



Making a difference...together

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

Notice of Meeting on **Wednesday, April 01, 2015 at 2:30 pm**

Board Room, 6th floor, 625 Fisgard Street, Victoria, BC

L. Helps (Chair)
S. Brice
C. Plant

V. Derman (Vice-Chair)
J. Brownoff
G. Young

M. Alto
B. Isitt

R. Atwell
N. Jensen

AGENDA

1. Approval of Agenda
2. Adoption of Minutes of March 18, 2015
3. Chair's Remarks
4. Presentations
 - Eastside Public Advisory Committee Update
5. Delegations
6. Public Consultation Framework (EHQ 15-34)
7. Westside Select Committee Verbal Update
8. New Business
9. Motion to close the meeting in accordance with the Community Charter, Part 4, Division 3, 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the regional district.
10. Adjournment
11. Next Meeting: April 15, 2015

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



Making a difference...together

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

Held Wednesday, March 18, 2015, in the Board Room, 625 Fisgard Street, Victoria, BC

Present: L. Helps (Chair); V. Derman (Vice-Chair); M. Alto, R. Atwell; J. Brownoff; G. Young; J. Loveday (for B. Isitt); D. Murdock (for C. Plant), K. Murdoch (for N. Jensen); L. Wergeland (for S. Brice)

Staff: L. Hutcheson, General Manager, Parks & Environmental Services, A. Orr, Senior Manager, Corporate Communications; K. Quayle, Communications Coordinator, Corporate Communications; M. Reilly (recorder)

Also Present: Director B. Desjardins, Westside Select Committee; A. Gibbs, Public Assembly

Chair Helps called the meeting to order at 2:32 pm.

1. Approval of Agenda

MOVED by Director Atwell, **SECONDED** by Director Alto,
That the agenda and supplementary agenda be approved as circulated.

CARRIED

2. Adoption of Minutes of March 4, 2015

MOVED by Director Brownoff, **SECONDED** by Director Atwell,
That the minutes of March 4, 2015 meeting be adopted as circulated.

CARRIED

3. Chair's Remarks

Chair Helps commented on the ambitious nature of the timeline that requires engagement with the public and provision of options to the Core Area Liquid Waste Management Committee and the Board by June 2015.

4. Presentations

- Eastside Public Advisory Committee Update

Chair Helps reported on the first meeting of the Eastside Public Advisory Committee (EPAC) which took place earlier today. Discussion included how to engage those who had not previously had their voices heard; norms for working as a group such as trust, transparency, quality and balance of information; and what a successful outcome would look like for the EPAC. The meeting schedule will be changed to facilitate connection with the Eastside Select Committee meeting times. The flip chart information and notes from the EPAC meeting will be circulated to the Eastside Select Committee.

5. **Delegations**

- (a) David Langley, re agenda item 7 – he provided a handout to the committee on the Work Plan Overlay from which he made his presentation.

6. **Review Summary of March 4 Facilitated Planning and Strategy Session Regarding Public Consultation.**

MOVED by Director Alto, **SECONDED** by Alt. Director Loveday,
That the Briefing Notes from the Eastside Wastewater Treatment and Resource Recovery Select Committee Session of March 4, 2015 be adopted as the working document for this committee.

MOVED by Director Derman, **SECONDED** by Director Atwell,
That the Briefing Notes be amended above the point "Identifying priority sites" to include "Maximizing response to climate change by maximizing resource recovery and minimizing life cycle cost."

Ensuing discussion included the following points:

- the principles and priorities already include all of these factors but the objectives must be weighed against affordability and one objective cannot be made to take priority over all
- in order to regain public confidence, the committee must not present confusion but must find consensus
- a list of objectives from a 2007 letter from the Minister of Environment on the subject of wastewater treatment was read; this letter used "optimize" in relation to objectives
- it was agreed that "optimize" is a better word than "maximize" and the motion was restated

MOVED by Director Derman, **SECONDED** by Director Atwell,
That the amendment be amended by replacing the word "maximizing" in both instances to "optimizing".

CARRIED

MOVED by Director Derman, **SECONDED** by Director Atwell,
That the Briefing Notes from the Eastside Wastewater Treatment and Resource Recovery Select Committee Session of March 4, 2015 be further amended below the point "Ensuring efficiency and maximizing available public funding" to include "Ensuring efficiency by including life cycle costs in the consideration of total costs."

CARRIED

Question was then called on the main motion, as amended as follows:

- i) above the point "Identifying priority sites" to include "Optimizing response to climate change by optimizing resource recovery and minimizing life cycle cost."; and
- ii) below the point "Ensuring efficiency and maximizing available public funding" to include "Ensuring efficiency by including life cycle costs in the consideration of total costs."

CARRIED

7. Review Proposed Work Plan Overlay – 3P Canada Funding Considerations

Ms Amanda Gibbs led a discussion of the timeline for sewage treatment. She suggested that 4 to 6 public meetings will be needed and these should start late April. She recommended setting the stage with workshops, conversations and online information that provides concrete information and lets the public know the areas to which they may contribute.

