



Making a difference...together

WESTSIDE WASTEWATER AND RESOURCE RECOVERY SELECT COMMITTEE

Notice of Meeting on **Thursday, October 23, 2014 at 2 pm**
CRD Integrated Water Services Office, Goldstream Conference Room
2nd Floor, 479 Island Highway, Victoria, BC

S. Young
B. Desjardins
C. Hamilton

G. Hill
Chief R. Sam

AGENDA

L. Hutcheson, GM Parks & Environmental Services, to chair the meeting up to the conclusion of Item 2.

1. Approval of Agenda
2. Election of Chair
3. Election of Vice-Chair
4. Delegations/Presentations
5. Westside Wastewater Treatment and Resource Recovery Select Committee – Terms of Reference
6. Project Charter – Verbal Update and Discussion
7. Adjourn

Distribution:

J. Bowden, City of Langford
L. Hurst, Township of Esquimalt
K. Anema, Town of View Royal
M. Baxter, City of Colwood
K. Cossey, Songhees Nation
C. Houghton

To ensure quorum, advise Margaret Montague 250.474.9606 if you or your alternate cannot attend.



**REPORT TO WESTSIDE WASTEWATER TREATMENT AND RESOURCE RECOVERY
SELECT COMMITTEE
MEETING OF THURSDAY, OCTOBER 23, 2014**

**SUBJECT WESTSIDE WASTEWATER TREATMENT AND RESOURCE RECOVERY
SELECT COMMITTEE – TERMS OF REFERENCE**

ISSUE

To consider draft Terms of Reference (TOR) for the Westside Wastewater Treatment and Resource Recovery (WWTRR) Select Committee, for recommendation to the Capital Regional District (CRD) Board.

BACKGROUND

At its meeting of October 8, 2014, the CRD Board approved the formation of a subcommittee for the Westside participants following the Westside mayors from Colwood, Langford, View Royal and Esquimalt indicating a desire to establish a subcommittee to evaluate options and develop a subregional wastewater treatment and resource recovery plan as part of the Core Area Liquid Waste Management Plan. Staff were directed to develop terms of reference for the subcommittee for approval.

Staff have determined the most appropriate governance structure under the CRD Procedural Bylaw is a Select Committee, which allows for non-Board members to participate. The Select Committee would report to the CRD Board through the Core Area Liquid Waste Management Committee and be supported by CRD staff, Westside staff, consultants and a technical working group. Draft TOR for the WWTRR Select Committee are attached as Appendix A.

ALTERNATIVES

That the Westside Wastewater Treatment and Resource Recovery Select Committee recommend to the Board through the Core Area Liquid Waste Management Committee:

1. That the Terms of Reference for the Westside Wastewater Treatment and Resource Recovery Select Committee, as outlined in Appendix A, be adopted.
2. That staff be directed to amend the Terms of Reference.

FINANCIAL IMPLICATIONS

Funding for planning and development of Westside participant options will be drawn from the annual capital funding requisition and funded by the municipal Westside participants only, on an equal share basis. A sole source consulting proposal has been submitted from Aurora Innovations in the amount of \$16,250 plus GST per month for the upcoming six-month period to provide coordination and communications support for the work of the Select Committee.

INTERGOVERNMENTAL IMPLICATIONS

The Songhees First Nation has expressed an interest in participating on the Select Committee. Songhees First Nations staff, along with CRD staff, Aurora Innovations and staff from the participating municipalities will work in collaboration on a technical working group to provide support to the WWTRR Select Committee.

CONCLUSION

The CRD Board has approved the establishment of a Select Committee of participants from Colwood, Langford, View Royal, and Songhees First Nation, to evaluate options and develop a subregional wastewater treatment and resource recovery plan as part of the Core Area Liquid Waste Management Plan. Draft Terms of Reference for the Select Committee are attached for recommendation to the Board for approval.

RECOMMENDATION

That the Westside Wastewater Treatment and Resource Recovery Select Committee recommend to the Capital Regional District Board through the Core Area Liquid Waste Management Committee:

That the Terms of Reference for the Westside Wastewater Treatment and Resource Recovery Select Committee, as outlined in Appendix A, be adopted.


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


Robert Lapham, MCIP
Chief Administrative Officer
Concurrence

LH:cl

Attachment: 1

Terms of Reference



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
 - optimize benefits based on net costs to minimize impact to taxpayers
 - meet the unique needs of the Westside in a proactive and timely way
 - 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 Committee 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 cease to exist once it has reported its findings to the Board.

3.0 COMPOSITION

- The membership is comprised of one designated representative from each of the following municipalities or First Nations that are participants in the Core Area Liquid Waste Management Plan:
 - Colwood
 - Esquimalt
 - Langford
 - View Royal
 - Songhees First Nation
- One alternate representative is permitted to participate fully at the committee meeting in the absence of the designated representative.

4.0 PROCEDURES

- 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. 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;
- 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 CRD Board on _____, 2014.