

## Notice of Meeting and Meeting Agenda

### Eastside Wastewater Treatment and Resource Recovery Select Committee

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Wednesday, May 6, 2015

2:30 PM

6th Floor Boardroom

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L. Helps (Chair), V. Derman (Vice Chair), M. Alto, R. Atwell, S. Brice, J. Brownoff, B. Isitt, C. Plant, G. Young, N. Jensen (Board Chair)

#### 1. Approval of Agenda

#### 2. Adoption of Minutes

##### 2.1. 15-455 Adoption of Minutes of April 15, 2015

**Recommendation:** That the minutes be adopted.

**Attachments:** [2015-04-15MinutesEastsideSelectCommittee](#)

#### 3. Chair's Remarks

#### 4. Presentations/Delegations

##### 4.1. 15-456 Presentation: Eastside Public Advisory Committee Update

#### 5. Committee Business

##### 5.1. 15-458 Eastside Public Consultation Verbal Update

##### 5.2. 15-459 Eastside Budget Update (EHQ 15-43)

**Recommendation:** That the report be received for information.

**Attachments:** [2015-05-06-SR-EastsideBudgetUpdate](#)

##### 5.3. 15-460 Westside Select Committee Verbal Update

##### 5.4. 15-461 Eastside Public Advisory Committee Minutes of April 15, 2015 and April 22, 2015

**Recommendation:** That the Eastside Public Advisory Committee Minutes of April 15, 2015 and April 22, 2015, be received for information.

**Attachments:** [EPAC Minutes April 15 and 22, 2015](#)

#### 6. New Business

#### 7. Motion to Close the Meeting

7.1.      **15-462**      Motion to Close the Meeting

**Recommendation:** That the meeting be closed in accordance with the Community Charter, Part 4, Division 3, 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the board considers that disclosure could reasonably be expected to harm the interests of the regional district.

**8. Adjournment**

Next Meeting: May 20, 2015



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**Minutes of a Meeting of the Eastside Wastewater Treatment and Resource Recovery Select Committee**  
**Held Wednesday, April 15, 2015, in the Board Room, 625 Fisgard Street, Victoria, BC**

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**Present:** L. Helps (Chair), V. Derman (Vice-Chair), M. Alto, R. Atwell, S. Brice, J. Brownoff, B. Isitt, C. Plant, G. Young, K. Murdoch (for N. Jensen)  
**Staff:** L. Hutcheson, General Manager, Parks & Environmental Services; A. Orr, Senior Manager, Corporate Communications; K. Quayle, Communications Coordinator, Corporate Communications; S. Santarossa, Corporate Officer; D. Telford, Senior Manager, Environmental Engineering; M. Reilly (recorder)  
**Also Present:** B. Desjardins, Westside Select Committee; C. Hamilton, Westside Select Committee; D. Screech, Westside Select Committee; A. Gibbs, Public Assembly

Chair Helps called the meeting to order at 2:31 pm.

**1. Approval of Agenda**

**MOVED** by Director Isitt, **SECONDED** by Director Brice,  
That the agenda be approved with the addition of the supplementary agenda, including an addition under New Business.

**CARRIED**

**2. Adoption of Minutes of April 1, 2015**

**MOVED** by Director Derman, **SECONDED** by Director Brownoff,  
That the minutes of April 1, 2015 meeting be adopted as circulated.

**CARRIED**

**3. Chair's Remarks**

Chair Helps reported on the discussion at the April 8 meeting of the Core Area Liquid Waste Management Committee regarding independent oversight of options development. Up to June 2015 the Eastside Select Committee will be advised by Urban Systems and the Westside Select Committee will be advised by Aurora Consulting. The Core Area Liquid Waste Management Committee has recommended there be a group composed of the General Manager of Parks & Environmental Services, one committee member from the Eastside Select Committee, one committee member from the Westside Select Committee, one technical staff member from the Eastside and one technical staff member from the Westside to draft the terms of reference for independent oversight of options development beyond June 2015. The member from the Eastside Select Committee will be nominated at this meeting.

**4. Presentations (EHQ 15-35)**

- Eastside Public Advisory Committee Update

Chair Helps reported that the Eastside Public Advisory Committee is developing a survey/poll to take to the public as well as a list of stakeholders who will meet with the consultants. The Committee is working on gathering the information that needs to be presented at the April 29 public meeting.

**5. Delegations**

- (a) David Langley, re agenda item 6.1 – he provided a handout to the committee on the Public Consultation Update from which he made his presentation.

**6. Committee Business**

**6.1 Eastside Public Consultation Update (EHQ 15-40)**

A. Gibbs reviewed the Public Consultation Update. She commented that the purpose of the April 29 meeting is to establish transparency, to introduce the framework to the public, to allow an opportunity for questions from the public, to gather information and to eventually lead to a workshop. Three further workshops are planned for each municipality and a siting charrette planned for the end of May.

**MOVED** by Director Alto, **SECONDED** by Director Derman,  
That the Eastside Public Consultation Update be received for information.

**CARRIED**

**6.2 Westside Select Committee Verbal Update**

Director Hamilton gave the following report:

Public engagement

Innovation Days are being scheduled in partnership with Royal Roads University for April 28th, 29th and 30th at the Centre for dialogue. Eight of the respondents to the Request for Technical Information have indicated that they are interested in giving an hour synopsis of their submission. The presentation will include:

- one successful case study validation from one client, and
- information available for citizens to research additional information.