Ensuing discussion included the following points:

- the work plan, public consultation and engineering information must be simultaneous
- the public must be given as much information as possible
- 4 to 6 public meetings is too many
- engineering staff must be directed to work as quickly as possible to provide possible options
- there should be 1 or 2 public meetings per region but there should also be 1 collective public meeting
- the public must be given concrete information about realistic sites and realistic technologies
- go early to the public and present principles and ask for public input
- the Westside poster boards are available for use; comments provided by the public over the course of the 6 Westside open houses can be used for improving the process
- bring only concrete information, not speculation about sites and technologies as this creates fear
- goal must be to regain the public's trust by showing serious results, timelines, and pros and cons of sites to the public
- define site parameters before going to the public
- there is a danger of repeating the previous process
- present 30 or 40 sites and let the public go through the evaluation process
- get input from the Eastside Public Advisory Committee as soon as possible
- ask Ms Gibbs to present 2 plans, 1 for public consultation with presentation of sites and 1 without sites
- the public consultations should be presented in a spirit of seeing the benefits of the proposals

8. Westside Select Committee Verbal Update

Director Desjardins reported that the Westside Select Committee has plans for an "Innovation Day" in which those who provided technical information will be invited to give presentations to which the public will be invited. A second round of public consultation meetings will be held at Royal Roads. Westside's technical committee will be bringing sites and technologies to the Westside Select Committee in April. The Westside Select Committee is working on how to analyze the technical data. Cost projections have not yet been done but some of the responses to the Request for Technical Information include cost information.

9. New Business - None

Councillor D. Murdoch left the meeting at 3:25.

10. Motion to Close the Meeting

MOVED by Director Atwell, **SECONDED** by Director Derman,
That the Eastside Wastewater Treatment and Resource Recovery Select Committee close
the meeting in accordance with the Community Charter, Part 4, Division 3, 90 (1) (e) the
acquisition, disposition or expropriation of land or improvements, if the council considers
that disclosure could reasonably be expected to harm the interests of the regional district.

CARRIED

11. Adjournment

12. Next Meeting: April 1, 2015

Chair

Recorder



**REPORT TO EASTSIDE WASTEWATER TREATMENT AND RESOURCE RECOVERY
SELECT COMMITTEE
MEETING OF WEDNESDAY, APRIL 1, 2015**

SUBJECT PUBLIC CONSULTATION FRAMEWORK

ISSUE

To present the public consultation framework and associated costs to the Eastside Wastewater Treatment and Resource Recovery Select Committee.

BACKGROUND

At its March 18 meeting, the Eastside Select Committee requested that the consultant, Public Assembly, develop a proposal to consult with the public in Oak Bay, Saanich and Victoria that meets the intent of the timelines presented in the Proposed Work Plan Overlay – 3P Canada Funding Considerations. In response, Public Assembly developed the Draft Eastside Consultation Framework, attached as Appendix A.

This framework outlines the goals, activities and dates of the eastside public consultation initiative.

ALTERNATIVES

That the Eastside Wastewater Treatment and Resource Recovery Select Committee:

1. Approve the Eastside Consultation Framework and associated costs.
2. Direct staff to revisit the Eastside Consultation Framework for further review.

FINANCIAL IMPLICATIONS

The costs anticipated for this public consultation initiative is estimated at \$52,500. This estimate covers location rental, professional facilitator costs, material development, subject matter expert speaker engagement, and online software support and tool development.

Services	Detail	Estimated Cost
Professional Facilitators	3 large events x 8 facilitators	\$15,000
	6-9 smaller events x 2 facilitators	\$6,000
Graphic Design	boards, maps, presentations, reports x 3	\$3,500
Printing		\$5,000
Subject Matter Expert Speaker Engagement	fee + transportation for 3 speakers	\$5,000
Location Rental	3-4 large venues + 6-8 community centres	\$3,000
Online Software Support & Tool Development	digital platform	\$15,000
Total		\$52,500

These costs will be funded under the Core Area Wastewater Treatment Program cost sharing agreement. Eastside Select Committee expenses are shared between the three Eastside municipal participants, as follows:

Oak Bay - 8.81%
Saanich - 41.70%
Victoria - 49.49%

CONCLUSION

The Draft Eastside Consultation Framework lays out a concentrated public consultation effort within the timelines that have been approved by the CRD Board. Following this framework, the final preferred option identified by the Eastside Select Committee will be presented to the CRD Core Area Liquid Waste Management Committee and the CRD Board by the end of June.

RECOMMENDATION

That the Eastside Wastewater Treatment and Resource Recovery Select Committee approve the Eastside Consultation Framework and associated costs.



