

Utilities Committee

Terms of Reference

The Utilities 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 water and liquid waste management under the GVWD and GVS&DD services.

Committee Responsibilities

Within the scope of the *Board Strategic Plan*, *Drinking Water Management 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 each service. Specific Committee responsibilities include the following:

- Review and approve annual business plans and budgets for the Water and Liquid Waste utilities;
- Oversee and monitor implementation of strategic utility plans including the *Drinking Water Management Plan* and *Integrated Liquid Waste and Resource Management Plan*;
- Oversee implementation of GVWD and GVS&DD (liquid waste) capital programs, including award of contracts (over \$5 million) for engineering services, materials supply, and construction;
- Review and receive annual Quality Control reports for GVWD and GVSⅅ
- Oversee implementation of the water conservation program and tap water campaign;
- Monitor water supply forecasts, water consumption trends and annual system performance;
- Review and make recommendations with respect to municipal requests for sewerage area boundary expansions;
- Review and recommend amendments to the *GVS&DD Sewer Use Bylaw*; and
- Review and approve *Integrated Stormwater Management Plan* 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 Utilities Committee meets monthly, except for August and December, and has special meetings as required. Members of the Committee must be members of both the GVWD and 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 a senior staff member

may be the appropriate chief 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.