

**Meeting Minutes**  
**Integrated Resource Management**  
**Select Committee**

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Wednesday, July 13, 2016

10:00 AM

625 Fisgard St., 6th Floor Boardroom

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PRESENT

DIRECTORS: V. Derman (Chair), K. Williams (Vice Chair), R. Atwell, S. Brice, A. Finall (10:08),  
L. Helps, M. Hicks, D. Howe, C. Plant, J. Ranns, B. Desjardins (Board Chair, ex-officio)

NON-VOTING MEMBER: M. Williams (Chair, Saanich Peninsula Wastewater Commission)

STAFF: R. Lapham, Chief Administrative Officer; L. Hutcheson, General Manager, Parks and  
Environmental Services; T. Robbins, General Manager, Integrated Water Services; J. Frederick,  
Manager, Project Engineering, Environmental Engineering; T. Watkins, Manager, Solid Waste  
Operations, Environmental Resource Management; B. Reems, Corporate Officer; N. More, Committee  
Clerk (Recorder)

ABSENT: R. Windsor

The meeting was called to order at 10:01 a.m.

**1. Approval of Agenda**

**MOVED by Director Brice, SECONDED by Plant,  
That the agenda be approved as circulated.  
CARRIED**

**2. Adoption of Minutes**

2.1. [16-816](#) Approval of the Integrated Resource Management Select Committee  
Minutes of June 24, 2016

**MOVED by Director Williams, SECONDED by Plant,  
That the minutes of the June 24, 2016, meeting of the Integrated Resource  
Management Select Committee be adopted as circulated.  
CARRIED**

**3. Chair's Remarks**

Remarks by Chair Derman included the following points:

- summary of CRD history in studying potential to integrate liquid and solid waste streams
- technological, financial and environmental feasibility
- work and scope of the Core Area Liquid Waste Management Committee and the Core Area Wastewater Treatment Project Board
- purpose of Integrated Resource Management Select Committee to focus on managing expressions of interest to deal with solid waste in the region, and on how to accomplish the pilot project requested by the Saanich Peninsula Wastewater Commission
- in the matter of feedstock, control of solid waste resides mainly with private

- sector and municipalities
- private initiatives for dealing with solid waste may exist and could have implications for Hartland Landfill operations
- private initiative may outstrip the use of a civic pilot project
- expertise may lie primarily with vendors, and only secondarily with consultants

Director Finall entered the meeting at 10:08 a.m.

#### 4. Presentations/Delegations

There were none.

#### 5. Committee Business

##### 5.1. [16-802](#) Integrated Resource Management Pilot Project

L. Hutcheson provided highlights of the report.

On the motion, the Committee discussed whether a white paper would provide information further to that already received, what type of consultants would be engaged to produce the white paper, the value of hearing from private sector experience first-hand, and the value of information that could be gained from a pilot study that would take local conditions into account. The Committee discussed the need to establish goals and objectives in order to evaluate success, cost sharing, and governance.

**MOVED by Director Helps, SECONDED by Director Hicks,  
That the Integrated Resource Management Select Committee recommend to the  
Capital Regional District Board:**

**That Capital Regional District staff coordinate the development of a white paper  
that would result in a business case analysis and feasibility review of the  
gasification of mixed feedstock materials using various technologies.**

**DEFEATED**

**OPPOSED Atwell, Derman, Desjardins, Finall, Hicks, Plant, Ranns, Williams**

On the motion, the Committee discussed accepted practices in public procurement, and the value of going to a pilot project in place of the white paper option, without delay.

**MOVED by Director Ranns, SECONDED by Director Hicks,  
That the Chair of the Committee contact the two proponents mentioned in the  
report, establish a discussion format, and invite them to the next committee  
meeting.**

**DEFEATED**

**OPPOSED Brice, Derman, Desjardins, Finall, Helps, Hicks, Howe, Plant,  
Williams**

Staff requested time to refine the draft Request for Expressions of Interest (RFEOI).

On the motion to issue an RFEOI, the Committee discussed the need for improvements to the wording of the RFEOI and the value of hearing from proponents at an appropriate stage of the procurement process.

**MOVED** by Director Finall, **SECONDED** by Director Atwell,  
That it be recommended to the Capital Regional District Board:  
1. That the Capital Regional District (CRD) issue a Request for Expressions of Interest to determine interest and cost for an out-of-region pilot project using existing gasification infrastructure to process a mix of feedstock materials, provided by the CRD or the proponent, meeting CRD waste composition requirements; and  
2. That once the RFEOI has been issued, the resulting recommended proponent be brought to the Board for interview and information.

**MOVED** by Director Finall, **SECONDED** by Director Hicks,  
That the matter be referred to staff for revision of the Request for Expressions of Interest (RFEOI) and the revised version be presented at the next meeting.  
**CARRIED**

**5.2.**     [16-815](#)

Future Directions for the Integrated Resource Management Select Committee - Report from Chair Derman and Vice-Chair Williams

Chair Derman provided highlights of the report and noted that only a short time remained for discussion at that day's meeting.

On the motion to postpone, the Committee raised the point of whether elements of the report were outside the scope of the Committee's terms of reference.

The Committee requested staff to report at the next meeting the budget amount allotted for the Committee's purpose.

**MOVED** by Director Atwell, **SECONDED** by Director Helps,  
That this item be postponed to the next meeting.  
**CARRIED**

**6. New Business**

There was none.

**7. Adjournment**

**MOVED** by Board Chair Desjardins, **SECONDED** by Director Helps,  
That the meeting be adjourned at 11:50 a.m.  
**CARRIED**

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**CHAIR**

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**RECORDER**