



MMCD GI Standards Committee – Terms of Reference

Version: 1.0 | September 2026

1. PURPOSE

- 1.1. The Master Municipal Construction Documents (MMCD) Green Infrastructure (GI) Standards Committee has been established to develop recommendations for new MMCD Construction Specifications, Standard Drawings, and Design Guidance related to Green Stormwater Infrastructure (GSI).
- 1.2. The Committee will review existing municipal, regional, and national GSI standards, identify best practices, and develop standardized technical content suitable for adoption into the MMCD.
- 1.3. The developed resources will ultimately be incorporated into existing MMCD standard documents and made available to municipalities throughout British Columbia.

2. OBJECTIVES

- 2.1. The Committee will:
- 2.2. Develop consistent, peer-reviewed GSI standards based on best practices that can be adopted by municipalities throughout British Columbia.
- 2.3. The GSI Standards may take the form of:
 - 2.3.1. Typical Detail Drawings
 - 2.3.2. Construction Specifications
 - 2.3.3. Design Guidance
- 2.4. Promote consistency in the design and construction of GSI.
- 2.5. Recommend practical, implementable standards that accommodate a range of municipal contexts.
- 2.6. Support increased implementation of GSI across British Columbia.

3. SCOPE OF WORK

3.1. MMCD Green Infrastructure Committee - Terms of Reference

- 3.1.1. Finalize the Committee Terms of Reference.
- 3.1.2. Establish a committee workplan.
- 3.1.3. Formalize categories of GSI for standardization.
- 3.1.4. For the identified categories of GSI, determine the following:
 - i. GSI system typology definitions,
 - ii. Confirm the target level of detail for GSI standard documents, and
 - iii. Determine a target number of standards to produce.
- 3.1.5. Confirm Committee goals, timelines, and member commitments.



3.2. Construction Specifications

3.2.1. Develop recommendations for new MMCD GI Construction Specifications, including:

- 3.2.1.1. System specifications for GI typologies,
- 3.2.1.2. Material specifications,
- 3.2.1.3. Installation requirements,
- 3.2.1.4. Construction inspection requirements and schedules,
- 3.2.1.5. Testing and acceptance criteria.

1.1.1. Identification of improvements to existing MMCD specification templates.

1.1.2. Review and refinement of draft specifications submitted by Committee members.

3.3. Design Guidelines

3.3.1. Develop content to replace MMCD Design Guidelines *Section 8.2 Runoff Controls* with *Section 8.2. Green Rainwater Infrastructure*.

3.3.2. Topics may include, but are not limited to:

- 3.3.2.1. Planning,
- 3.3.2.2. Design Considerations,
- 3.3.2.3. Utility Coordination,
- 3.3.2.4. Sizing and Modelling (preliminary and detailed),
- 3.3.2.5. Construction Considerations, and
- 3.3.2.6. Inspection and Maintenance (including a table of inspection and maintenance tasks and recommended frequencies).

3.4. Standard Drawings

3.4.1. Identify and refine standard drawings suitable for MMCD adoption.

3.4.2. Review existing municipal standard drawings.

3.4.3. Develop standardized drawing templates.

3.4.4. Standard drawings are intended to provide guidance and templates rather than prescriptive designs.

3.5. Communication Strategy & Content

3.5.1. Develop supporting communication materials that:

- 3.5.1.1. Explain the purpose and intended use of the new GSI standards,
- 3.5.1.2. Clarify limitations and appropriate application,
- 3.5.1.3. Support implementation by municipalities and practitioners.
- 3.5.1.4. Promote the standards through presentations, webinars, technical articles, and other outreach activities.



