

## Notice of Meeting and Meeting Agenda

### Eastside Wastewater Treatment and Resource Recovery Select Committee

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Wednesday, February 17, 2016

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, N. Jensen, C. Plant, G. Young

#### 1. Approval of Agenda

#### 2. Adoption of Minutes

- 2.1. 16-250 Adoption of the Minutes of the January 6, 2016, Meeting of the Eastside Wastewater Treatment and Resource Recovery Select Committee

**Recommendation:** That the minutes of the January 6, 2016, meeting of the Eastside Wastewater Treatment and Resource Recovery Select Committee be adopted.

**Attachments:** [2016-01-06 Minutes EastsideWTRRSC](#)

#### 3. Chair's Remarks

#### 4. Presentations/Delegations

- 4.1. 16-10 Presentation: Eastside Public Advisory Committee - Verbal Update

#### 5. Committee Business

- 5.1. 16-251 Eastside Public Consultation Update - Verbal Update

- 5.2. 16-248 Eastside Concept Planning - Phase 2 Budget Update No. 3

**Recommendation:** That the Eastside Wastewater Treatment and Resource Recovery Select Committee receive this budget update for information.

**Attachments:** [Staff Report: Eastside Concept Planning - Phase 2 Budget Update No. 3](#)  
[Appendix A: Budget Table](#)

- 5.3. 16-13 Westside Wastewater Treatment and Resource Recovery Select Committee - Verbal Update

- 5.4. 16-252 Minutes of the Eastside Public Advisory Committee for Information

**Recommendation:** That the January 6, 2016, minutes of the Eastside Public Advisory Committee be received for information.

**Attachments:** [2016-01-12 Minutes Eastside Public Advisory Committee](#)

- 5.5. 16-253** Motion (1) from January 12 Meeting of the Eastside Public Advisory Committee
- Recommendation:** That the Eastside Select Committee provide direction on what they need of Eastside Public Advisory Committee, whether to continue to work as a focus group for the consultant, or to function as a public advisory committee and if so, what advice they need from the Eastside Public Advisory Committee.
- 5.6. 16-254** Motion (2) from January 12 Meeting of the Eastside Public Advisory Committee
- Recommendation:** That the Eastside Select Committee provide the Eastside Public Advisory Committee with a project timeline backing up from federal funding deadlines that provides key milestones.

## **6. New Business**

## **7. Adjournment**

Next Meeting: TBA

To ensure quorum, please advise Nancy More (250-360-3024) if you or your alternate CANNOT attend.

**Meeting Minutes**  
**Eastside Wastewater Treatment and**  
**Resource Recovery Select Committee**

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Wednesday, January 6, 2016

2:30 PM

6th Floor Boardroom

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PRESENT

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

ALSO PRESENT: Board Chair B. Desjardins; A. Gibbs, Public Assembly; C. Houghton, Westside Solutions; S. Marks, Eastside Public Advisory Committee

STAFF: R. Lapham, Chief Administrative Officer; L. Hutcheson, General Manager, Parks and Environmental Services; D. Lokken, General Manager, Finance and Technology; A. Orr, Senior Manager, Corporate Communications; B. Reems, Corporate Officer, and N. More, Committee Clerk (Recorder)

The meeting was called to order at 2:30 p.m.

**1. Approval of Agenda**

**MOVED by Director Plant, SECONDED by Director Brice,**  
**That the agenda be approved with the addition of the delegations and item 6.1.**  
**CARRIED**

**2. Adoption of Minutes**

2.1. 16-8 Adoption of the Minutes of October 21, 2015

**MOVED by Director Derman, SECONDED by Alternate Director Loveday,**  
**That the minutes of October 21, 2015, be adopted.**  
**CARRIED**

**3. Chair's Remarks**

The Chair remarked that the Committee had a decision to make on what to recommend to the Core Area Liquid Waste Management Committee on item 5.2, Cost Sharing Options.

**4. Presentations/Delegations**

4.1. 16-10 Presentation: Eastside Public Advisory Committee - Verbal Update

S. Marks spoke on behalf of the Eastside Public Advisory Committee and expressed that Phase 1 of the public engagement process had been successful and had resulted in an indication that the majority public opinion was to avoid delays and minimize cost to the taxpayer. She recommended that the Eastside Wastewater Treatment and Resource Recovery Committee act promptly to finalize decisions so the next phase of public engagement can proceed. She

expressed concern over the relevancy of the Eastside Public Advisory Committee if the Select committee decisions were not forthcoming.

The Committee sought clarification on what basis the remarks were made about public opinion and requested that recommendations coming from the Eastside Public Advisory Committee come from motions made at the Eastside Public Advisory Committee meetings.

