



Making a difference...together

**Minutes of a Meeting of the Eastside Public Advisory Committee  
Held Wednesday, April 15, 2015, in the Board Room, 625 Fisgard St., Victoria, BC**

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**Present:** **Members:** T. Davies, D. Dickson, B. Gilbert, J. Knock, S. Marks, B. Mumford, D. Sutton, N. Thambirajah, R. Travers  
**Staff:** N. More, Committee Clerk (recorder)  
**Consultant:** A. Gibbs, Public Assembly  
**Absent:** Director L. Helps (Chair), G. Klima

The meeting was called to order at 4:00 p.m. by Amanda Gibbs, who chaired the meeting.

**1. Approval of Agenda**

**MOVED** by S. Marks, **SECONDED** by B. Gilbert,  
That the agenda be approved as circulated.

**CARRIED**

**2. Adoption of Minutes**

The April 1, 2015, meeting minutes were not available for adoption.

**3. Chair's Remarks:** There were none.

**4. Review of Work to Date on Consultation Planning**

A. Gibbs reviewed the nature of the project, the timeline, the framework for decision-making, and the different decision-makers in the mix.

The Committee discussed chair and vice chair positions and the Eastside Public Advisory Committee's advisor role on public consultation.

A. Gibbs reported on the activity of the past week, including the following points:

- questions have been determined for the survey
- quote has been received on IPSOS survey cost

The Committee discussed the relative merits of using an online survey tool on the CRD website estimated at \$5,000 or contracting with IPSOS to do the online survey for an estimated \$7,000.

Discussion points included:

- IPSOS as the leading survey; benefits include professional reputation, swifter
- cost of using phone calls to capture non-Internet population is prohibitive
- IPSOS online survey to start and then an ongoing one that could be sent to community groups, but has to be professional/objective, not go to the already converted
- the survey is one building block in the different ways the public will be consulted.
- the questions would also be used for other information-gathering, such as roundtables
- purpose of the survey is to find out public values for siting, cost and technology and key considerations

- need for a cut-off date for the survey so the responses can be assessed: June 12 suggested
- information from the survey to be provided to the Eastside Wastewater Treatment and Resource Recovery Select Committee

On the motion, the Committee discussed the meaning of the survey and its questions.

**MOVED** by D. Sutton, **SECONDED** by T. Davies,

That it be recommended to the Eastside Wastewater Treatment and Resource Recovery Select Committee:

- 1) That IPSOS be hired to do the lead survey; and
- 2) That a parallel survey be provided on the CRD website; and
- 3) That the two surveys be aligned and the data analyzed.

**CARRIED**

## 5. Input on Key Activities

A. Gibbs reviewed the timeline and the key activities, such as:

- April 29 public briefing for transparency so the public can learn where they have input and municipal coffee chats,
- open houses from May 11 to 13 where people could ask about funding, for example
- facilitated criteria-setting workshops where people are asked same questions as on the survey, to find out public criteria and priorities in areas such as sites, technologies and costs.
- Urban Systems is the technical support over the month of May.
- a communications plan, paid advertising, and a list of stakeholder groups to send invitations to would be developed
- potential for an online version for people who would not be able to attend in person
- the technical information from the Eastside and Westside Select committees may be jointly reported in June.
- presentation boards won't be use, but briefing guides will be handed out

**MOVED** by B. Gilbert, **SECONDED** by T. Davies,

That the Committee meet on April 22, 2015, to review the survey questions, talk about the agenda for the session and review the briefing guide for the public.

**CARRIED**

## 6. Review of Committee Communications Processes, Meeting Schedule and Role

A. Gibbs will set up the online utility called PlaceSpeak to aid communication between members. The focus would be on processes of the Committee and sharing information that can be commented on relevant to the work of the Committee. Decisions take place at the Committee meetings.

The Committee voted to postpone a discussion on the need for a Vice Chair until a senior member of the Legislative and Information Services could attend and provide information and advice.

**7. New Business**

The Committee commented on the importance of publicizing the work of the Committee. A. Gibbs clarified there will be a number of publicity items, such as an advertisement in the local newspaper and an Eastside conversation webpage beginning on Friday, and social media could be used, such as Twitter.

**8. Adjournment**

**MOVED** by D. Sutton, **SECONDED** by B. Mumford,  
That the meeting be adjourned at 5:48 p.m.

**CARRIED**

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CHAIR

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RECORDER