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**CAPITAL REGIONAL DISTRICT BOARD sitting as
COMMITTEE OF THE WHOLE
Notice of a Meeting on Wednesday, June 5, 2013, at 1:30 pm
Board Room, 6th Floor, 625 Fisgard Street, Victoria, BC**

AGENDA

1. **APPROVAL OF THE AGENDA**
2. **ADOPTION OF MINUTES OF JANUARY 23, 2013 AND FEBRUARY 13, 2013**
3. **PRESENTATIONS/DELEGATIONS**
4. **COMMITTEE OF THE WHOLE TERMS OF REFERENCE AND GUIDELINES**
 - *That the Committee of the Whole recommend to the Capital Regional District Board:*
 - 1) *That the terms of reference for the Committee of the Whole be approved; and*
 - 2) *That the terms of reference for the standing committees be amended as follows:*

“At the request of the committee chair and with the consent of the Board Chair, items that fall within the mandate of one or more committees or are regional in nature, may be considered by the Committee of the Whole.”
5. **WEBSTREAMING OF BOARD AND COMMITTEE MEETINGS**
 - *That the Committee of the Whole recommend to the Capital Regional District Board:*
 - 1) *That staff proceed with the implementation of webstreaming of Board, Committee of the Whole and Board standing committee meetings according to the attached policy (Attachment 1).*
6. **LIQUID WASTE MANAGEMENT PLANS ~~AND~~ SLUDGE AND BIOSOLIDS MANAGEMENT**
 - *That the Committee of the Whole recommend to the Capital Regional District Board:*
 - 1) *That staff be directed to bring forward a report outlining the economic, social and environmental implications for both the core area liquid waste management program and other regional impacts to the Board for reconsideration of the sludge and biosolids management policy for the region.*
7. **FORUM OF COUNCILS UPDATE**

Report to be circulated separately
8. **NEW BUSINESS**

9. MOTION TO CLOSE THE MEETING

- *That the Board close the meeting in accordance with the Community Charter, Part 4, Division 3, 90(1) (e) the acquisition, disposition or expropriation of land or improvements, if the regional district considers that disclosure could reasonably be expected to harm the interests of the municipality.*

10. ADJOURNMENT



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Minutes of a Meeting of the Capital Regional District Board

Meeting as the Committee of the Whole

Held Wednesday, January 23, 2013, in the Board Room, 625 Fisgard St., Victoria, BC

PRESENT: Directors: A. Bryson (Chair), D. Blackwell (Vice Chair), M. Alto, S. Brice, J. Brownoff, L. Cross (9:40 am), V. Derman, B. Desjardins, D. Fortin, P Gerrard (for L. Wergeland), C. Hamilton, G. Hill (11:55 am), D. Howe, M. Hicks, B. Isitt, N. Jensen, C. McBride (for T. Daly), W. McIntyre, W. Milne, J. Ranns, V. Sanders (for F. Leonard), L. Seaton, and G. Young

Staff: K. Daniels, Chief Administrative Officer; L. Hutcheson, General Manager, Environmental Sustainability and Acting General Manager, Parks and Community Services; R. Lapham, General Manager, Planning and Protective Services; D. Lokken, General Manager, Corporate Services; T. Robbins, Acting General Manager, Integrated Water Services; D. Hennigan, Senior Manager, Information Technology and GIS Services; A. Orr, Senior Manager, Corporate Communications; R. Sharma, Senior Manager, Finance Services; B. MacDonald, Manager, Financial Planning and Treasury; S. Santarossa, Corporate Officer, and N. More, Committee Clerk (Recorder)

Absent: J. Mendum

The Chair called the meeting to order at 9:35 a.m.

1. Introduction/Overview

1.1 Approval of Agenda

A revised agenda was presented, with item 3.13 moved to 4.10.

MOVED by Director Brice, **SECONDED** by Alternate Director Sanders,
That the agenda be approved as revised.

CARRIED

The Committee discussed a heightened sensitivity to conflict of interest due to a recent legal case separate from the Capital Regional District (CRD) and were advised by staff that a legal opinion would be reported by the time of the March 27 CRD Board budget meeting.

1.2 Adoption of Minutes of January 9, 2013

MOVED by Director Blackwell, **SECONDED** by Director Brownoff,
That the minutes of the meeting of January 9, 2013, be adopted.

CARRIED

1.3 2013 Budget Overview

K. Daniels spoke to the staff report "2013 Financial Plan" and gave an overview of the budget, including the topics and points outlined below.

Director Cross entered the meeting at 9:40 a.m.

1.3.1 Context

- This is an adjusted budget process compared to previous years

- The standing committees of the CRD Board have reviewed the different department service plans.
- The meeting of this day presents the financial plan details for the individual services.

1.3.2 Major Impacts & Initiatives

- Regional Grant in Aid to the Island Corridor Foundation for rail infrastructure improvement
- Ongoing Regional Parks land acquisition levy
- Regional deer management strategy
- E&N Trail Humpback section maintenance
- Trail management plan
- Introduction of web streaming and electronic agenda for improved Board communication

1.4 Budget Process and Financial Plan Overview

D. Lokken gave an overview of the "Capital Regional District 2013 Preliminary Financial Plan". She described the layout of the budget document and various comparisons, as the information is presented differently than in previous years due to the change to a three year budget cycle. She indicated the financial plan was based on 2013 completed assessments, 2012 estimated surpluses and deficits and Payments in Place of Taxes.

The Committee discussed the pages and requested the following items:

- add brief descriptions of key budget drivers to the municipal pages and roll out to 2014 to help explain impacts of CRD budget on municipal budgets
- include the hospital debt summary on CRD budget summary page

2. Executive Services

K. Daniels spoke to the Executive Services overview, as outlined below, and the Committee discussed different points for clarification.

2.1 Board

Impacts to the budget were web streaming of CRD Board and Committee meetings for improved communications and the move to electronic agendas.

2.2 Chief Administrative Officer

The 2013 budget included a new photocopier to be funded from the equipment replacement fund, with no impact to the overall budget.

2.3 Human Resources

No budget increases.

2.4 Corporate Communications

The budget impact was for a Full-Time Employee (FTE) engaged in website development, which would be funded by internal recovery. The Committee discussed that Corporate Communications is financed in three ways:

- a direct cost to support the CRD Board and Board initiatives
- allocations within large departments
- fee-for-service charges on project-specific work

2.5 First Nations

On section 2 in general, the Committee discussed use of reserves versus debt and capital planning, and suggested the Finance and Corporate Services Committee consider a CRD asset management plan.