**This Presentation was presented.**

**4.2. 16-16** Delegation: David Langley, re item 5.2

D. Langley was concerned that the information in item 5.2 was not an adequate basis for review of cost sharing options or recommendations to the Core Area Liquid Waste Management Committee and posed a series of questions highlighting information he felt was missing. The delegation provided a written submission, on file at Legislative and Information Services.

**This Delegation was presented.**

**4.3. 16-21** Delegation: Bryan Gilbert re items 5.1 and 5.2

B. Gilbert felt that a 100% distributed tertiary with advanced gasification system was possible, could be referred to as a "\$250 million option", and should be presented to the public before any discussion of cost sharing allocation. The delegation provided a written submission, on file at Legislative and Information Services.

**This Delegation was presented.**

## **5. Committee Business**

**5.1. 16-11** Eastside Public Consultation Update

With the aid of a PowerPoint presentation, A. Gibbs presented a summarization and highlights of plans for public engagement, and showed a sample of the survey being planned. She also provided a handout of a draft public guideline on the basics of wastewater treatment and resource recovery. She requested that if there were additional options, they would be presented to the public within the process already planned out.

The Committee sought clarification on the scope of the public consultation and provided feedback on the draft public guideline and on the plan.

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

**5.2. 16-14** Core Area Sewage and Resource Recovery System Cost Sharing

L. Hutcheson provided highlights of the report. D. Lokken discussed the costing methodology and provided highlights of the appendix to the report.

On the motion, the Committee discussed the timing and value of deciding on a change to the cost sharing allocation. Discussion points included:

- wastewater treatment costs are as yet undetermined
- resource recovery could provide unknown benefits
- funding model took time and negotiation with municipalities
- changes would require 2/3 majority

**MOVED by Director Isitt, SECONDED by Director Young,**  
**That it be recommended to the Core Area Liquid Waste Management Committee:**  
**That it be recommended to the Capital Regional District Board:**  
**That the current cost sharing under Bylaw No. 2312 "Liquid Waste Management Core Area and Western Communities Service Establishment Bylaw No. 1, 1995", as amended, and based on design capacity benefit, be retained.**

**CARRIED**

**OPPOSED Atwell, Derman and Plant**

**MOVED by Director Brownoff, SECONDED by Alternate Director Murdoch,**  
**That the report be received for information.**

**CARRIED**

**OPPOSED Plant and Isitt**

**MOVED by Director Plant, SECONDED by Director Isitt,**  
**That the decision and recommendation to retain the current cost design capacity benefit cost sharing be forwarded to the Westside Wastewater Treatment and Resource Recovery Select Committee.**

**CARRIED**

**5.3. 16-12 Eastside Concept Planning - Phase 2 Budget Update No. 2**

L. Hutcheson provided highlights of the report. On the motion, the Committee sought clarification on the flow data and budget details.

**MOVED by Director Plant, SECONDED by Director Isitt,**  
**That the Eastside Wastewater Treatment and Resource Recovery Select Committee receive this budget update for information.**

**CARRIED**

**5.4. 16-13 Westside Wastewater Treatment and Resource Recovery Select Committee - Verbal Update**

Chair Desjardins reported that she will no longer be co-chair of the Westside Wastewater Treatment and Resource Recovery Select Committee.

**This verbal update was presented.**

**5.5. 16-9 Minutes of the Meetings of the Eastside Public Advisory Committee of October 27, November 10, December 1, and December 15, 2015 for Information**

**MOVED by Director Derman, SECONDED by Alternate Director Loveday,**

That the Eastside Public Advisory Committee minutes of October 27, November 10, December 1, and December 15, 2015, be received for information.  
**CARRIED**

## 6. New Business

### 6.1. 16-19 Amendment to Section 7.0 of the Eastside Public Advisory Committee Terms of Reference

Chair Helps summarized that due to time constraints, herself as Chair and Director Derman as 2015 Vice Chair of the Eastside Wastewater Treatment and Resource Recovery Select Committee had withdrawn from attending the Eastside Public Advisory Committee meetings in 2015.

**MOVED by Director Derman, SECONDED by Alternate Director Murdoch, That it be recommended to the Core Area Liquid Waste Management Committee to recommend to the Capital Regional District Board:**

**That section 7.0 of the terms of reference for the Eastside Public Advisory Committee be amended to add the words "or designated members", as follows: "The Chair and Vice Chair or designated members of the Eastside Select Committee will also Chair and Vice Chair the Eastside Public Advisory Committee."**

**CARRIED**

The Committee discussed the frequency of the Eastside Public Advisory Committee meetings and the opportunity to participate as chair or co-chair.

