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**REPORT TO ENVIRONMENTAL SUSTAINABILITY COMMITTEE  
MEETING OF WEDNESDAY, FEBRUARY 27, 2013**

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**SUBJECT    2013 ENVIRONMENTAL SUSTAINABILITY COMMITTEE TERMS OF REFERENCE**

**ISSUE**

To establish the terms of reference for the 2013 Environmental Sustainability Committee.

**BACKGROUND**

At a Committee of the Whole meeting held January 9, 2013, the Board considered a staff report regarding the 2013 Board standing committee structure including a possible Committee of the Whole structure. At that meeting it was agreed that the Board Chair would maintain the individual standing committee structure for 2013 and that the Board Chair be 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 meetings.

The established Board committees for 2013 are as follows:

Core Area Liquid Waste Management  
Electoral Area Services  
Environmental Sustainability  
Finance and Corporate Services  
Planning, Transportation and Protective Services  
Regional Parks  
Transportation Select  
Governance Select

Terms of reference for each of the above noted committees were forwarded to the Board for consideration at their meeting held February 13, 2013. The Board resolved to receive the terms of reference and refer them to the respective committees for review. The terms of reference for the Environmental Sustainability Committee are attached as Appendix A.

**ALTERNATIVES**

1. That the Environmental Sustainability Committee approve the 2013 committee terms of reference as attached in Appendix A.
2. That the terms of reference be referred back to staff for further review.

**IMPLICATIONS**

The terms of reference that have been developed for each committee identify the mandate/purpose of the committee, its establishment and authority, the composition, procedures and staff resources. For the most part, the committees are structured around specific service areas and identify the primary staff liaison(s) for each committee.

**CONCLUSION**

Terms of reference for the 2013 Environmental Sustainability Committee have been drafted and are attached for the committee's consideration. They will serve to clarify the mandate, responsibilities and procedures governing the committee.

**RECOMMENDATION**

That the Environmental Sustainability Committee approve the 2013 committee terms of reference as attached in Appendix A.

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Sonia Santarossa  
Manager, Legislative Services

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Robert Lapham, MCIP  
Chief Administrative Officer  
Concurrence

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Attachments: Appendix A – Terms of Reference

# Terms of Reference



## ENVIRONMENTAL SUSTAINABILITY COMMITTEE

### PREAMBLE

The Capital Regional District (CRD) Environmental Sustainability Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding waste management, resource recovery, climate change and other environmental matters.

The Committee's official name is to be:

Environmental Sustainability Committee

### 1.0 PURPOSE

The mandate of the committee includes overseeing and making recommendations to the Board regarding the following functions:

- Policy matters pertaining to liquid waste management, i.e. beneficial use of biosolids, regional source control and energy recovery from sewage and treated effluent
- Regional solid waste function
- Waste diversion and recycling programs
- Hartland operations
- Resource recovery opportunities
- Integrated waste management planning issues
- Stormwater quality function for the Core area, Gulf Islands, Sooke, and Juan de Fuca Electoral Area
- Climate action
- Roundtable on the Environment (RTE), including its members, terms of reference
- Millstream Meadows Remediation
- Environmental and sustainability matters

### 2.0 ESTABLISHMENT AND AUTHORITY

- The committee will make recommendations to the Board for consideration; and
- The Board Chair will appoint the Committee Chair, Vice Chair and committee members.

### 3.0 COMPOSITION

- The Chair, Vice Chairs and members are appointed annually by the Board Chair.

#### **4.0 PROCEDURES**

- The committee shall meet on a monthly basis, except August and December, and have special meetings as required;
- The agenda will be finalized in consultation between 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 Committee 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 Environmental Sustainability will provide administrative support; and
- Minutes and agendas are prepared and distributed by the Legislative Services Department.