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**EASTSIDE WASTEWATER TREATMENT AND RESOURCE RECOVERY
SELECT COMMITTEE**

Notice of Meeting on **Wednesday, February 18, 2015 at 10 am**
Board Room, 6th floor, 625 Fisgard Street, Victoria, BC

M. Alto
V. Derman
C. Plant

R. Atwell
L. Helps
G. Young

S. Brice
B. Isitt

J. Brownoff
N. Jensen

AGENDA

1. Approval of Agenda
2. Adoption of Minutes of January 27, 2015
3. Chair's Remarks
4. Presentations/Delegations
5. Terms of Reference for the Eastside Public Advisory Committee
6. Westside Solutions – Verbal Update
7. New Business
8. Adjournment
9. Next Meeting: March 4, 2015

To ensure a quorum, advise June Tradewell at 250.360.3046 if you or your alternate cannot attend.



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Minutes of a Meeting of the Eastside Wastewater Treatment and Resource Recovery Select Committee

Held Tuesday, January 27, 2015, in the Board Room, 625 Fisgard Street, Victoria, BC

Present: Director L. Helps (Chair); Director V. Derman (Vice-Chair); Director R. Atwell; Director S. Brice; Director J. Brownoff; Director B. Isitt; Director N. Jensen; Director C. Plant; Director G. Young

Staff: L. Hutcheson, General Manager, Parks & Environmental Services; D. Telford, Senior Manager, Environmental Engineering; A. Orr, Senior Manager, Corporate Communications; K. Quayle, Communications Coordinator, Corporate Communications; S. Santarossa, Corporate Officer; J. Tradewell (recorder)

Absent: Director M. Alto

L. Hutcheson, General Manager, CRD Parks & Environmental Services, called the meeting to order at 10:32 am.

1. Election of Chair

L. Hutcheson called for nominations for the position of Chair of the Eastside Wastewater Treatment and Resource Recovery Select Committee (Eastside Select Committee).

Director Jensen nominated Director Helps.

Director Helps accepted the nomination.

L. Hutcheson called for nominations a second and third time, and hearing none, Director Helps was acclaimed as Chair of the Eastside Select Committee.

2. Election of Vice-Chair

Director Helps assumed the Chair and called for nominations for the position of Vice-Chair of the Eastside Select Committee.

Director Plant nominated Director Atwell.

Director Brownoff nominated Director Derman.

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

The Corporate Officer distributed and collected the ballots. The ballots were counted by the Corporate Officer and the recorder. The Chair announced that Director Derman was elected as Vice-Chair of the Eastside Select Committee.

MOVED by Director Brownoff, **SECONDED** by Director Plant,
That the ballots be destroyed.

CARRIED

3. **Approval of Agenda**

MOVED by Director Plant, **SECONDED** by Director Brownoff,
That the agenda be approved as circulated.

CARRIED

The Chair noted that the Committee may need to engage a consultant.

4. **Eastside Wastewater Treatment and Resource Recovery Select Committee Terms of Reference**

The Chair noted that the terms of reference were provided for the Eastside Select Committee's consideration.

MOVED by Director Brice, **SECONDED** by Director Atwell,
That the terms of reference for the Eastside Wastewater Treatment and Resource Recovery Select Committee be approved.

MOVED by Director Isitt, **SECONDED** by Director Plant,
That the Preamble of the terms of reference be amended to delete the term "sub-regional".

DEFEATED
All OPPOSED

The Chair presented an amendment to the terms of reference to add the creation of a public advisory committee for the Eastside Select Committee.

