

**Meeting Minutes**  
**Core Area Liquid Waste Management**  
**Committee**

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**Wednesday, October 14, 2015**

**9:00 AM**

**6th Floor Boardroom**

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PRESENT:

DIRECTORS: L. Helps (Chair), S. Brice (Vice-Chair), M. Alto, R. Atwell, D. Blackwell, J. Brownoff, V. Sanders (for V. Derman), B. Desjardins, C. Hamilton, B. Isitt, N. Jensen, C. Plant, J. Albany (for Chief R. Sam), L. Seaton, D. Screech, G. Young

ABSENT: Chief A. Thomas

ALSO PRESENT: B. Eaton, Chair, Core Area Wastewater Treatment Program Commission; T. Coady, Chair, and R. Atkins, Technical Oversight Panel; C. Houghton, Westside Solutions; E. Lee, Urban Systems, S. Brubacher, Carollo Engineers; L. Hundleby, Alternate Director; C. Day, Alternate Director

STAFF: R. Lapham, Chief Administrative Officer; L. Hutcheson, General Manager, Parks and Environmental Services; D. Lokken, General Manager, Finance and Technology; T. Robbins, General Manager, Integrated Water Services; S. Santarossa, Corporate Officer; L. Taylor, Communications Coordinator; D. Telford, Senior Manager, Environmental Engineering; A. Genero, Manager, Accounting Services; S. Hallatt, Manager, Aboriginal Initiatives; S. Henderson, Manager, Risk & Real Estate; H. Gibson, Senior Manager, Environmental Partnerships; A. Boyd, Committee Clerk (recorder)

The meeting was called to order at 9:00 a.m.

### **1. Approval of Agenda**

**MOVED by Director Brice, SECONDED by Director Desjardins,  
That the agenda and supplementary agenda be approved.  
CARRIED**

### **2. Adoption of Minutes**

#### **2.1. 15-1107 Adoption of the Minutes of October 2, 2015**

The minutes of October 2, 2015 were not ready for approval at the time of the meeting.

**MOVED by Director Plant, SECONDED by Director Brice,  
That the agenda be amended to remove the adoption of the minutes.  
CARRIED**

### **3. Chair's Remarks**

Chair Helps noted that the completion of the Project Charter was a significant milestone. She also noted the recent appointment of two new Members to the Core Area Liquid Waste Management Committee, Chief R. Sam of Songhees Nation and Chief A. Thomas of Esquimalt Nation and

welcomed them.

Alternate Director J. Albany, Songhees Nation, arrived at 9:05 a.m.

#### 4. Presentations/Delegations

- 4.1. 15-1117 Delegation: D. Langley Re: Items 5.1 Technical Oversight Panel - Status Report September and 5.3 Technical Memorandum #1 - Wastewater Treatment System Feasibility and Costing Analysis

D. Langley provided a written submission, on file at Legislative and Information Services. He expressed concern with the approaching deadlines and submitted three requests for consideration:

- 1) Provide a substantial time extension for an improved independent costing analysis,
- 2) Simplify by excluding the Eastside and Westside committees from direct involvement and
- 3) Have Regional Water Commission prepare a report on water supply and costs.

#### 5. Committee Business

- 5.1. 15-1106 Technical Oversight Panel - Status Report No. 3

T. Coady provided an overview on the Technical Oversight Panel Report No. 3 by telephone. She also noted that the T.O.P. are arranging a meeting to receive presentations from vendors, noting it is not a solicitation but rather information on technology, and that all are welcome to attend.

**MOVED by Director Desjardins, SECONDED by Director Alto,  
That the report be received for information and adopt Technical Memo, in Draft  
No. 1  
CARRIED**

- 5.2. 15-1085 Fairness and Transparency Advisor Report - September

S. Santarossa noted that K. Cholette regrettably was unable to attend today's meeting, but provided an update on her behalf. She noted that to-date, all complaints received and the Fairness and Transparency Advisor's decisions are posted to the CRD website. Discussion ensued relative to the amount billed to date. S. Santarossa noted that the bulk of the billing relates to the front-end preparation, setup and rollout of processes and procedure.

**MOVED by Director Screech, SECONDED by Director Alto,  
That the report be received for information.  
CARRIED**

- 5.3. 15-1103 Technical Memorandum #1 - Wastewater Treatment System Feasibility

and Costing Analysis (Urban Systems and Carollo Engineers)

E. Lee of Urban Systems and S. Brubacher of Carollo Engineers presented slides on the scope and moving forward with the direction set out by the technical criteria. Mr. Lee noted that the 4 option sets will be analyzed based on the goals and commitments set out in the Terms of Reference and Project Charter.

Discussion ensued relative to:

- reliance on information from previous reports is limited to information that is objective, neutral and static
- focus is on meeting today's regulations and going beyond treated effluent quality
- providing enough information so that different people can evaluate the options
- public expectations of a better product now

**MOVED by Director Isitt, SECONDED by Director Blackwell,  
That Technical Memorandum #1 - Wastewater Treatment System Feasibility and  
Costing Analysis (Urban Systems and Carollo Engineers) be received for  
information.**

**CARRIED**

The Committee took a recess at 10:38 a.m.

