

Terms of Reference



EASTSIDE WASTEWATER TREATMENT AND RESOURCE RECOVERY SELECT COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Eastside 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:

Eastside 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 Eastside 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)
- consult with Eastside residents

The Committee will also:

- consider the results of work done by individual councils as instructed by those Councils
- report any work done by the Committee to the affected municipality

The Committee is tasked with working with the Westside committee and Westside municipalities to explore potential common facilities and use of current CRD assets.

The Committee will consider input from a public advisory committee to be established by the CRD Board regarding the most effective way to consult the public in order to build public support and to get a Plan B approved as soon as possible.

2.0 ESTABLISHMENT AND AUTHORITY

- The Chair and Vice Chair 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 that are participants in the Core Area Liquid Waste Management Plan:
 - Oak Bay (1)
 - Saanich (5)
 - Victoria (4)
- The alternate representative shall be the appointed CRD Alternate Director 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 in the Boardroom at CRD Headquarters, 625 Fisgard Street;
- All meetings will be open to the public and may only be closed in accordance with s. 90 of the *Community Charter*;
- All open meetings will be webcast;
- Any in camera information to be shared with the Westside committee or affected municipalities shall be authorized only by way of a resolution;
- the CALWMC and Board shall be kept apprised of the in camera information that has been shared;
- 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 is a majority of the committee membership and 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, Eastside 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 Parks & Environmental Services Department.

Approved by CRD Board on March 11, 2015