3. Corporate Services

Diana Lokken spoke to the Corporate Services overview, as outlined below, and the Committee discussed different points for clarification.

3.1 General Manager Overview

3.2 Financial Services

There were no new impacts. The Committee discussed the allowance for computer hardware and software improvements, including data storage, and the procurement process for the provision of information technology.

Cost drivers for financial services included responding to Freedom of Information requests.

3.3 Real Estate Services

3.4 Facilities Management

There were no new impacts. The Committee discussed the following points:

- costs for the provision of information technology
- updating the financial plan to better reflect current prices on hardware
- open source software
- regionalization of local government software solutions
- consideration of an internal audit process through the Finance and Corporate Services Committee
- the regional purchasing group as a possible avenue of gaining value
- maintenance of facilities, revenue streams from property, and the value of having an asset management plan

3.5 Information Systems/GIS/Geospatial

The budget reflected a change in service levels, with one FTE moved from the Helpdesk to the Geographic Information System (GIS).

The Committee requested that organization charts be provided in the budget document, such as had been provided in the 2013 work plan reviews presented to CRD Standing Committees.

D. Lokken gave a review of items 3.6 through 3.11, for which the budget remained stable:

3.6 Other Legislative

3.7 Sooke Museum

3.8 Victoria Family Court Committee

3.9 Greater Victoria Police Victim Services

3.10 Traffic Safety Commission

A report will come forward to the Finance and Corporate Services Committee regarding a potential change in the bylaw.

3.11 Royal & McPherson Theatres

Director Derman declared a potential conflict of interest because of his municipal representation on the board of the Royal and McPherson Theatre Society and withdrew from the meeting at 11:35 a.m.

Director Derman returned to the meeting at 11:37 a.m.

3.12 Arts Grants

There is a minimal increase for arts funding.

4. Planning & Protective Services

R. Lapham spoke to the Planning and Protective Services overview, as outlined below, and the Committee discussed different points for clarification.

4.1 General Manager Overview

4.2 GM—Planning & Protective Services

The grant-in-aid to the Island Corridor Foundation is one-time occurrence, with the funding commitment allocated over two years.

4.3 Health Planning

4.4 Community Health—Homeless Sec.

4.5 Land Banking & Housing

4.6 Regional Housing Trust Fund

4.7 Regional Planning Services

The budget impacts were a single supplementary to implement the Regional Deer Management Strategy, plus core budget funding for the Pedestrian/Cycling Master Plan, an update to the Transportation Model, the Regional Transportation Plan, and the annual auto/cycling counts.

4.8 Regional Growth Strategy

The impact was development of the strategy, with funding from a Gas Tax Grant.

Director Hill entered the meeting at 11:55 am.

4.9 Emergency Services

R. Lapham continued with an explanation of the numbers and activities related to items 4.91 to 4.96, as below.

4.9.1 Corporate Emergency

4.9.2 Regional Emergency Program Support

4.9.3 Hazardous Material Incident Response

4.9.4 911 Systems.

4.9.5 911 Fire Dispatch

4.9.6 Regional CREST Contribution

Directors Jensen, Young, Howe, McIntyre, Hicks and Hill declared a potential conflict of interest because of their positions on the Capital Regional Emergency Telecommunications (CREST) Board of Directors and left the meeting at 12:08 pm.

Directors Jensen, Young, Howe, McIntyre, Hicks and Hill returned to the meeting at 12:10 pm.

4.10 Regional Grants-in-Aid

As discussed in 4.2 and 1.3.2.

MOVED by Director Brownoff, **SECONDED** by Director Brice,
That the meeting be adjourned at 12:15 pm until February 6, 2013.

CARRIED

Minutes of a Meeting of the Capital Regional District Board Meeting as the Committee of the Whole, Continuing a Meeting of January 23, 2013, Held Wednesday, February 6, 2013, in the Board Room, 625 Fisgard St., Victoria, BC

PRESENT: **Directors:** A. Bryson (Chair), D. Blackwell (Vice Chair), M. Alto, S. Brice, J. Brownoff, L. Cross, T. Daly, V. Derman, B. Desjardins, D. Fortin, P. Gerrard (for L. Wergeland), C. Hamilton, G. Hill, D. Howe, B. Isitt, N. Jensen, W. McIntyre, J. Mendum, W. Milne, J. Ranns, F. Leonard, L. Seaton, W. Vowles (for M. Hicks) and G. Young
Staff: C. Neilson, Acting Chief Administrative Officer; L. Hutcheson, General Manager, Environmental Sustainability and Acting General Manager, Parks and Community Services; R. Lapham, General Manager, Planning and Protective Services; D. Lokken, General Manager, Corporate Services; T. Robbins, Acting General Manager, Integrated Water Services; A. Orr, Senior Manager, Corporate Communications; R. Sharma, Senior Manager, Finance Services; B. MacDonald, Manager, Financial Planning and Treasury; S. Santarossa, Corporate Officer, and N. More, Committee Clerk (Recorder)

The Chair reconvened the meeting at 10:12 a.m., February 6, 2013.

The Supplementary Agenda was adopted by consensus, including the staff report "2013 Financial Plan Review—Supporting Information".

The Committee discussed the conflict of interest issue raised for appointed, elected, and volunteer boards and committees by a current ruling involving a case on Salt Spring Island, and how it might affect the Capital Regional District Board, committees and commissions.

MOVED by Director Jensen, **SECONDED** by Director Fortin,
That the Chair of the Capital Regional District write to the Province to request that the Province take immediate steps to clarify rules on conflict of interest for those who sit on boards and serve as elected officials.

CARRIED

On the motion, the Committee advised that the letter be copied to each of the municipalities and the Union of British Columbia Municipalities.

D. Lokken spoke to the report "2013 Financial Plan Review—Supporting Information", which responded to information requests made at the sitting of the Committee on January 23, with items such as expanded requisition summary pages, in total, and by municipality/electoral area, a spreadsheet showing the 2012 Budget Requisition and Invoices in a single-page format for easy comparison between jurisdictions (CRD-on-a-page), a table comparing 2012 to 2013 assessments, and information with respect to Information Technology equipment costs and support services. Other topics included debt obligation reporting, asset management, procurement and internal audits. The Committee was advised that several topics will be explored more fully by the Finance and Corporate Services Committee.