MOVED by Director Helps, **SECONDED** by Director Brice,
That the Eastside Wastewater Treatment and Resource Recovery Select Committee recommend to the Core Area Liquid Waste Management Committee and the Capital Regional District Board:

1. That the terms of reference for the Eastside Wastewater Treatment and Resource Recovery Select Committee be amended to create a public advisory committee, and that wording be added to Section 1.0 as follows:

"The Eastside Wastewater Treatment and Resource Recovery Select Committee will consider input from a public advisory committee to be established by the Capital Regional District Board regarding the most effective way to engage the public in order to build public support and to get a Plan B approved as soon as possible."; and

2. That:
 - a) A public advisory committee of the Eastside Wastewater Treatment and Resource Recovery Select Committee be established on a time-limited basis to provide advice and recommendations to the select committee regarding effective public engagement.

- b) The public advisory committee is chaired by the Chair of the Eastside Wastewater Treatment and Resource Recovery Select Committee, that it meet every two weeks and that it consume as few staff resources as possible.
- c) The terms of reference for the public advisory committee be brought back to the next Eastside Wastewater Treatment and Resource Recovery Select Committee meeting for consideration.

CARRIED

The selection process of the Eastside Public Advisory Committee will be drafted by CRD staff and a proposal will come to the Eastside Select Committee for review.

MOVED by Director Isitt,

That Item 1 be amended by deleting the following phrase after the word Board “regarding the most effective way to engage the public in order to build public support and to get a Plan B approved as soon as possible.”

DEFEATED

Atwell, Brice, Brownoff, Derman, Helps, Jensen, Plant, Young OPPOSED

MOVED by Director Atwell, **SECONDED** by Director Isitt,

That the terms of reference for the Eastside Wastewater Treatment and Resource Recovery Select Committee be amended further so that the words “engage” and “engagement” are changed to “consult” and “consultation” throughout the document.

CARRIED

In reference to future meetings of the Eastside Select Committee, L. Hutcheson advised that the terms of reference indicate the meetings will be as required at the call of the Chair at least once monthly. Members were asked about timing and frequency of meetings, stating a preference for Wednesday meetings if possible. Staff will work on setting up a meeting schedule.

MOVED by Director Brice, **SECONDED** by Director Jensen,

That the terms of reference for the Eastside Wastewater Treatment and Resource Recovery Select Committee be approved as amended.

CARRIED

The Chair recommended that the Eastside Public Advisory Committee meet for one hour immediately before each scheduled Eastside Select Committee meeting.

5. Project Framework – Westside Solutions

L. Hutcheson reported that the project framework for the Westside Wastewater Treatment and Resource Recovery Select Committee went to the Core Area Liquid Waste Management Committee on January 7. A Staff Working Group has been formed to provide support to the Eastside Select Committee that consists of staff from Oak Bay, Victoria, Saanich and CRD. The group has met to discuss roles and how the group will support the Committee. A staff framework for the Eastside Select Committee, similar to

the Westside Wastewater Treatment and Resource Recovery Select Committee, is anticipated to be forthcoming to the next Eastside Select Committee for review.

MOVED by Director Derman, **SECONDED** by Director Atwell,
That staff be requested to include language in the project framework that expresses the Committee's interest to be open to considering opportunities to integrate wastewater and residual solids with the treatment of other waste streams in the region.

Staff was requested to provide a copy of the published report called *Integrated Waste Management* to the Eastside Select Committee for information.

MOVED by Director Helps, **SECONDED** by Director Derman,
That the main motion be amended to add the following phrase after the word "region":
"that may be presented to the Committee through the market sounding process approved by the Capital Regional District Board."

CARRIED

Question was then called on the following main motion as amended:

"That staff be requested to include language in the project framework that expresses the Committee's interest to be open to considering opportunities to integrate wastewater and residual solids with the treatment of other waste streams in the region that may be presented to the Committee through the market sounding process approved by the Capital Regional District Board."

CARRIED
Isitt, Young **OPPOSED**

6. New Business

a) Engagement of Additional Resources

Staff was requested to prepare a report for the next meeting outlining any additional resources required to support the Committee.

7. Adjournment

MOVED by Director Brice, **SECONDED** by Director Jensen,
That the meeting of the Eastside Wastewater Treatment and Resource Recovery Select Committee be adjourned at 12 pm.

