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**Minutes of a Meeting of the Core Area and West Shore Sewage Treatment Technical and Community Advisory Committee (TCAC)**  
**Held October 15, 2013, in the Board Room, 625 Fisgard St., Victoria, BC**

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**Present:** **Committee Members:** D. Blackwell (Chair), R. Barnhart, K. Cossey, T. Davies, G. Gillespie, D. Halldorson, E. Ishiguro, D. Kalynchuk, M. Mahovlich, D. Marshall, J. Mclsaac, J. Miller, B. Oldham, D. Purewall, J. Rosenberg, T. Tiedje, D. White, C. Witter  
**Staff:** J. Hull, Interim Program Director, Core Area Wastewater Treatment Program; L. Hutcheson, General Manager, Parks and Environmental Services; S. Santarossa, Manager, Legislative Services; D. Telford, Senior Manager, Environmental Engineering; J. Tradewell (recorder)  
**External Resources:** E. Dyck, Island Health; B. Mann, Ministry of Environment; J. Wilson, Ministry of Environment  
**Absent:** M. Baxter, M. Coburn, L. Resnick, D. Spinner

The meeting was called to order at 12:01 pm.

**1. Approval of Agenda**

**MOVED** by T. Davies, **SECONDED** by J. Mclsaac,  
That the agenda be approved as circulated.

**CARRIED**

**2. Adoption of Minutes**

**MOVED** by K. Cossey, **SECONDED** by T. Davies,  
That the minutes of the September 24, 2013 meeting be adopted as previously circulated.

**CARRIED**

B. Oldham entered the meeting at 12:02 pm.

**3. Chair's Remarks**

The Chair advised the TCAC members that the biosolids processing amendments included in Agenda Item 7 (Proposed Amendment No. 9) would not be discussed at this meeting. The Capital Regional District (CRD) Committee of the Whole will be considering the proposed biosolids processing amendments to the Core Area Liquid Waste Management Plan (CALWMP) in context with the proposed changes to the current CRD Regional Biosolids Policy at its meeting on October 30. The biosolids processing amendments will be brought to the next TCAC meeting for discussion.

**4. Capital Regional District Board Procedures Bylaw**

L. Hutcheson provided the following answers to a number of procedural questions posed by various TCAC members:

- How do members add discussion items to the TCAC agenda?
  - TCAC members can make a formal notice of motion at a particular meeting to be discussed at the following meeting.
  - Members are directed to contact D. Telford (TCAC staff liaison) regarding adding items to the agenda. These items will be discussed with the Chair and placed on the agenda as appropriate.
  
- Does TCAC receive delegations or presentations?
  - As the TCAC is an advisory committee and not a decision-making body, it does not receive delegations from the public. Technical experts may occasionally be invited to provide additional information pertaining to a particular request for advice from the Core Area Liquid Waste Management Committee (CALWMC).
  
- Are Alternates allowed for TCAC?
  - Alternates will not be allowed on the TCAC as there is no reference to Alternates in the Terms of Reference and only those individuals named on the TCAC membership list were approved by the CRD Board as TCAC members.
  
- Will TCAC minutes be posted and made available publicly and forwarded to the CALWMC?
  - Draft TCAC minutes will be posted on the CRD website once they have been reviewed by staff and the Chair.
  - Draft TCAC minutes will be forwarded to the next CALWMC meeting.

L. Hutcheson responded to additional questions from members and noted that the TCAC would be meeting to discuss all proposed changes in Amendment No. 9 before it is submitted to the Board for forwarding to the Minister of Environment by end of 2013. Any member that would like to propose an additional amendment to the CALWMP will need to first present it to the CALWMC for consideration.

J. Rosenberg entered the meeting at 12:15 pm.

**MOVED** by R. Barnhart, **SECONDED** by K. Cossey,  
That the verbal report regarding *Capital Regional District Board Procedures Bylaw, 2012*,  
be received for information.

**CARRIED**

## 5. Technical and Community Advisory Committee Terms of Reference

L. Hutcheson referred to the TCAC Terms of Reference's role and responsibilities and informed the TCAC that pursuant to the TCAC Terms of Reference Roles and Responsibilities, meeting agendas will be focussed on the requests for technical and community consultation and input made by the CALWMC.

The makeup of TCAC membership was established through consultation with Ministry of Environment (MOE) staff resulting in all amendments to date having been accepted by the

MOE as meeting its requirements around appropriate public consultation. The MOE was again consulted in putting together the existing membership list so that the TCAC could continue to provide advice to the CALWMC as needed.

Discussion followed and a concern was expressed that the TCAC Terms of Reference, based on the MOE guidelines, are extremely narrow. It was questioned why TCAC has been asked to only review the final reports and not being asked to be included in the creation of the final reports, as the preference is to see TCAC involved in the process of creating the amendments as, it was thought, the MOE guidelines are suggesting. The Chair explained that the CALWMP was approved by the Minister of Environment in 2010 and TCAC is currently meeting to look at only the changes to the CALWMP as proposed in Amendment No. 9.

