



Making a difference...together

EASTSIDE PUBLIC ADVISORY COMMITTEE

Notice of Meeting on **Wednesday, March 18, 2015 at 1:30 pm**

Room 488, 625 Fisgard Street, Victoria, BC

L. Helps (Chair)
G. Klima
D. Sutton

T. Davies
J. Knock
N. Thambirajah

D. Dickson
S. Marks
R. Travers

B. Gilbert
B. Mumford

AGENDA

1. Approval of Agenda
2. Chair's Remarks
3. Introductions
4. Eastside Public Advisory Committee – Terms of Reference
5. Framing Success for Public Consultation Process
6. Next Steps and Work Planning
7. List of Eastside Public Advisory Committee Members
8. New Business
9. Adjournment
10. Next Meeting: April 1, 2015

To ensure a quorum, advise Margaret Reilly at 250.360.3046 if you cannot attend.

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Terms of Reference

The logo for the Capital Regional District (CRD), consisting of the letters 'CRD' in a stylized, bold font.

EASTSIDE PUBLIC ADVISORY COMMITTEE

PREAMBLE

The Eastside Wastewater and Resource Recovery Select Committee (Eastside Select Committee) will develop a wastewater and resource recovery plan (the plan) for Oak Bay, Saanich and Victoria. This plan, in combination with the plan from the Westside Select Committee, could form the basis for an amendment to the Core Area Liquid Waste Management Plan (CALWMP).

1.0 PURPOSE

The Eastside Public Advisory Committee (Advisory Committee) will advise the Eastside Select Committee on the public consultation required for the development of the wastewater and resource recovery plan. The Advisory Committee will serve as a sounding board on the consultation process by:

- reviewing information and material prepared by consultants and staff and referred to by the Eastside Select Committee;
- providing feedback and advice on the consultation process;
- reviewing and providing advice on the structure and tools that could be used to consult with the participating communities.

The Advisory Committee will focus on the public consultation process and will not provide advice on the selection of treatment technology or specific sites for facilities.

In their work, Advisory Committee members may be informed by the public and benefit from the informed exchange of ideas with the community. The Advisory Committee is a term-limited committee that will be in place for approximately one year, with the possibility of an extension.

2.0 OBJECTIVES

Project objectives are to:

- work with the Eastside Select Committee, staff and consultants to assist with the development and implementation of a public consultation process, which will help in the development of a wastewater treatment and resource recovery plan for the Eastside;
- comply with all CRD, provincial, and federal guidelines, regulatory and legislative requirements;
- consider resource requirements and budget for public consultation initiatives;

- work to build public support for the Eastside Wastewater Treatment and Resource Recovery Plan in order to get the plan approved as soon as possible.

3.0 MEMBERSHIP CRITERIA

The Eastside Public Advisory Committee will be made up of 10 members of the public. Membership will be selected using the following criteria:

1. A mixture of individuals who consider themselves both knowledgeable and new to the wastewater treatment project in the core area, as well as those who have participated in other citizen engagement initiatives in the past.
2. Individuals selected from the three participating municipalities with representation based on population: one member from Oak Bay, five members from Saanich and four members from Victoria.
3. A willingness to commit volunteer time of approximately one year to the project. This will include monthly to bi-monthly meetings, as well as potentially attending public meetings, workshops, field trips or other project-related meetings.
4. The ability to work in a group and develop agreement with others who may hold different views.
5. Members are to serve without remuneration.

4.0 SELECTION PROCESS

The CRD will invite the public to apply for membership on the Eastside Public Advisory Committee through an advertising process.

The Eastside Select Committee will review and assess all applications based on the above membership criteria and make recommendations to the CRD Board through the Core Area Liquid Waste Management Committee regarding appointments to the Eastside Public Advisory Committee.

5.0 APPOINTMENT

The Eastside Public Advisory Committee members will be appointed for a one-year term, renewable to a maximum term of three years if an extension to the Eastside Public Advisory Committee term is made. If vacancies arise during the project term, the Chair will consult with the Eastside Select Committee to identify alternates, as required.

6.0 ATTENDANCE

Meetings will be held at CRD Headquarters, 625 Fisgard Street, unless otherwise noted.

Meeting frequency will vary through the course of the project to meet timeline constraints and key milestones. Regular meeting attendance is required to remain a member in good standing. Members absent without prior notification to the Chair for three consecutive meetings may be deemed to have resigned.

7.0 PROCEDURES

The Chair and Vice Chair of the Eastside Select Committee will also Chair and Vice Chair the Eastside Public Advisory Committee. The Advisory Committee will meet on the first and third Wednesday of the month which will correspond to the dates of the Eastside Wastewater Treatment and Resource Recovery Select Committee meetings. Any additional meetings will be at the call of the chair.

The Eastside Public Advisory Committee will follow the CRD Rules of Procedure as enacted in Bylaw No. 3828, the Capital Regional District Board Procedures Bylaw, 2012.

Approved by CRD Board on March 11, 2015

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Eastside Public Advisory Committee

Lisa Helps, Chair

Oak Bay: Sorrel Marks

Saanich: Deborah Dickson

George Klima

Bill Mumford

Don Sutton

Ray Travers

Victoria: Trevor Davies

Bryan Gilbert

Jim Knock

Natasha Thambirajah