Andy Orr
Senior Manager
Corporate Communications



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

KQ:cl

Attachment: 1

DRAFT EASTSIDE CONSULTATION FRAMEWORK

Summary:

The consultation framework will outline:

- an articulation of goals for public consultation on Eastside Wastewater Treatment and Recovery including development of a problem statement;
- understanding the values and priorities of public stakeholders;
- the decision-making process to arrive at a new solution set by the Eastside Wastewater Committee;
- some of the “givens” we are being asked to work within (including timing, but can include possible sites, technologies and budget); and
- public participation objectives and proposals for specific formats to meet the goals and reach key stakeholders/ public audiences.

Context:

- The Capital Regional District is going back to municipalities in 2015 to develop a renewed wastewater recovery plan.
- The former plan was rejected by the host municipality.
- Federal funding deadlines have been extended by one-year, which gives an opportunity to retain the current funding while seeking solutions that are supportable by all stakeholders – the public, municipal councils, federal and provincial government, and the CRD.
- We must provide trusted technical recommendations and viable sites, proposed by all three municipalities, to public audiences for input and feedback.

Public Participation Goal:

- ✱ To engage the public and organizational stakeholders within Eastside municipalities (Saanich, Victoria, Oak Bay) in a decision-oriented process that gains their direction and feedback on analysis, potential sites and related energy recovery / technology decisions.

Decision-making Process:

DEFINE THE PROBLEM/ OPPORTUNITY AND DECISION TO BE MADE

Clear understanding of what's in sewage,
why we need to treat it, and the the scope of the decision

GATHER INFORMATION

Identify full range of objective information
about the issue to be addressed

ESTABLISH DECISION CRITERIA

Clear understanding of the criteria
by which the options will be evaluated

DEVELOP OPTIONS

Balanced alternatives that include
stakeholder issues and concerns

EVALUATE ALTERNATIVES

Clear comparisons and trade-offs are provided

MAKE DECISION

Clear understanding of who made the decision
and how stakeholder issues were considered.

General Timeline/ Activities:



Public Participation Objectives:

- 1. Gather information about public priorities and values** using recent OCP processes, stakeholder interviews, polling and surveys.
Proposed Activities:
 - stakeholder interviews
 - surveys to determine priorities
 - work with planning teams to identify public values from recent / current planning processes. **March – April 2015**
- 2. Define the problem and ensure there is clear, accessible and technically rigorous information available to the public**
Proposed Activities:
 - Make educational resources like briefing notes, videos and discussion guides vetted by technical experts available. **April 2015**
- 3. Inform the public re: the process, opportunities/ challenges and involve them in developing criteria for decision-making.**
Proposed Activities:
 - launch Eastside Wastewater Dialogue digitally
 - host an initial public briefing event/ workshop at a large, central public venue
 - Inform the public about what has changed, share the decision-making process (briefing from member of EPAC/ Eastside Committee Chair)
 - Preliminary technical briefing
 - Using table facilitators, involve the participants in the development of criteria for choosing sites, technologies and approaches - use base maps as a guide.
 - Host three “coffee chats” – daytime conversations – in municipal community centres or local coffee shops.

- Set up a structured conversation over coffee as well as a station so residents can learn, share ideas and offer their criteria as they come and go over a day.
- **Reflect back findings online and in briefing notes** – create an Eastside Wastewater Process charter of values, criteria and public priorities. Date range: **April 20 - May 8, 2015**

4. Develop site options using criteria and take to the public for review over a two-day workshop.

Proposed Activities:

- Using detailed site maps overlaid with key criteria, we can work with an identified engineer/ planning group to present a series of possible sites and walk citizens through a rotating set of criteria-based stations where they can learn about sites and how they meet/ do not meet various conditions.
- Participants can offer ideas, feedback and comments. We will administer questionnaires, harvest qualitative input through table facilitation and recording, as well as hosting the same conversation online on a digital platform that highlights each option allowing those who cannot make it in person to register their feedback.
- We will compile the results and come back with a more refined group of options based on public input. Date range: **May 11-15, 2015**

5. Return to the Public with an options workshop that combines public input with technical analysis.

Proposed Activities:

- This workshop could offer a much smaller range of options based on transparent public and technical assessments using the project charter.
- This workshop will offer a clear set of trade-offs (site, cost, technical benefits accrued by proximity, impact on community, etc.)
- We could offer an abbreviated version of the workshop at three municipal community centres.
- The options could be presented on a digital engagement platform, which offers the public an opportunity to vote on options and assess trade-offs. Date range: **May 28, 2015**

6. Return to public first with report in early June and then again with Eastside option based on public/ technical input and with rationale from decision-making process. This session could combine Eastside and Westside options.

Proposed Activities:

- The team will present the option to the public in an open-house format. They will explain and present the rationale for the option and continue to seek feedback.
- Discuss combining a conversation about Westside and Eastside solutions for public assessment. Date range: **June 12, 2015.**

7. Final option to CRD Core Committee/ Board June - July 2015