**MOVED by Alternate Director Loveday, SECONDED by Director Plant, That Director Atwell attend as chair of the next Eastside Public Advisory Committee meeting.**

**CARRIED**

## 7. Adjournment

**MOVED by Alternate Director Loveday, SECONDED by Director Plant, That the meeting be adjourned at 4:17 p.m.**

**CARRIED**

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**CHAIR**

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**RECORDER**



**REPORT TO EASTSIDE WASTEWATER TREATMENT AND RESOURCE RECOVERY  
SELECT COMMITTEE  
MEETING OF WEDNESDAY, FEBRUARY 17, 2016**

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**SUBJECT**     **Eastside Concept Planning – Phase 2 Budget Update No. 3**

**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 is provided to the Eastside Select Committee on a monthly basis. Phase 1 of the Concept Planning for this project was completed and closed out on August 31, 2015. The Phase 1 Final Budget Update No. 5 was approved by the Committee on September 16, 2015. The actual expenditures for Phase 1 equaled \$443,877. Phase 1 invoices that were received after September 29 have been added to the Phase 2 budget, in the Revised Budget column of Appendix A.

Phase 2 of the Concept Planning for this project commenced on September 1, 2015 and at its October 21, 2015 meeting, the Eastside Select Committee received and approved Phase 2 Budget Update No. 1.

Phase 2 Budget Update No. 3 provides actual expenses and outstanding commitments to January 31, 2016, as 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 by the three Eastside municipal participants will be shared as follows:

Oak Bay	8.81%
Saanich	41.70%
Victoria	49.49%

**CONCLUSION**

Phase 2 Concept planning for this project commenced on September 1, 2015. Due to the accelerated pace of work on the project, invoicing received from some of the suppliers and consultants has tended to lag somewhat. The actual expenditures incurred but invoiced after the reporting cutoff date are carried forward to the following update report. The committee will continue to receive monthly budget reports through the course of this project.

**RECOMMENDATION**

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

Submitted by:	Dan Telford, P.Eng., Project Manager, Core Area Wastewater and Resource Recovery Project
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services

DT:mer

Attachment: Appendix A – Eastside Concept Planning – Phase 2 Budget Update No. 3



EASTSIDE WASTEWATER TREATMENT AND RESOURCE RECOVERY  
SELECT COMMITTEE

Eastside Concept Planning - Phase 2 Budget Update No. 3  
January 31, 2016

	BUDGET	REVISED BUDGET (Nov 2015)	ACTUAL	COMMITTED	TOTAL	REMAINING
<b>Outreach</b>						
Consultants						
Outreach and Consultation	157,000	165,976	58,844	107,133	165,976	-
Technical Support	20,000	29,268	9,268		9,268	20,000
Outreach Disbursements	40,000	42,639	11,149		11,149	31,490
<b>Project Management</b>						
Staff and Wages	40,000	40,293	293		293	40,000
Miscellaneous	10,000	10,000	-		-	10,000
<b>Eastside Total</b>	<b>\$ 267,000</b>	<b>\$ 288,176</b>	<b>\$ 79,553</b>	<b>\$ 107,133</b>	<b>\$ 186,686</b>	<b>\$ 101,490</b>

Revised Budget due to late invoices from Phase 1.



Making a difference...together

**Minutes of a Meeting of the Eastside Public Advisory Committee  
Held Tuesday, January 12, 2016, in Room 107, 625 Fisgard St., Victoria, BC**

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**Present:** Director R. Atwell (A/Chair), D. Broad, B. Gilbert, J. Knock, S. Marks, B. Mumford, D. Sutton, N. Thambirajah (4:39)  
**Staff:** Lindsay Taylor, Communications Coordinator, Corporate Communications;  
A. Bains, Manager, Information Services; N. More, Committee Clerk (recorder)  
**Consultant:** A. Gibbs, Public Assembly  
**Absent:** T. Davies, G. Klima

The meeting was called to order at 4:05 p.m.

**1. Approval of Agenda**

**MOVED** by B. Gilbert, **SECONDED** by S. Marks,  
That the agenda be approved as circulated.

**CARRIED**

**2. Adoption of Minutes**

**MOVED** by D. Broad, **SECONDED** by B. Gilbert,  
That the minutes of the December 15, 2015, meeting be adopted as previously circulated.

**CARRIED**

**3. Chair's Remarks**

Acting Chair Atwell reported on the activities of the Select committees.

