

WESTSIDE WASTEWATER TREATMENT AND RESOURCE RECOVERY SELECT COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Westside Wastewater Treatment and Resource Recovery Select Committee is a select committee established by the CRD Board and will report to the Board through the Core Area Liquid Waste Management Committee (CALWMC) regarding a sub-regional wastewater treatment and resource recovery plan.

The Committee's official name is to be:

Westside Wastewater Treatment and Resource Recovery Select Committee

1.0 PURPOSE

The mandate of the committee is to:

- evaluate options and develop a conceptual plan for a wastewater treatment and resource recovery plan for participating jurisdictions
 - the conceptual plan will:
 - optimize existing infrastructure, where practical
 - be developed in a collaborative manner with the participants
 - be environmentally sound
 - decisions will be based on the best business case scenario that maximizes benefit to the best value for taxpayers
 - meet the unique needs of the Westside in a proactive and timely way
 - the process will be efficient and cost effective
 - form the basis for an amendment to the Core Area Liquid Waste Management Plan (CALWMP)
- engage and consult with Westside residents

2.0 ESTABLISHMENT AND AUTHORITY

- The Co-Chairs will be elected from among its membership;
- The committee will report its findings to the Board for consideration through the Core Area Liquid Waste Management Committee (CALWMC); and
- The committee will continue until it has made its final report to the Board.

3.0 COMPOSITION

- The membership is comprised of the designated number of representatives from each of the following municipalities or First Nations that are participants in the Core Area Liquid Waste Management Plan:
 - Colwood (1)
 - Esquimalt (1)
 - Langford (2)
 - View Royal (1)
 - Songhees Nation (1)
- The alternate representative shall be appointed by their Council and is invited to participate at all open and closed committee meetings. Voting privileges can only be exercised in the absence of the designated representative.

4.0 PROCEDURES

- The CRD Board Procedures Bylaw will apply;
- The committee shall meet as required at the call of the Chair at least once monthly;
- Meetings will be held at CRD Integrated Water Services, 479 Island Highway, or Westside municipal halls/First Nations halls. As required, meetings will be held at CRD Headquarters, 625 Fisgard Street;
- The agenda will be finalized in consultation between CRD staff and the Committee Chair and any committee member may make a request to the Chair to place a matter on the agenda;
- With the approval of the CALWMC Chair and the Board Chair, committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- A quorum of 50% plus one of the committee membership is required to conduct committee business.

5.0 RESOURCES AND SUPPORT

- The General Manager of Parks & Environmental Services will lead the coordination and allocation of resources to the Committee;
- CRD staff, Westside staff, consultants and the technical working group will provide support to the committee;
- A Technical Working Group Implications Section will form part of the report to the CALWMC and the Board
- Staff from Integrated Water Services and Parks & Environmental Services will provide primary administrative support with support from other departments as required; and

- Minutes and agendas are prepared and distributed by the Integrated Water Services Department.

Approved by Core Area Liquid Waste Management Committee on November 12, 2014
Approved by CRD Board on November 12, 2014.