



Making a difference...together

**Eastside Public Advisory Committee**  
Notice of Meeting on **Wednesday, May 6, 2015, at 4:00 p.m.**  
Room 107, 625 Fisgard Street, Victoria, BC

L. Helps (Chair)	V. Derman (Vice Chair)	T. Davies	D. Dickson
B. Gilbert	G. Klima	J. Knock	S. Marks
B. Mumford	D. Sutton	N. Thambirajah	R. Travers

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**AGENDA**

1. Approval of Agenda
2. Adoption of Minutes of April 1 and April 22, 2015
3. Chair's Remarks
4. Review and discuss the April 29 event
5. Introduce Urban Systems team and discuss next steps
6. New Business
7. Adjournment

Next Meeting: May 20, 2015

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*To ensure quorum, please advise CRD Legislative and Information Services at 250-360-3129 if you cannot attend.*



Making a difference...together

**Minutes of a Meeting of the Eastside Public Advisory Committee  
Held Wednesday, April 22, 2015, in the Board Room, 625 Fisgard St., Victoria, BC**

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

The meeting was called to order at 4:00 p.m.

**1. Approval of Agenda**

**MOVED** by G. Klima, **SECONDED** by S. Marks,  
That the agenda be approved as circulated.

**CARRIED**

**2. Adoption of Minutes**

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

**MOVED** by B. Gilbert, **SECONDED** by T. Davies,  
That the minutes of the April 15, 2015, meeting be amended to show that G. Klima was absent from the meeting, and that the minutes be adopted as amended.

**CARRIED**

**3. Chair's Remarks:** Chair Helps remarked that her schedule did not permit her to attend in her role as Chair of the Eastside Public Advisory Committee.

**4. Discuss the governance issues including adopting Roberts Rules**

S. Santarossa provided legislative advice and clarified that the Terms of Reference named Director Vic Derman as Vice Chair and that the Committee could elect an acting Chair when neither the Chair nor Vice Chair was present to chair a meeting. The Committee was in favour of the governance structure.

S. Santarossa clarified that Robert's Rules of Order apply to the proceedings of the Committee, as stated in the CRD Procedures Bylaw No. 3828, Section 2. (2).

S. Santarossa left the meeting.

**5. Review and discuss materials and roles related to the event on April 29**

A. Gibbs presented the draft agenda for the Eastside Community Dialogue session on April 29 and the draft discussion guide. She remarked on the purpose of the session, and that three follow-up sessions would be held in various locations, as well as events in response to community group invitations.

The Committee provided input on the agenda to A. Gibbs, including the following points:

- provide index cards so people could submit questions
- website part that provides answers to the questions
- provide listing of upcoming meetings and how to get notifications
- members can use social networking to get the word out
- after the April 29 session, discuss what worked well and improvements to be made

A. Gibbs commented that questions received at the event will be provided to Urban Systems. The sessions coupled with the surveys will provide a snapshot of public opinion.

The Committee reviewed the discussion guide and commented on the following topics:

- meaning of “pragmatic”: actual sites, for example
- public trust
- CRD source control program
- glossary of terms
- map of sewer trunk lines would be helpful

A. Gibbs clarified that the event and the discussion guide will provide information on how the final decisions will be made, including where public input is received and what opportunity there is for the public to continue being part of the process. Other points were:

- Eastside and Westside Select committee representatives and CRD staff will work together to develop terms of reference for the Fairness and Transparency Advisor and the Technical Oversight Panel.
- The fairness advisor can take public input continuously and flow this back to the CRD.
- The Seaterra Commission is an independent body which exists only to implement the plans developed by this process, and will not be involved in the planning phase.

The Committee continued to discuss the guide, including the following points and topics:

- The adjective “balanced” in the phrase about technical information in section 4 can be deleted as unnecessary.
- definition of primary, secondary and tertiary treatment and biosolids
- provides basic information; further additions can be made to the glossary once the technical advisors, site and technology options are present

A. Gibbs clarified that wastewater treatment experts will be present at the event to answer technical questions.

The Committee discussion included the following topics:

- funding deadlines tied to a particular plan
- regulated to secondary treatment
- use of terms such as residuals and gasification

The Committee voted to have D. Sutton chair the remainder of the meeting. Chair Helps left the meeting at 5:00 p.m.

A. Gibbs handed out the survey questions that are being developed with IPSOS. She reviewed what the process will be for gathering the data and how it is brought together and

the methodology for ranking and prioritizing the data. Further development of the survey questions will occur once sites have been identified. The IPSOS survey method will include an online panel from Oak Bay, Victoria and Saanich.

The Committee once again discussed the glossary of terms in the discussion guide. A. Gibbs will ask Urban Systems to check the definitions and give the most neutral ones.

On the motion, the Committee discussed the three questions given at the end of the discussion guide.

**MOVED** by T. Davies, **SECONDED** by N. Thambirajah,  
That the discussion guide be approved in principle.

**CARRIED**

The Committee turned their attention to the survey document, which repeated information from the discussion guide. A. Gibbs clarified that everything heard from the Committee about the discussion guide will apply to the survey document.

The Committee sought clarification on the survey questions and discussed several points. A. Gibbs will take the feedback, collate it, discuss with IPSOS, and bring another draft for further feedback.

## **6. New Business**

The Committee suggested an item called general discussion be added to the agenda.

## **7. Adjournment**

There will be no meeting on April 29 as Committee members are encouraged to attend the April 29 public session.

**MOVED** by J. Knock, **SECONDED** by S. Marks,  
That the meeting be adjourned 5:59 p.m.

**CARRIED**

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CHAIR

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RECORDER