or information to the Committee. These additional members may form a permanent position on the committee or temporary with the intention of informing the Committee about a specific area.

## **7. Reporting**

Each Advisory Committee meeting will have an agenda with presentation materials and information brought to the meeting that are prepared by the Technical Team. A member of the Technical Team will be in attendance to make a record of the agenda as well as taking meeting minutes. The agendas and meeting minutes will inform discussions with the Steering Committee, Council decision-making and content in the LWMP.

The Advisory Committee does not make direct reports to the Council, whereas the Steering Committee will make recommendations to the City Council for consideration.

## **8. Committee Decision Making**

The Advisory Committee is advisory in nature and will not be responsible for decision-making within the LWMP process.

## **9. Committee Protocol**

All Advisory Committee members will have equal roles on the committee, with equal opportunity to contribute to meetings. Everyone has the responsibility to respect the opinions of others. Committee members are responsible for preparing for meetings by

reviewing materials in advance, and actively participating in group discussions while still allowing others to participate. Members should actively participate in discussions by using their experience, education, and insight to speak freely about any issues or opportunities that should 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 which may differ from their own. It is important to practice active listening and dialogue to arrive at consensus. Members are encouraged to work together to reach a consensus when possible.

Outside of the committee, members can choose to express their personal views about the process. This said, they may not speak on behalf of the committee or create an impression that they are speaking for the Committee or the City. Opinions or comments expressed by Committee members during meetings should not be discussed by other members without their knowledge and consent.

## **10. Resources for the Advisory Committee**

All resources required to participate in the Advisory Committee will be provided to the members by the Technical Team. These resources include 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.

## **11. Contact**

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