**4. Freedom of Information and Protection of Privacy Follow-Up (Angila Bains)**

A. Bains clarified points on what constitutes a record, responsibility for records under CRD custody and control, the terms of reference and procedures for reporting out via motions to the Eastside Select Committee, and the role of the Fairness and Transparency Advisor.

**5. Role of Committee and Reporting (Discussion)**

A. Gibbs reviewed the feedback received from the Eastside Select Committee and the Core Area Liquid Waste Management Committee after the Eastside Public Advisory Committee presentation on January 6, 2016. The Committee discussed its role in light of the decision by the Core Area Liquid Waste Management Committee in December that postponed implementation of the public engagement plan. The Committee was concerned about the clarity of its purpose and considered whether the frequency of its meetings should be decreased or if it should continue to exist.

The Committee discussed formally adopting speaking points before making presentations to the Select Committee and the strength of a carried motion in showing agreement of the members. They discussed the need for advice and discipline, and a communications plan that the politicians commit to.

N. Thambirajah entered the meeting at 4:39 p.m.

The Committee discussed their role, objectives, challenges, and relationship with the Eastside Select Committee. The discussion included the following points:

- The role has been defined as an advisory committee to receive information from the Select Committee, take the information out to public, then take the public feedback and give it back to the Select Committee. The Advisory Committee functions well, but the communication between the Advisory Committee and the Select Committee is lacking.
- In the first phase, the Advisory Committee was fairly clear on their role to make sure of robust public participation. In the current phase, it was unclear what the Eastside Select Committee needed from the Advisory Committee.
- The need for strong political leadership to set the agenda for this committee was identified, unless the committee was meant to be a focus group for the public engagement consultant.

Acting Chair Atwell remarked that the Eastside Select Committee was looking for an innovative solution best for the taxpayer, and a fulsome process that was complete and captured all stakeholders, so people could look back at the end and know the decision was arrived at by following a practice and charting a process.

A. Gibbs remarked that the consultation plan presented to the Core Area Liquid Waste Management Committee was a living document as the deadlines and other things had changed. The first phase was a democracy model, combining statistical results with qualitative information. The current phase would inform the public about the options, receive their feedback, and provide that feedback to decision-makers.

Acting Chair Atwell clarified that the Liquid Waste Management Plan amendment process with the Provincial Ministry provides for a summary indicating the public has been consulted.

## 6. Review of Updated Materials and Approach to Consultation (including timelines)

A. Gibbs reported that the video of the public event on January 8, 2016 was now available on the CRD website. She provided an update on presentations to the Eastside Select Committee. The info-graphic on the decision-making process was ready for publication.

The Committee discussed the Eastside Select Committee's possible understanding of the work plan and timelines for the Committee. The format for the public consultation was in place and it now depended on input from Technical Memo #3 to add content to the consultation plan.

**MOVED** by N. Thambirajah, **SECONDED** by D. Sutton,

That the Eastside Select Committee provide direction on what they need of Eastside Public Advisory Committee, whether to continue to work as a focus group for the consultant, or to function as a public advisory committee and if so what advice they need from the Eastside Public Advisory Committee.

**CARRIED**  
Gilbert **OPPOSED**

7. New Business

a) Citizen Experts Presenting to Technical Oversight Panel

B. Gilbert commented on the ruling of the Fairness and Transparency Advisor that the Technical Oversight Panel acted outside of their mandate to hear the presentations from citizen experts on a proposed new option with technology. On the motion, the Committee discussed that this was similar to previous motions, and as before, there were objections based on the scope of the Advisory Committee's terms of reference.

**MOVED** by B. Gilbert, **SECONDED** by D. Broad,  
To recommend to the Core Area Liquid Waste Management Committee that this needs to be corrected and bring in some process that allows in information from other than vendors, engineers, procurement experts, engineers and staff.

J. Knock, S. Marks, B. Mumford, D. Sutton, N. Thambirajah **DEFEATED**  
**OPPOSED**

b) Destination of Residuals

It was moved by B. Gilbert and seconded by D. Broad to clearly define or describe in the public consultation the end location of the residuals but the motion was then tabled.

c) Project Timelines Backing Up From Federal Funding with Key Milestones

**MOVED** by N. Thambirajah, **SECONDED** by J. Knock,  
That the Eastside Select Committee provide the Eastside Public Advisory Committee with a project timeline backing up from federal funding deadlines that provides key milestones.

**CARRIED**

8. General Discussion: There was none.

9. Adjournment

**MOVED** by Sutton, **SECONDED** by N. Thambirajah,  
That the meeting be adjourned at 6:28 p.m.

**CARRIED**

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CHAIR

\_\_\_\_\_  
RECORDER