4. COMMITTEE STRUCTURE

- 4.1. The Committee will consist of approximately ten members representing a broad range of experience in GSI.
- 4.2. Membership:
 - 4.2.1. Representation will generally include:
 - 4.2.1.1. Owners (~5)
 - 4.2.1.2. Consultants (~4)
 - 4.2.1.3. Contractors (~1).
 - 4.2.2. Additional members may be invited as required to provide subject matter expertise. Topics to consult subject matter experts on may include, but are not limited to:
 - 4.2.2.1. Municipal Operations
 - 4.2.2.2. Ecology and Biodiversity
- 4.3. Co-Leads:
 - 4.3.1. The Co-Leads are responsible for coordinating Committee activities, facilitating meetings, and overseeing delivery of Committee objectives.
- 4.4. Chair:
 - 4.4.1. Meeting chair responsibilities will rotate among Committee members based on the meeting topic.
 - 4.4.2. The Co-Leads may act as Chair when required.
- 4.5. External Support:
 - 4.5.1. MMCD Executive Director, legal, administrative, and subcommittees may attend, observe, and assist in meetings, but are not formal members.
 - 4.5.2. An external consultant will be hired by MMCD to format and finalize the standards.
- 4.6. Deliberation
 - 4.6.1. Two-thirds vote will decide differences of opinion.

5. RESPONSIBILITIES & DUTIES

- 5.1. Co-Leads:
 - 5.1.1. Coordinate Committee activities.
 - 5.1.2. Schedule and facilitate meetings.
 - 5.1.3. Develop the Terms of Reference with support from the Committee.
 - 5.1.4. Coordinate document review sessions (e.g., using BlueBeam Sessions).
 - 5.1.5. Develop planning and coordination documents for the Committee.
 - 5.1.6. Chair bi-weekly meetings when needed.
 - 5.1.7. Manage the overall workplan and schedule.
 - 5.1.8. Coordinate delivery of Committee recommendations.
- 5.2. Committee Members:
 - 5.2.1. Attend meetings whenever possible.
 - 5.2.2. Review and provide feedback on standards proposed by other members.
 - 5.2.3. Submit resources for reference and consideration for inclusion in the standards.



- 5.2.4. Confirm which proposed standards (construction specification, detail, or design guidance section) should be considered for inclusion in the MMCD.
- 5.2.5. Act as a “sponsor” for a standard detail or component of the standards which the member has knowledge and experience.
- 5.2.6. Each proposed standard (construction specification, detail, or design guidance section) will have 1-2 sponsors who will:
 - 5.2.6.1. Review resources,
 - 5.2.6.2. Propose and draft details for inclusion in the standards,
 - 5.2.6.3. Provide a draft standard to the committee for review and feedback,
 - 5.2.6.4. Chair a meeting to present the proposed standards to the committee,
 - 5.2.6.5. Consolidate and incorporate feedback from the committee,
 - 5.2.6.6. Conduct a detailed review of each proposed standard prior to submission to the consultant and MMCD Documents Committee for review and finalization. Edits may be left for the consultant to make, but the final recommendations for the standard should be clear.
- 5.2.7. Complete a final review of all developed standards.
- 5.3. Consulting Firm:
 - 5.3.1. Prepare a final draft of each standard which will be reviewed by all committee members.
 - 5.3.2. Incorporate all revisions and feedback from the committee.
 - 5.3.3. Format documents for consistency with MMCD standards.
 - 5.3.4. Prepare final documents for submission to the MMCD Documents Committee.

6. MEETINGS

- 6.1. Frequency: Bi-weekly on Fridays, or more as needed.
- 6.2. Format: Virtual (Microsoft Teams).
- 6.3. Agenda: Prepared by Chairperson and distributed 1 week in advance where practical.
- 6.4. Minutes: Recorded by administrative support and circulated within one week.
- 6.5. Attendance: Attendance at all meetings is encouraged. Members unable to attend may provide comments electronically in advance or following meetings.

7. DELIVERABLES

- 7.1. The Committee is expected to produce recommendations for:
 - 7.1.1. Standards Drawings
 - 7.1.2. Construction Specifications
 - 7.1.3. Design Guidelines
 - 7.1.4. Communications Strategy & Content



8. TIMELINES

Milestone	Target Completion
Establish MMCD GI Committee	July 2026
Finalize Terms of Reference	August 2026
Confirm workplan	August 2026
Draft standards (construction specifications, standard drawings, and design guidelines)	Q3 2027
Consultant formatting and MMCD Documents Committee review	Q4 2027
Publication in the 2029 MMCD Edition	2029