The Chair remarked on the direction to staff at the 6 February 2013 Finance and Corporate Services Committee meeting to prepare a report on the feasibility of setting up asset management plans, centralized procurement policies, the internal audit function, and improved reporting on each of those areas. On the general budget review, he thanked staff for the supporting information. The Chair highlighted the fundamental principles of board oversight on the budget, and identified three significant gaps to give direction to staff:

- A schedule of reserves as part of annual budget package and significant policies regarding them and highlighting opportunities for review
- A schedule of ongoing investments for the CRD as a whole and annual, itemized performance reporting, as well as an investment policy with update and review through the Finance Committee
- Key financial reporting quarterly, or semi-annual budget reporting, with summary of actual versus budgeted expenditures

D. Lokken added that information on reserves will be dealt with at the Finance Committee.

The Committee continued to review the budget, as follows.

5. Parks & Community Services

L. Hutcheson gave an overview, mentioning new parks being opened within the three-year budget period, an increase in land acquisition funds, park and trail management plans, the co-management with Regional Water Supply Commission of bullfrog control. The Committee heard that a report on the Thetis Lake remediation will come forward to the Regional Parks Committee.

L. Hutcheson spoke to the Regional Parks and Community Services budget as outlined below, and the Committee discussed different points for clarification.

5.1 General Manager Overview

5.2 Regional Parks

5.3 SEAPARC

5.4 Panorama

6. Environmental Sustainability

L. Hutcheson spoke to the Environmental Sustainability budget, giving an overview, as outlined below, and the Committee discussed different points for clarification.

6.1 General Manager Overview

6.2 Senior Budgets

6.2.1 GM – Environmental Sustainability/Admin Senior Budget

6.2.2 Environmental Partnerships Senior budget

6.2.3 Environmental Engineering Services Senior budget

6.2.4 Environmental Protection Senior budget

6.2.5 Environmental Water Quality Senior budget

6.3 Environmental Resource Management

The Committee discussed the use of sustainability funds to fund capital projects.

6.3.1 ERM Operations

6.3.2 ERM Sustainability

6.3.3 ERM Debt

6.4 Core Area Liquid Waste Programs

6.4.1 Stormwater Quality – Core

6.4.2 Harbour Studies

6.4.3 On Site Management Program

6.4.4 Regional Source Control

6.4.5 LWMP – Core

6.5 Saanich Peninsula LWMP programs

6.5.1 Saanich Peninsula Stormwater Quality Management

- 6.5.2 Sannich Peninsula Stormwater Source Control
- 6.5.3 Peninsula LWMP Implementation

Director Fortin left the meeting at 11:10 a.m.

6.6 Other programs

- 6.6.1 Roundtable on the Environment
- 6.6.2 Climate Action
- 6.6.3 Stormwater Quality – Sooke
- 6.6.4 Septage Disposal
- 6.6.5 Millstream Remediation Debt

7. Integrated Water Services

T. Robbins spoke to the Integrated Water Services budget giving an overview, as outlined below, and the Committee discussed different points for clarification.

7.1 General Manager Overview

7.2 Water Services

- 7.2.1 Regional Water Supply
- 7.2.2 Juan de Fuca Water Distribution

Director Milne left the meeting at 11:20 a.m.

For the sake of quorum, part of item 8 was considered at this point in the meeting before the rest of item 7.

8. Amended Recommendation to Staff Report “2013 Financial Plan” dated January 23, 2013

Directors Derman, Hill, Howe, Jensen, McIntyre and Young, and Alternate Director Gerrard, excused themselves from the meeting at 11:21 a.m., stating a conflict of interest.

The Committee discussed the way costs are distributed across the municipalities in relation to grants.

MOVED by Director Brice, **SECONDED** by Director Desjardins,

- a) That agenda items 3.11 Royal & McPherson Theatres, 4.4 Community Health—Homeless Secretariat, 4.96 Regional CREST contribution and 4.10 Regional Grant-in-Aid be approved in principle, funding the ICF Regional Grant-in-Aid over two years.

CARRIED

Directors Derman, Hill, Howe, Jensen, McIntyre and Young, and Alternate Director Gerrard returned to the meeting at 11:29 a.m.

The Committee returned to consideration of item 7, with T. Robbins speaking to the budget for

Integrated Water Services, as outlined below:

- 7.3 Environmental Operations – Senior Budget**
- 7.4 Liquid Waste Disposal Programs – Core/WestShore Operations**
 - 7.4.1 Northwest Trunk
 - 7.4.2 Northeast Trunk (Clover Point)
 - 7.4.3 Northeast Trunk(Bowker)
 - 7.4.4 East Coast Interceptor
- 7.5 Debt Summary – Trunk Sewers 3.770-3.798**
- 7.6 Saanich Peninsula Liquid Waste & Water Operations**
 - 7.6.1 Saanich Peninsula Water Supply
 - 7.6.2 Saanich Peninsula Water Supply – Debt
 - 7.6.3 Saanich Peninsula Wastewater Treatment Plant
 - 7.6.4 Saanich Peninsula Wastewater TP – Debt

8. Amended Recommendation to Staff Report “2013 Financial Plan” dated January 23, 2013

MOVED by Director Hill, **SECONDED** by Director Alto,

- b) That aside from agenda items listed in motion 8.a), all other agenda items in the 2013 Financial Plan be approved in principle.

CARRIED

MOVED by Director Hill, **SECONDED** by Director Brownoff,
That the meeting be adjourned at 11:44 a.m.

CARRIED

CHAIR

RECORDER



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**Minutes of a Meeting of the Capital Regional District Board
Sitting as Committee of the Whole
Held Wednesday, February 13, 2013, in the Board Room, 625 Fisgard Street, Victoria, BC**

- PRESENT: Directors:** A. Bryson (Chair), D. Blackwell (Vice Chair), S. Brice (1:03), J. Brownoff, L. Cross, T. Daly, V. Derman, B. Desjardins, C. Hamilton, J. Herbert (for N. Jensen), G. Hill, D. Howe, B. Isitt, R. Kasper (for W. Milne), P. Madoff (for M. Alto), W. McIntyre, J. Ranns, L. Seaton, W. Vowles (1:20, for M. Hicks), L. Wergeland and G. Young
Staff: R. Lapham, Chief Administrative Officer; L. Hutcheson, General Manager, Environmental Sustainability and Acting General Manager, Parks and Community Services; D. Lokken, General Manager, Corporate Services; T. Robbins, Acting General Manager, Integrated Water Services; M. Misk-Evans, Senior Manager, Regional and Strategic Planning; S. Santarossa, Corporate Officer, and S. Norton, Deputy Corporate Officer (Recorder)
- ABSENT: Directors:** D. Fortin, F. Leonard, J. Mendum

The Chair called the meeting to order at 12:30 pm.