Presenters are encouraged to provide additional materials and relevant links which can be added to the Westside Solutions website for the public and interested parties to gather more detailed information.

Eastside Committee members along with members of the public are invited to attend in person. People will also be able to watch in real time on line, or download from the Westside Solutions Website.

Roundtables on waste water and resource recovery discussions will follow in early May. Over 100 people who participated in the survey done during the Open Houses also asked to be part of this discussion. Dates are tentatively set for:

- Esquimalt May 6 - 6:00 to 9:00 PM
- Colwood May 9 - 10:00 AM to 1:00 PM
- Songhees Wellness Centre May 13 - 6:00 to 9:00 PM

Subject areas are:

- siting and community integration
- resource recovery (solid and liquid)
- costs and level of treatment

#### Technical

Technical work done by the technical team of Westside member communities have identified 18 sites. A preliminary look at these sites was presented to the Westside Select Committee on April 7. The power point and summary of that presentation is now available on the Westside Solutions website. (All municipal councils were given an opportunity to see the information - not sure that everyone took theirs to their council). A more in depth report including a high level look at Request For Technical Information - will be presented to the Westside Select Committee on the 21st and much of the information will help inform further public engagement as we work towards a solution to treating our wastewater.

### **6.3 Eastside Public Advisory Committee Minutes - None**

### **6.4 Core Area Wastewater Treatment and Resource Recovery Project – Request for Technical Information**

**MOVED** by Director Brice, **SECONDED** by Director Alto,  
That the information package provided as “Core Area Wastewater Treatment and Resource Recovery Project – Request for Technical Information” be referred to the Eastside Technical Advisory Group to report back to this committee.

**CARRIED**

## **7. New Business**

### **7.1. Nomination of Representative for Development of Terms of Reference re: CALWMC Motion, 8 April 2015**

**MOVED** by Director Plant, **SECONDED** by Director Atwell,  
That Director Derman represent the Eastside Select Committee in the group that is being formed to draft Terms of Reference for independent oversight of options development beyond June 2015.

**CARRIED**  
Young **OPPOSED**

### **7.2 Motion to Close the Meeting**

**MOVED** by Director Atwell, **SECONDED** by Director Plant,  
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**

**7.2. Adjournment**

**Next Meeting: May 6, 2015**

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Chair

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Recorder



**REPORT TO EASTSIDE WASTEWATER TREATMENT AND RESOURCE RECOVERY  
SELECT COMMITTEE  
MEETING OF WEDNESDAY, MAY 6, 2015**

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**SUBJECT EASTSIDE BUDGET UPDATE**

**ISSUE**

To provide the Eastside Wastewater Treatment and Resource Recovery Select Committee (Eastside Select Committee) with a monthly budget update.

**BACKGROUND**

A detailed operating budget for the identification of potential treatment sites and public consultation phase with actual expenses and commitments will be provided to the Eastside Select Committee on a monthly basis similar to that provided to the Westside Select Committee.

This phase of the project is scheduled for completion by the end of June 2015. Actual expenses and outstanding commitments are summarized in Appendix A.

**FINANCIAL IMPLICATIONS**

Under the Core Area Wastewater Treatment Program budget, requisitioned funds can only be apportioned on the cost sharing basis on which they were raised. The cost sharing of the Program budget is currently apportioned based on 2030 design capacity, 70% average dry weather flow and 30% average annual flow, as previously declared by each participant. This cost sharing may be revisited by the participants in the service. The Eastside collectively accounts for 73.24% of the requisition funds raised. The funds raised will be shared between the three Eastside municipal participants, as follows:

Oak Bay	8.81%
Saanich	41.70%
Victoria	49.49%

**CONCLUSION**

A budget is presented for the conceptual planning stage of the project to June 30, 2015. The Committee will continue to receive monthly budget updates through the course of the project.

**RECOMMENDATION**

That the Eastside Wastewater Treatment and Resource Recovery Select Committee receive this report for information.

Submitted by:	Larisa Hutcheson, P.Eng. General Manager, Parks & Environmental Services
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LH:mer

Attachment: Appendix A – Eastside Concept Planning – Preliminary Budget Update No. 1  
until June 30, 2015



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

**Eastside Concept Planning – Preliminary Budget Update No. 1  
until June 30, 2015**

	<b>Preliminary Budget</b>	<b>Actuals (March 31)</b>	<b>Committed</b>	<b>Total</b>	<b>Remaining</b>
Consultants					
• Public Assembly	\$31,058	\$7,058	\$24,000	\$31,058	0
- Consultation Initiative	\$52,500				\$52,500
- Ipso Reid Survey	\$12,000				\$12,000
• Urban Systems	\$45,000				\$45,000
Facilitations	\$10,000				\$10,000
Staff and Wages	\$35,000	\$16,050		\$16,050	\$18,950
Miscellaneous	\$5,000	\$2,253		\$2,253	\$2,747
<b>Totals</b>	<b>\$190,558</b>	<b>\$25,361</b>	<b>\$24,000</b>	<b>\$49,361</b>	<b>\$141,197</b>

prepared April 30, 2015



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**

\_\_\_\_\_  
CHAIR

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RECORDER



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