CARRIED

8. Next Meeting: March 4, 2015

Chair

Recorder



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EHQ 15-16

**REPORT TO EASTSIDE WASTEWATER TREATMENT AND RESOURCE RECOVERY
SELECT COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 18, 2015**

**SUBJECT TERMS OF REFERENCE FOR THE EASTSIDE PUBLIC ADVISORY
COMMITTEE**

ISSUE

To provide the Eastside Wastewater Treatment and Resource Recovery Select Committee (Eastside Select Committee) with draft terms of reference for the Eastside Public Advisory Committee (Advisory Committee).

BACKGROUND

At the inaugural meeting of the Eastside Select Committee held on January 27, 2015, the following motion was adopted to create a public advisory committee to advise the Eastside Select Committee on public consultation:

That the Eastside Wastewater Treatment and Resource Recovery Select Committee recommend to the Core Area Liquid Waste Management Committee and the Capital Regional District Board:

1. *That the terms of reference for the Eastside Wastewater Treatment and Resource Recovery Select Committee be amended to create a public advisory committee, and that wording be added to Section 1.0 as follows:*

"The Eastside Wastewater Treatment and Resource Recovery Select Committee will consider input from a public advisory committee to be established by the Capital Regional District Board regarding the most effective way to consult the public in order to build public support and to get a Plan B approved as soon as possible."; and

2. *That:*
 - a) *A public advisory committee of the Eastside Wastewater Treatment and Resource Recovery Select Committee be established on a time-limited basis to provide advice and recommendations to the select committee regarding effective public consultation.*
 - b) *The public advisory committee is chaired by the Chair of the Eastside Wastewater Treatment and Resource Recovery Select Committee, that it meet every two weeks and that it consume as few staff resources as possible.*

ALTERNATIVES

1. That the Eastside Wastewater Treatment and Resource Recovery Select Committee:
 - (a) recommend to the Capital Regional District Board, through the Core Area Liquid Waste Management Committee, that the terms of reference for the Eastside Public Advisory Committee be approved; and
 - (b) direct staff to begin the invitation process for the Eastside Public Advisory Committee members.

2. That the Eastside Public Advisory Committee terms of reference be referred back to staff for further review.

IMPLICATIONS

A well-constructed public advisory committee can benefit the eastside consultation process by helping to create a better engaged and more involved public. The ideas that could be generated through this process could help to build a more supportive environment for the plan that is eventually put forward by the Eastside Select Committee.

The addition of a public advisory committee will create a longer process. It could add additional steps to the development and implementation of a public consultation plan.

Once the Eastside Select Committee has approved the terms of reference, staff will advertise for members of the public to apply to participate in the Advisory Committee.

Staff will provide the Eastside Select Committee with all the Advisory Committee applications received for review. The Eastside Select Committee will then assess applications and choose the members of the Eastside Public Advisory Committee using the membership criteria laid out in the terms of reference.

CONCLUSION

The terms of reference of the Eastside Public Advisory Committee are attached for the Committee's consideration. They will serve to clarify the makeup, mandate, and responsibilities governing the Eastside Public Advisory Committee.

Staff intend to bring forward names for consideration to a Select Committee meeting on March 4, for CRD Board approval the following week.

RECOMMENDATIONS

That the Eastside Wastewater Treatment and Resource Recovery Select Committee:


1. recommend to the Capital Regional District Board, through the Core Area Liquid Waste Management Committee, that the terms of reference for the Eastside Public Advisory Committee be approved; and
2. direct staff to begin the invitation process for the Eastside Public Advisory Committee members.



Andy Orr
Senior Manager
Corporate Communications



Larisa Hutcheson, P.Eng.
General Manager
Parks & Environmental Services



Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

LH/KQ:cl

Attachment: 1

Terms of Reference



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 _____, 2015