1. APPROVAL OF THE AGENDA

MOVED by Director Hill, **SECONDED** by Director Seaton,
That the agenda be approved.

CARRIED

2. PRESENTATIONS/DELEGATIONS – None.

3. FORUM OF COUNCILS ON REGIONAL COOPERATION: SUMMARY OF PARTICIPANT FEEDBACK

Using a slide presentation, L. Hutcheson reviewed the:

- Regional Cooperation corporate goals and sub goals contained in the CRD Strategic Priorities 2012-14 report
- Regional Cooperation Forum Approach and content of the Forum summary report
- Eight Outcome Statements (or Key Observations) along with their common themes
- Eleven recommendations from the Forum to achieve Regional Cooperation

Discussion ensued regarding the report and the Forum. Generally, the consensus was that the forum was successful and it was helpful to hear the opinions of council members who are not on the CRD Board.

Concern was raised regarding recommendations 6 and 7, which related to building better relationships with First Nations. The concern was that these initiatives could jeopardize the sensitive negotiations of the Te'mexw Treaty and the work of the Treaty Advisory Committee. R. Lapham advised that staff is cognizant of the sensitivities and that discussions are taking place with the municipal Chief Administrative Officers to develop a framework to be approved by the CRD Board. It was noted that there are

ongoing CRD initiatives with other First Nations, who are not part of the Te'mexw Treaty process, which could move forward without threatening treaty negotiations.

The following points were raised during the discussion:

- Councils, municipal staff and the public will benefit from enhanced education and communication initiatives regarding the CRD and regional issues.
- As we move to more electronic communications, it is still important to have printed media available at recreation centres and libraries.
- The provision of background papers on specific issues prior to the Forum would be helpful to educate and facilitate discussion.
- Need to see a work plan and budget for these recommendations.
- Look forward to seeing policy decisions resulting from the Forum, e.g. climate change lens on every Board decision.

Director Brice entered the meeting at 1:03 pm.

MOVED by Director Brownoff, **SECONDED** by Director Blackwell,

- 1) That the summary report of Participant Feedback from the Forum of Councils held November 3, 2012 be received (attached as Appendix A to staff report);
- 2) That staff be directed to undertake the recommendations as outlined in the summary report; and
- 3) That staff be directed to conduct the 2013 Forum of Councils on Regional Transportation and the Regional Sustainability Strategy.

Alternate Director Vowles entered the meeting at 1:20 pm.

Discussion regarding recommendations 6 and 7 continued and concern was raised that the recommendations were not being forwarded to the CRD Board for approval. It was agreed that the recommendations should be amended to include the intention that any policies that are developed as a result of the recommendations would be discussed and approved by the CRD Board before they were implemented.

MOVED by Director Derman, **SECONDED** by Director Ranns,

That the motion be amended to add the following new recommendation 3) and that 3) be renumbered 4):

That any policy development resulting from the recommendations be forwarded to the Board for approval prior to implementation.

The question on the amendment was called.

CARRIED

The question on the main motion, as amended, was called:

- 1) That the summary report of Participant Feedback from the Forum of Councils held November 3, 2012 be received (attached as Appendix A to staff report);
- 2) That staff be directed to undertake the recommendations as outlined in the summary report;
- 3) That any policy development resulting from the recommendations be forwarded to the Board for approval prior to implementation; and
- 4) That staff be directed to conduct the 2013 Forum of Councils on Regional Transportation and the Regional Sustainability Strategy.

CARRIED

Staff was requested to circulate the report to all Councils.

4. ADJOURNMENT

MOVED by Director Isitt, **SECONDED** by Director Blackwell,
That the meeting be adjourned at 1:27 pm.

CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER



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Governance Select Committee's Report

Victoria, BC May 22, 2013

To the Committee of the Whole:

The Governance Select Committee reports and recommends as follows:

1. Committee of the Whole Terms of Reference and Guidelines

- 1) That the terms of reference for the Committee of the Whole be approved; and
- 2) That the terms of reference for the standing committees be amended as follows:
"At the request of the committee chair and with the consent of the Board Chair, items that fall within the mandate of one or more committees or are regional in nature, may be considered by the Committee of the Whole."

(Background information can be found in the attached staff report. Please note that the Governance Select Committee amended the terms of reference which is reflected in the attachment.)



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**REPORT TO GOVERNANCE SELECT COMMITTEE
MEETING OF WEDNESDAY, MAY 22, 2013**

SUBJECT COMMITTEE OF THE WHOLE - TERMS OF REFERENCE AND GUIDELINES

ISSUE

To establish a terms of reference and guidelines for Committee of the Whole meetings.

BACKGROUND

In January, the Board Chair was delegated the authority to strike a select committee of current and past Board Chairs to discuss opportunities for better use of Committee of the Whole (CoW) meetings. The Governance Select Committee met on March 13, 2013 to discuss items that would be better considered by the CoW. Staff was directed to prepare guidelines or principles and establish a process to determine when items should be considered by CoW rather than a standing committee. The Committee also noted that items that have been referred to CoW should be tracked so that future consideration of the same item remains at the CoW level.

The Terms of Reference and Guidelines for the Committee of the Whole are attached for your consideration (Attachment 1).

ALTERNATIVES

1. That the Governance Select Committee recommends to the Capital Regional District Board:
 - a) That the terms of reference for the Committee of the Whole be approved; and
 - b) That the terms of reference for the standing committees be amended as follows:
"At the request of the committee chair and with the consent of the Board Chair, items that fall within the mandate of one or more committee or are regional in nature, may be considered by the Committee of the Whole."