The Committee meeting resumed at 10:44 a.m. with J. Albany and B. Isitt absent

**5.4. 15-1101 Participant Design Flow Capacity**

L. Hutcheson provided an overview of the report and noted that the design flows are in the technical memorandum. Staff will work with First Nations to confirm design capacity and will bring the information back in the next few weeks.

**MOVED by Director Brice, SECONDED by Director Screech,  
That the Core Area Liquid Waste Management Committee recommend to the  
Capital Regional District Board:**

**That the allocated design capacities as set out in Appendix B for the purposes of  
completing the Core Area Liquid Waste Management Plan (CALWMP) Options  
Development Phase 2 feasibility and costing analysis process and preparation of  
CALWMP Amendment No. 10 be approved.**

**CARRIED**

**5.5. 15-1095 Core Area Sewage and Resource Recovery System 2.0 - Budget Update  
No. 1**

L. Hutcheson noted that this is the planning budget for this phase of the project, Core Area 2.0 and presents actuals to date. It does not include Eastside or Westside costs.

**MOVED by Director Brice, SECONDED by Director Desjardins,  
That the Core Area Liquid Waste Management Committee receive this budget**

update for information.  
**CARRIED**

**5.6. 15-1084**

Project Expenditures to Date

D. Lokken provided an overview of the report noting that it reflects how much has been spent to date.

**MOVED by Director Plant, SECONDED by Alternate Director Sanders,  
That the Core Area Liquid Waste Management Committee receive this report and  
forward to the Capital Regional District Board for information.  
CARRIED**

**5.7. 15-1083**

Core Area Wastewater Treatment Program and Budget Update No. 28

D. Lokken provided a summary of the report, noting that the expenditures had been booked to the end of August and includes commitments and actual.

**MOVED by Director Screech, SECONDED by Director Brice,  
That the Core Area Liquid Waste Management Committee receives this report  
and recommends to the Capital Regional District Board:  
That Core Area Wastewater Treatment Program and Budget Update No. 28 be  
received for information.  
CARRIED**

J. Albany returned at 10:53 a.m.

**5.8. 15-1104**

Core Area Service Plan

B. Lapham provided an overview of the report.

T. Robbins provided an overview of the service plans and noted this is an overarching document that brings together the new planning phase for the Core Area Wastewater Treatment Plan.

**MOVED by Director Screech, SECONDED by Director Alto,  
That the Core Area Service Plans and Funding Overview be approved.  
CARRIED**

**5.9. 15-838**

Onsite Wastewater Management Program Results of First Independent Five-Year Review (2009-2013) and Four-Year Implementation Plan (2016-2019)

L. Hutcheson provided an overview of the report and noted the four participants in the Onsite Wastewater Management Plan; Colwood, Langford, Saanich and View Royal.

H. Gibson noted that any issues regarding septic tanks are referred to Island Health.

Staff was requested to issue a media release on the good work done by

the Onsite Wastewater Management Program.

**MOVED** by Director Desjardins, **SECONDED** by Director Hamilton,  
That the Core Area Liquid Waste Management Committee recommend to the  
Capital Regional District Board:

1. That the Five-Year Review of the CRD's Onsite Wastewater Management  
Program (2009-2013) be received for information; and

2. That the Onsite Wastewater Management Program Four-Year Implementation  
Plan (2016-2019), attached as Appendix B, be approved.

**CARRIED**

## 6. Notice of Motion

6.1. 15-311 Motion for Which Notice Has Been Given: Options for Wastewater  
Treatment (Director Hamilton)

Director Hamilton noted to postpone the item.

**MOVED** by Director Hamilton, **SECONDED** by Director Alto,

That consideration of the following motion be postponed to the next meeting:

**WHEREAS:** It is critical that there be positive action taken to meet funding  
deadlines and regulatory requirements for waste water treatment for the Capital  
Regional District;

**BE IT RESOLVED** that: Capital Regional District (CRD) staff be directed to support  
municipalities and First Nations who want to explore options for waste water  
treatment that are economically responsible, technically feasible,  
environmentally sound and meet current provincial and federal deadlines;

**AND THAT** funding be provided from the sewage treatment budget to support an  
independent assessment of alternative locations to McLoughlin and Hartland,  
with full and regular engagement of staff and elected representatives from  
participating municipalities, First Nations and the public;

**AND THAT** any decisions taken to amend the Liquid Waste Management Plan be  
done in an open and transparent public process;

**AND THAT** any further money spent be recoverable under the funding  
arrangement with the Provincial and Federal Governments and that clarity be  
sought that the funding arrangement with Provincial and Federal governments  
be able to support the communities to the extent it supported the CRD driven  
process.

**CARRIED**

## 7. New Business

## 8. Motion to Close the Meeting

8.1. 15-1105 Motion to Close the Meeting

**MOVED** by Director Brice, **SECONDED** by Director Plant,

That the meeting be closed in accordance with the Community Charter Part 4,  
Division 3, 90 (1) (a) personal information about an identifiable individual who  
holds or is being considered for a position as an officer, employee or agent of the  
regional district or another position appointed by the regional district.

**CARRIED**

**9. Adjournment**

**MOVED** by Director Brice, **SECONDED** by Director Plant,  
That the meeting adjourn at 11:11 a.m.  
**CARRIED**

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**CHAIR**

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**RECORDER**