



Making a difference...together

**Minutes of a Meeting of the Technical Oversight Panel (TOP)  
Held November 24, 2015, in the Room 488, 625 Fisgard St., Victoria, BC**

---

**Present:** **TOP Members:** T. Coady (Chair), S. Arora, R. Atkins, R. Bailey, B. Jank, J. Snyder  
**Consultants:** S. Brubacher, E. Lee and C. Town, Urban Systems  
**Staff:** J. Grelson, Project Scheduler, Parks & Environmental Services; L. Lou, Administrative Assistant, Parks & Environmental Services; D. Telford, Project Manager, Core Area Wastewater and Resource Recovery Project; D. Vanmoerkerke (recorder)

The meeting was called to order at 9:15 a.m.

**1. Approval of Agenda**

**MOVED** by J. Snyder, **SECONDED** by S. Arora,  
That the agenda be amended to discuss item 4 in a closed meeting after item 5.

**CARRIED**

**2. Chair Remarks**

Chair Coady summarized TOP's position on Technical Memo #2 (TM#2) and the action items from TOP's meeting with vendors and citizens groups on November 23, 2015.

**3. Overview of Public Engagement Process with Amanda Gibbs**

Via WebEx and using PowerPoint, Amanda Gibbs, consultant for the Eastside Wastewater Treatment and Resource Recovery Select Committee (ESC), provided an overview of the public engagement process to date, development of the public involvement strategy, and key strategies, tactics and timelines. Guiding principles during the public engagement process include: accessibility, transparency, diversity of demographics, expanding civic literacy and clear decision-making process. The public wants detailed information on costing, potential sites and proposed technologies.

*R. Atkins left the meeting at 9:30 a.m.*

Discussion ensued on timelines, recommendations on sites, collaboration with Westside Wastewater Treatment and Resource Recovery Select Committee's (WSC) public engagement process, and public support for the Rock Bay site. Details are being worked on to determine the technical experts to be on hand at public meetings.

Urban Systems is providing a dashboard and ranking of environmental performances that will allow the public to assess representative design based on general performance markers. Ms Gibbs assured TOP that ESC and WSC consultants are working together to ensure their respective communities have access to the same key public engagement materials.

Ms Gibbs will provide TOP with copies of public engagement materials, including the online survey, citizens' guide, Q&A and video of architectural possibilities, as they become available, and the working schedule and Gantt chart of ESC public meeting dates. TOP will talk with Ms Houghton regarding WSC's public meeting dates.

**5. Review Schedule**

Conference call meetings were set up in December and January, and face-to-face meetings on January 11, 12 and 13 and February 8 and 9. L. Lou was asked to arrange tours for Organica's facility in Sechelt and Chevron's plant in Burnaby.

**4. Review of Technical Memo #3**

**MOVED** by J. Snyder, **SECONDED** by R. Bailey,

That the Technical Oversight Panel 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 Board considers that disclosure could reasonably be expected to harm the interest of the regional district; (k) negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the Board could reasonably be expected to harm the interest of the regional district if they were held in public; and (m) a matter that, under another enactment, is such that the public may be excluded from the meeting.

**CARRIED**

**6. Adjournment**

**MOVED** by B. Jank, **SECONDED** by S. Arora

That the meeting be adjourned at 10:10 a.m.

**CARRIED**

---

**CHAIR**