2. That the terms of reference be referred back to staff for further review.

IMPLICATIONS

The attached terms of reference specify items that could be considered by the Committee of the Whole. Advantages of having the CoW consider items of a regional nature or items that could be considered by more than one committee include:

- All members would receive the same information at the same time and could contribute to a fuller discussion regarding the item
- An item considered by more than one standing committee could result in opposing recommendations to the Board
- The CoW could be used as a forum to receive delegations from the public and presentations from staff related to items requiring more in depth explanation, discussion and Board feedback. This would ensure the Board has ample time to discuss and deliberate an item without significant amount of Board meeting time being dedicated to delegations

Some disadvantages include potentially longer meeting times to allow an opportunity for all members to participate. With a larger group such as the Committee of the Whole, it would be necessary to ensure the meetings are structured to allow for all members to feel they have had an opportunity to participate and result in meaningful outcomes.

In previous years, the following items were considered at Committee of the Whole meetings:

- Annual Budget presentation for all departments
- Development of Strategic Plan Priorities
- Forum of Councils format and feedback
- First Nations relations
- Regional Priority Projects

Past examples of items that were either considered by more than one committee or were referred to a CoW meeting for further discussion by the Board include the following:

- Land application of biosolids – a special joint meeting was held between the Core Area Liquid Waste Management Committee and Environmental Sustainability Committee.
- Board Procedures Bylaw amendments – this item was referred to CoW from Finance and Corporate Services Committee.
- Regional Deer Management Strategy – this particular issue does not necessarily fall within the mandate of the Planning, Transportation and Protective Services Committee. The CoW could have been used as a forum to receive delegations regarding this item and avoid duplication at the Board level.

The attached terms of reference also outline meeting procedures regarding how often the CoW will meet and how the agenda will be established including identification of items by standing committee chairs that would be better suited for consideration by the Committee of the Whole. All recommendations made by the CoW will be forwarded to the Board for consideration.

CONCLUSION

The attached terms of reference and guidelines for the Committee of the Whole identify items of regional interest or that are relevant to more than one standing committee that are better suited for consideration at a CoW meeting. They also set out meeting procedures such as how items not specifically identified in the terms of reference can be added to a Committee of the Whole agenda.

RECOMMENDATION(S)

That the Governance Select Committee recommends to the Capital Regional District Board:

- a) That the terms of reference for the Committee of the Whole be approved; and
- b) That the terms of reference for the standing committees be amended as follows:
“At the request of the committee chair and with the consent of the Board Chair, items that fall within the mandate of one or more committee or are regional in nature, may be considered by the Committee of the Whole.”



Sonia Santarossa
Manager, Legislative Services



Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

Attachments: Terms of Reference

Terms of Reference

The logo for the Capital Regional District (CRD) is located in the top right corner of the header area. It consists of the letters 'CRD' in a bold, sans-serif font, set against a dark, curved background that resembles a stylized wave or a ribbon.

COMMITTEE OF THE WHOLE

PREAMBLE

In accordance with the Board Procedures Bylaw, the Capital Regional District (CRD) Board may resolve into Committee of the Whole at any time to examine and provide advice to the Board on various matters of regional interest.

The Committee's official name is to be:

Committee of the Whole

1.0 PURPOSE

The purpose of the Committee of the Whole is to consider items of regional interest and/or that apply to more than one Board standing committee such as, but not limited to:

- Annual Budget deliberations – Departmental Service Plans to be considered by respective standing committees
- Development of Strategic Plan
- Climate Action Strategy
- Policy changes that have a regional impact
- Changes to Board meeting procedures
- Aboriginal and Métis relationship building, engagement and treaty matters
- Forum of Councils
- Matters relating to Board governance; and
- Any other matter as determined by a committee chair in consultation with the Board Chair that would be better considered at a Committee of the Whole meeting

With the consent of the Board Chair, the Committee of the Whole may act as a forum in which the Board would receive delegations from the public and presentations from staff related to items requiring more in depth explanation, discussion and Board feedback.

The Board Chair may wish to discuss Board standing committee structure with the CoW.

2.0 ESTABLISHMENT AND AUTHORITY

- The committee will make recommendations to the Board for review, comment and decision.
- The Board Chair may act as Chair or appoint another Member to preside over the CoW.

3.0 COMPOSITION

Committee members will be all CRD Directors.

4.0 PROCEDURES

- The Committee shall meet at the call of the Chair, in consultation with the Chief Administrative Officer and Corporate Officer.
- The Chair shall determine the agenda for meetings, and any member may request that a matter be placed on the agenda.
- At the request of a committee chair and with the consent of the Board Chair, items that fall within the mandate of one or more committee or are regional in nature, may be considered by the Committee of the Whole.
- At the request of a member and with the consent of the Chair, guests or delegations may be invited to attend and participate in the meeting.
- The bulk of discussion and debate of pertinent issues will take place at the committee, with all necessary recommendations forwarded to the Board for consideration and final decision-making.
- All votes are unweighted with each director having one vote
- ~~• In accordance with the CRD Board Procedures Bylaw, a motion to rise and report shall be adopted. The Chair shall report to the Board at its next regularly scheduled meeting and an adoption of the report shall be moved.~~
- In accordance with the CRD Board Procedures Bylaw, a motion to rise and report shall be adopted at the Committee of the Whole meeting. A Board meeting will convene immediately following the Committee of the Whole meeting where the Chair shall report to the Board to adopt the recommendation or postpone consideration to the next regularly scheduled Board meeting.

5.0 RESOURCES AND SUPPORT

- The Chief Administrative Officer will provide strategic support and act as a liaison;
- Minutes and agendas are prepared and distributed by the Legislative Services Department;
- The Corporate Leadership Team (CLT) will provide additional administrative support as required.

6.0 RELATIONSHIP WITH OTHER BOARD COMMITTEES

- Matters considered by the Committee of the Whole will often involve projects or programs which may fall within the jurisdiction of another standing committee(s) but are of regional significance. Consideration of these items will remain with the Committee of the Whole unless otherwise directed by the Board Chair.



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**REPORT TO COMMITTEE OF THE WHOLE
MEETING OF WEDNESDAY, JUNE 5, 2013**

SUBJECT WEBSTREAMING OF BOARD AND STANDING COMMITTEE MEETINGS

ISSUE

To consider the implications and alternatives regarding webstreaming of Board and standing committee meetings.

BACKGROUND

A number of local governments in British Columbia have been webstreaming their meetings over the past few years in an effort to improve communications with the public and have a greater focus on open and transparent government. In 2012, the Board directed staff to look into webstreaming of the Board and standing committee meetings to allow the public greater access to the decision-making process.