It was commented that the TCAC membership seemed to lack representation from some groups, e.g., School Districts and Community Associations, although it was noted that the Members at Large somewhat represent the Community Associations.

Concern was expressed that TCAC has not sat as a committee for some time and it was queried why the TCAC was not called sooner.

The Chair explained that the CALWMP was approved as amended in 2010 by the Minister of Environment. No amendments to the approved plan have been considered since that time, so there has not been a need for the CALWMC to seek TCAC advice on matters pertaining to the plan. The Seaterra program has now developed to the point that some amendments to the CALWMP are needed to more clearly reflect the overall project direction. The decision was therefore made to reconvene the TCAC to assist the CALWMC in making decisions on the proposed new amendments to the plan.

**MOVED** by D. Kalynchuk, **SECONDED** by J. McIsaac,  
That the Core Area and West Shore Sewage Treatment Technical and Community  
Advisory Committee Terms of Reference be received for information.

**CARRIED**

## **6. Election of Vice-Chair**

The Chair called for nominations for the position of Vice-Chair of the Core Area and West Shore Sewage Treatment TCAC.

**MOVED** by M. Mahovlich, **SECONDED** by D. Halldorson,  
That D. Kalynchuk's name be put forward for the position of Vice-Chair of the Core Area  
and West Shore Sewage Treatment Technical and Community Advisory Committee.

D. Kalynchuk accepted the nomination.

**MOVED** by D. Purewall, **SECONDED** by C. Witter,  
That G. Gillespie's name be put forward for the position of Vice-Chair of the Core Area and  
West Shore Sewage Treatment Technical and Community Advisory Committee.

G. Gillespie accepted the nomination.

The Chair called for nominations a second and third time and hearing none, declared nominations closed. Each candidate was given the opportunity to speak to the members.

Ballots were handed out and then collected and counted. The Chair announced that D. Kalynchuk was elected as Vice-Chair of the Core Area and West Shore Sewage Treatment TCAC.

**MOVED** by K. Cossey, **SECONDED** by J. Rosenberg,  
That the ballots be destroyed.

**CARRIED**

**7. Proposed Amendment No. 9**

J. Hull reviewed the proposed changes to the CALWMP as proposed in Amendment No. 9.

Item 1 discussion on the project completion date included the following points:

- Completion date is July 2018 with a later date (final completion) for invoices and final accounting submission.
- Dollar amounts for the program as stated in the agreements remain unchanged.
- The program is on schedule at this point.
- There is no flexibility in the dates of the approved contribution agreement from the Province.

**MOVED** by K. Cossey, **SECONDED** by M. Mahovlich,  
That the change of the completion date from end of 2016 to end of 2018, as proposed in Amendment No. 9 of the Core Area Liquid Waste Management Plan, be accepted.

Discussion on the motion ensued and staff confirmed that the implementation schedule is on track.

**CARRIED**

Item 2 discussion on the storage volume of the Arbutus Road attenuation tank included the following points:

- If inflow and infiltration (I&I) remain at current levels no expansion of the proposed attenuation tank will be necessary in the future.
- The 2011 I&I report was submitted to MOE on schedule.
- The 5-Year Performance Audit of Plan Commitments was submitted to MOE in 2012 and is available for viewing on the CRD website.

**MOVED** by T. Davies, **SECONDED** by J. McIsaac,  
That the initial storage volume of the proposed Arbutus Road attenuation tank be reduced from 12,000 cubic metres to 5,000 cubic metres, as proposed in Amendment No. 9 of the Core Area Liquid Waste Management Plan, be accepted.

**CARRIED**

Item 3 discussion on the new sewage screening facilities included the following points:

- size of screens
- physical appearance of pump stations
- method to be used for grit removal
- opportunity for the public to be involved in the design of Macaulay Point pump station upgrade
- grit removal and screening

**MOVED** by K. Cossey, **SECONDED** by M. Mahovlich,  
That the new sewage screening facilities for both Clover Point and Macaulay Point pump stations, as proposed in Amendment No. 9 of the Core Area Liquid Waste Management Plan, be accepted.

**CARRIED**

## **8. New Business**

### Environmental and Social Review

A member questioned if an Environmental and Social Review (ESR) had been completed for McLoughlin Point. As an ESR is referred to in Amendments No. 7 and 8 and committed to, it was thought that the TCAC should see an ESR as a standalone report.

Staff responded that the content of an Environmental Impact Study (EIS) deals with all the same social aspects that would be required in an ESR. The work has been done and the social aspects have been dealt with (i.e., odour, transportation, community impacts, etc.). Eleven different EISs have been prepared and a summary report is in the process of being prepared for submission to MOE which will include McLoughlin Point.

### **Notice of Motion from C. Witter – Environmental and Social Review for McLoughlin Point**

That TCAC be provided with the Environmental and Social Review for McLoughlin Point as it was commissioned and paid for.

## **9. Adjournment**

**MOVED** by D. Kalynchuk, **SECONDED** by K. Cossey,  
That the meeting be adjourned at 1:02 pm.

**CARRIED**

**Next Meeting:** Tuesday, November 5, 2013

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**CHAIR**