



Making a difference...together

**Minutes of a Special Meeting of the Eastside Public Advisory Committee
Held Thursday, September 17, 2015, in Room 107, 625 Fisgard St., Victoria, BC**

Present: Director V. Derman (Vice Chair), D. Broad, T. Davies, G. Klima, B. Mumford, D. Sutton, N. Thambirajah
Staff: Lindsay Taylor, Communications Coordinator, Corporate Communications; N. More, Committee Clerk (recorder)
Consultant: A. Gibbs, Public Assembly
Absent: B. Gilbert, J. Knock, S. Marks

The meeting was called to order at 4:03 p.m. by Vice Chair Derman.

1. Approval of Agenda

MOVED by T. Davies, **SECONDED** by B. Mumford,
That the agenda be approved as circulated.

CARRIED

2. Adoption of Minutes

MOVED by D. Sutton, **SECONDED** by D. Broad,
That the minutes of the July 21, 2015, meeting be adopted.

CARRIED

3. Chair's Remarks: There were none.

4. Presentations/Delegations: There were none.

5. Process Update

Vice-Chair Derman provided an update on activity of the Eastside Wastewater Treatment and Resource Recovery Select Committee (Eastside Select Committee) and highlighted the appointments of the new Fairness and Transparency Advisor and the Technical Oversight Panel and remarked on the next phase of communicating with the public.

The Committee sought clarification on the role of the Advisor and the Panel and its purpose in relation to the Eastside Public Advisory Committee, the consultants, and the work accomplished thus far. The Committee discussed the status of the project and elements of public engagement.

6. Workshop: Planning for Ongoing Engagement

The Committee provided A. Gibbs with commentary on the previous phase of public engagement and suggestions for the next phase including:

- Provide the public with a report on the public engagement process and results to date
- Provide regular updates on the progress of the wastewater treatment project and on the public engagement efforts

- Make use of media advertising and social media
- Establish a dedicated website
- Distribute printed brochures and consider mail-outs
- Determine the target audiences and how best to reach them; consider audiences that have not yet been reached

In summary, the Committee agreed that A. Gibbs would develop a frame for what is to be communicated, identify audiences, approaches, strategies, what is to be communicated and priorities around ways of communicating. A draft will be distributed to the Committee for review, as well as to the Technical and Community Advisory Committee. After feedback and revision, the plan will be recommended to the Eastside Select Committee at the October 21, 2015, meeting, with a deadline of October 13 to produce it for placement on the Eastside Select Committee agenda.

7. New Business

- a) Next Meeting: The Committee consented to meeting on October 6, 2015.
- b) Schedule for Presenting at Eastside Wastewater Treatment and Resource Recovery Select Committee Meetings: A. Gibbs requested that the Committee determine a schedule for the members to present at the Eastside Select Committee meetings
- c) Document Collaboration: The Committee agreed that the draft documents would be distributed by email and comments or revisions provided back to A. Gibbs by means such as "Track Changes" or highlighting changes.

8. General Discussion

Vice-Chair Derman clarified that the Eastside Select Committee, at their July 28, 2015, meeting, had approved the Eastside Public Advisory Committee's recommendations.

9. Adjournment

MOVED by D. Sutton, **SECONDED** by T. Davies,
That the meeting be adjourned at 5:50 p.m.

CARRIED

CHAIR

RECORDER