Webstreaming is an initiative that will help achieve the two corporate goals identified under the CRD's strategic priority of Regional Cooperation:

1. To strengthen relationships and confidence in CRD regional leadership and decision making; and
2. To achieve better understanding of, and confidence in, CRD service delivery by increasing and improving communications on the many services the CRD delivers and who it serves.

ALTERNATIVES

That the Committee of the Whole recommend to the Capital Regional District Board:

1. That staff proceed with the implementation of webstreaming of Board, Committee of the Whole and Board standing committee meetings according to the attached policy (Attachment 1).
2. That this item be referred back to staff for further review.

IMPLICATIONS

This past March, the Board approved \$20,500 in the budget for the installation and operation of webstreaming. Over the past few months, staff have consulted with some service providers to determine the requirements to webstream CRD meetings.

Based on the research completed by IT and Legislative Services, Granicus, Inc., has been selected as the service provider. Granicus currently provides webstreaming services for 12 BC clients including Central Saanich, Colwood, North Saanich, Sooke, Victoria and Delta.

A camera and software will need to be purchased and installed in order to facilitate the webstreaming of meetings. The estimated costs for 2013 are broken down as follows:

- Purchase and installation of camera: \$3,500
- Equipment and initial configuration: \$6,225
- Monthly maintenance fee: \$900/month

The equipment and initial configuration costs include: a video hardware encoder; configuration of all options to the support the CRD video site, hardware encoder and all web-based components; adaptation of agenda formats; web based training for staff and all necessary testing.

The monthly maintenance fee includes: maintenance of the network; storage of archived videos; data protection and backup of video; security of network and video systems; access to system for agenda annotation and 24/7 technical support. Additional funds have been budgeted in subsequent years to cover the monthly maintenance fee.

The camera will be installed on the wall directly behind the public gallery and will focus only on the area of the Board table. The camera will remain in a static position and there will not be the capability to zoom in on a Board member. Appendix A provides a snapshot of the view the camera will capture.

Staff members and any delegations addressing the Board or committees will be captured in the video. To ensure protection of personal privacy, appropriate signage and notification will be prepared to advise members of the public in attendance and those appearing as delegations that the meeting is being webstreamed and that we will retain this information on our website for a period of time. The delegation request forms will also be revised to require those requesting to speak to the Board or committee to acknowledge they are aware the meeting will be webstreamed. Any parents or guardians of minors who are attending the meeting to receive an award or take part in the meeting will also be advised accordingly. It is also recommended that the Chair announce that the meeting is being webstreamed at the beginning of each meeting

The estimated timeline for complete installation of the camera and software is 12–13 weeks during which time staff will be trained to utilize the new software.

Policy Considerations

There are some policy decisions that need to be considered with the addition of this new function.

Meetings to be Webstreamed:

Staff is recommending that only Board, Committee of the Whole and Board standing committee meetings that are open to the public and that take place in the 6th Floor Boardroom be webstreamed. Webstreaming in other locations would require additional funds to purchase cameras and software and train staff. The amount that has been budgeted will cover the costs to purchase the hardware and software requirements for the Boardroom only. In addition to the hardware and software requirements, Legislative Services staff will be trained to index the meeting recordings after each meeting and this can take anywhere from 0.5 to 2 hours per meeting depending on the size of the agenda. Webstreaming of additional meetings in the Boardroom or in alternate locations will increase the start-up and ongoing costs and require further resources.

Live or Recorded Webstreaming:

The system will have the capability of streaming the meetings live or they can be recorded and broadcast later. With the exception of North Saanich, most local governments stream their meetings live. An advantage of streaming the meeting live is that members of the public will be able to watch the meeting proceedings and receive the information in real time from a location other than the CRD

Boardroom. A disadvantage is that staff will need to ensure the system has been disabled prior to moving into a closed meeting so that closed meeting proceedings are not inadvertently streamed over the web. Staff will put mechanisms in place and test the system in advance of going live to ensure full functionality and mitigate this possibility.

Meeting Video Retention:

The meetings will be streamed through the CRD website and older meetings can be made available for viewing. Staff currently audio record regular meetings of the Board and standing committees and CRD policy requires these audio recordings to be deleted after six months. In camera meetings are not recorded.

Staff is seeking direction on the length of time the video recordings should be made available on the website. The CRD makes minutes from the last two years of a meeting available on the website for the public to review. Records from meetings that are older than two years are available upon request. In keeping with this practice, the meeting recordings that have been webstreamed will be made available on the CRD website for two years. Video recordings older than two years will be available upon request and maintained in accordance with the CRD Records Classification System and Retention Schedule.

CONCLUSION

Staff was directed to look into webstreaming of Board and standing committee meetings and funding was recently approved in the 2013 budget to allow for this initiative to move forward. Granicus, Inc., has been selected as the service provider and currently provides this service for 12 local governments in British Columbia. Staff is recommending proceeding with implementation of webstreaming of Board, Committee of the Whole and Board standing committee meetings according to the attached policy (Attachment 1).

RECOMMENDATIONS

That the Committee of the Whole recommend to the Capital Regional District Board:

That staff proceed with the implementation of webstreaming of Board, Committee of the Whole and Board standing committee meetings according to the attached policy (Attachment 1).



Sonia Santarossa
Manager, Legislative Services



Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

SS:ss

Attachments: Appendix A
Attachment 1 – Webstreaming Policy

WEBSTREAMING VIEW





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CAPITAL REGIONAL DISTRICT

BOARD POLICY

Section	Board	
Subsection	Policies, Procedures, Manuals	
Title	WEBSTREAMING OF BOARD, COMMITTEE OF THE WHOLE AND BOARD STANDING COMMITTEE MEETINGS	

POLICY:

Webstreaming of Board, Committee of the Whole and Board standing committee meetings.

PURPOSE:

To provide direction regarding the types of meetings to be webstreamed, whether meetings are to be live or recorded and archival/retention of video recordings of webstreamed meetings.

RESPONSIBILITIES:

The Legislative Services Office, in consultation with Information Technology, is responsible for the control, coordination, and implementation of the policy. Modifications to the overall policy are to be approved by the CRD Board.

SCOPE:

The policy applies to all of the CRD.

DEFINITIONS:

"delegation" means an individual or an organization addressing the Board, Committee of the Whole or a Board standing committee about a specific item on the agenda of a meeting.

"meeting" refers to a meeting that is open to the public.

"Board standing committee" refers to a committee appointed by the Board Chair that is comprised of only Board members.

"webstreaming" means content sent over the Internet and displayed by the viewer in real time.

PROCEDURE:

1. Only Board, Committee of the Whole and Board standing committee meetings that are open to the public and that take place in the 6th Floor Boardroom, 625 Fisgard Street, will be webstreamed.
2. Board, Committee of the Whole and Board standing committee meetings that are open to the public will be webstreamed live.
3. Appropriate signage and notification will be put in place to advise members of the public in attendance and those appearing as delegations that the meeting is being webstreamed and will be retained on our website for a period of time. Delegations will be required to acknowledge at the time they make a request to speak that the meeting will be webstreamed.

4. The parent or guardian of a minor attending a meeting to receive an award, make a presentation or take part in the meeting will be advised that the meeting is being webstreamed.

5. Meetings that have been webstreamed will be available on the CRD website for a two year period. Video recordings older than two years will be available upon request and maintained in accordance with the CRD Records Classification System and Retention Schedule.

Approval Date:		Approved By:	
1. Amendment Date:		Approved By:	
2. Amendment Date:		Approved By:	
3. Amendment Date:		Approved By:	
Next Review Date:		Reviewed By:	
Supersedes:			

Related Policy, Procedure or Guideline: CRD Records Classification System and Retention Schedule



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EEE 13-15

**REPORT TO COMMITTEE OF THE WHOLE
MEETING OF WEDNESDAY, JUNE 5, 2013**

**SUBJECT LIQUID WASTE MANAGEMENT PLANS – SLUDGE AND BIOSOLIDS
MANAGEMENT**

ISSUE

Based on its preliminary discussions regarding options for beneficial use of core area biosolids, the Core Area Wastewater Treatment Program (CAWTP) Commission has suggested that the Capital Regional District (CRD) Board reconsider its regional biosolids management policy and the Core Area Liquid Waste Management Plan (CALWMP) to allow biosolids to be used as a soil amendment and fertilizer.

BACKGROUND

There are presently three liquid waste management plans in the Capital Region, including the Saanich Peninsula Liquid Waste Management Plan (SPLWMP), District of Sooke Liquid Waste Management Plan (SLWMP) and the Core Area Liquid Waste Management Plan (CALWMP) (see Appendix A). The SPLWMP and CALWMP are managed by the CRD, while the SLWMP is the sole responsibility of the District of Sooke. The CRD also manages six smaller wastewater treatment plants located on the Gulf Islands and in Port Renfrew. All of the wastewater treatment plants produce sludge, which needs to be managed in an environmental manner acceptable to the Ministry of Environment.

The SPLWMP biosolids management plan (1996) was approved based on beneficial use of biosolids for soil amendment. The Saanich Peninsula wastewater treatment plant (SPWWTP) commenced operation in 2000, producing a heat-pasteurized, lime-stabilized Class A biosolids product approved for beneficial use as a soil amendment and fertilizer by both the BC Ministry of Environment and Agriculture Canada (Food Production and Inspection branch). This product was utilized in a variety of pilot applications and in 2006 was marketed under the "PenGrow" biosolids program for use in residential landscaping and gardening. The customer base and public acceptance of the PenGrow product showed steady growth, with more than 1,000 regular customers in 2010.

The SLWMP was established by the District of Sooke in 2010. Due to its limited production of biosolids, it was deemed uneconomical to pursue a beneficial use program. The sludge produced by the plant is disposed of as controlled waste at Hartland landfill.

The CALWMP biosolids management plan is based on beneficial use of biosolids but was restricted in Amendment No. 7 to the use of the dried biosolids as a low-grade fuel for cement kilns, pulp mills and waste-to-energy facilities.

The Minister of Environment, in his letter of February 9, 2010 approving CALWMP Amendment No. 7, stated:

I strongly encourage you to reconsider the opportunities to beneficially use biosolids as a fertilizer and soil amendment product as options for use.

This was restated in the Minister's letter of August 25, 2010 approving CALWMP Amendment No. 8.

The following reports have been provided to the Core Area Liquid Waste Management Committee and the Environmental Sustainability Committee regarding the beneficial use of biosolids and are available on request.

- November 2009: A comprehensive review of beneficial uses and disposal alternatives for biosolids was provided by Stantec Consulting Ltd. in Section 3 of their report *Core Area Wastewater Treatment Program Biosolids Management Plan*.
- July 2010: An emergency disposal back-up plan was also provided by Stantec Consulting Ltd. titled *Core Area Wastewater Treatment Program Biosolids Emergency Disposal Backup Plan*, as requested by the Ministry of Environment.
- November 2010: A comprehensive and detailed plan titled *Resource Recovery and Use Plan* was submitted to the Ministry of Environment in compliance with the commitment made in CALWMP Amendment No. 8.
- April 2011: A concise literature review of issues was provided by Stantec Consulting Ltd. titled *Land Application of Wastewater Biosolids*.

At its meeting of July 13, 2011, the CRD Board passed the following motions:

1. *That the CRD will harmonize current and long-term practices at all CRD owned regional facilities and parks with the approved policies of the regional treatment strategy, including ending the production, storage, and distribution of biosolids for land application at all CRD facilities and parks.*
2. *That the CRD does not support the application of biosolids on farmland in the CRD under any circumstances and let this policy be reflected in the upcoming Regional Sustainability Strategy.*

As a result of these motions, the Saanich Peninsula PenGrow Biosolids beneficial use program operating out of the Hartland landfill was discontinued and the SPWWTP raw sludge is now hauled to Hartland and disposed of in the landfill as controlled waste.

In February 2012, the Saanich Peninsula Wastewater Commission issued a Call for Expressions of Interest (EIO) for the utilization of its Class A biosolids or untreated sludge product from the SPWWTP. The EIO was advertised in both local and nationally distributed publications, as well as internationally in the *Environmental Science Magazine*. Invitations were also sent directly to potential biosolids users and companies involved in biosolids management/utilization, including cement producers, energy producers and wastewater utility companies. Only six companies made submissions, all proposing some form of soil amendment process. No companies expressed an interest in using the biosolids as a fuel.

At this time, the only option available for the CAWTP Commission to satisfy the commitment under the CALWMP for the beneficial use of biosolids is to construct and operate a facility that will dry the biosolids for use as a fuel for cement kilns, pulp mills or waste-to-energy facilities.

ALTERNATIVES

1. That the Committee of the Whole recommend to the CRD Board that staff be directed to bring forward a report outlining the economic, social and environmental implications for both the core area liquid waste management program and other regional impacts to the Board for reconsideration of the sludge and biosolids management policy for the region.
2. That the Committee of the Whole receive this report for information.

ECONOMIC IMPLICATIONS

If the Board policy and CALWMP are amended to include the beneficial use of biosolids for soil amendment and fertilizer, as recommended by the Ministry of Environment, the Biosolids Energy Centre RFP will be less restrictive and open to more innovative marketing opportunities. This will result in reducing both the capital and operating costs for the facility and significantly improve its triple bottom line.

CORE AREA LIQUID WASTE MANAGEMENT PLAN IMPLICATIONS

Consideration of this policy direction and allowance of a broader suite of beneficial use options in the CALWMP is timely as staff are preparing Amendment No. 9 to the CALWMP. This series of amendments also includes adjustment to the overall program schedule, a potential siting change for the Biosolids Energy Centre, sizing adjustments to the Haro Woods attenuation tank and the separation schedule of the combined sewers in Oak Bay. A full report on Amendment No. 9 will be presented to the CALWMC in June.

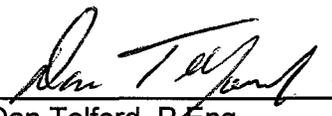
CONCLUSION

Based on the encouragement received from the Minister of Environment, recent discussions held by the CAWTP Commission, and the timing of the upcoming Amendment No. 9 to the CALWMP, it is timely to bring a report back to the Board outlining the regional implications of a broader regional biosolids management policy and potential cost savings for the core area program.

RECOMMENDATION

That the Committee of the Whole recommend to the Capital Regional District Board:

That staff be directed to bring forward a report outlining the economic, social and environmental implications for both the core area liquid waste management program and other regional impacts to the Board for reconsideration of the sludge and biosolids management policy for the region.



Dan Telford, P.Eng.
Senior Manager
Environmental Engineering

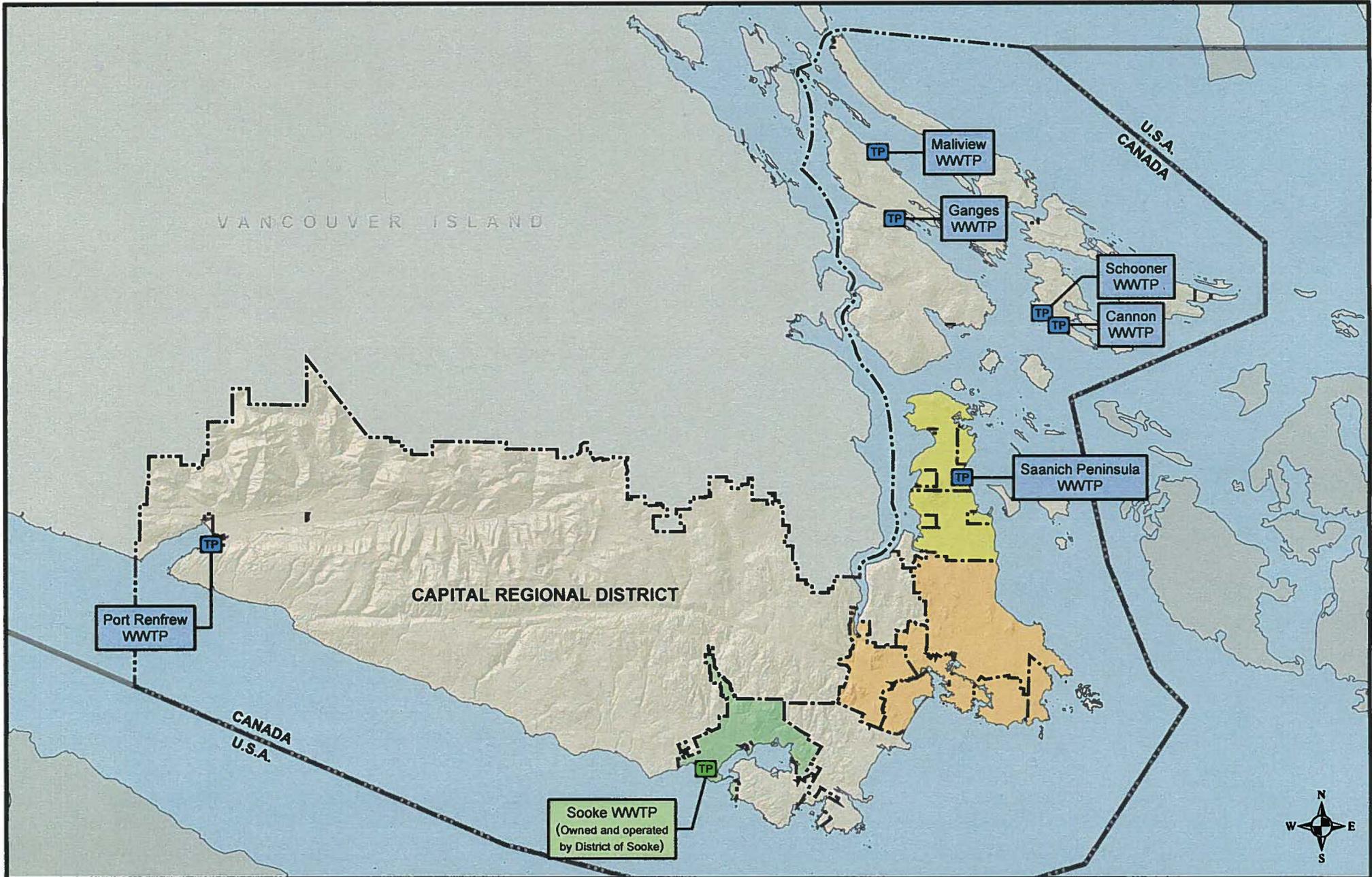


Larisa Hutcheson, P.Eng.
General Manager
Parks & Environmental Services
Concurrence



Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

DT:jt
Attachments: 1



0 1 2 4 6 8 10 Kilometres
 Projection: UTM ZONE 10N NAD 83

- TP CRD Treatment Plant
- TP District of Sooke Treatment Plant

- Liquid Waste Management Plan Area
- Core
 - Saanich Peninsula
 - District of Sooke

Important This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

APPENDIX A LIQUID WASTE MANAGEMENT PLAN AREAS AND TREATMENT PLANT LOCATIONS

