



Making a difference...together

**Minutes of a Meeting of the Technical Oversight Panel (TOP)
Held November 3, 2015, in the Room 107, 625 Fisgard St., Victoria, BC**

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

TOP members and the consultants participated in the meeting via teleconference.

The meeting was called to order at 8:03 am.

1. Approval of Agenda

MOVED by B. Jank, **SECONDED** by R. Atkins,
That the agenda be approved as circulated.

CARRIED

2. Adoption of Minutes from October 22 and 23, 2015

MOVED by R. Atkins, **SECONDED** by J. Snyder,
That the minutes from the meeting held October 22 and 23, 2015 be approved as circulated.

CARRIED

3. Review of Action Items

October 22 action items 1, 4, 5, 8, 9, 10, 11, 13, 17, 19, 20, 21 and 22 have been done; 2, 14, 15 and 16 are to be confirmed; 3, 6, 7, 12 and 23 to 32 are in process or outstanding; and 18 was deleted.

October 28 action items 1 and 6 have been done, and 2 to 5 are in process or outstanding.

4. Discussion of Biosolids Treatment and Provider Presentations

B. Jank provided an overview of his assessment of the eight technologies that were presented at the Innovation Days event held on April 28, 29 and 30, as previously submitted to TOP members. A discussion followed on features of each technology and which generic concepts will be brought forward for further consideration at TOP's face-to-face meeting on November 23 and 24.

Concern was expressed that suppliers are jumping ahead of the project process by providing proposals. A strong and clear message needs to be relayed to all suppliers that TOP members and the consultants will only investigate technologies that have not already been identified. Chair Coady will provide a summary in TOP's report #4 to the Core Area Liquid Waste Management Committee (CALWMC) of the technology categories considered.

It was pointed out that there may be no point in considering some technologies if PPP Canada's requirements for the Conditional Financial Agreement are to be met.

Discussion followed on the consultants' need for further information on the various technologies for the costing and financial analysis of each option set. R. Kilian reported on progress being made on developing costs and layout for a basic treatment process and a high value biosolids process that should help the CRD move forward. It would be helpful to meet with CRD staff to discuss potential synergies or redundancies with the CRD's Solid Waste Management Plan. E. Lee advised that Urban Systems is going through representative design to compare options sets to achieve the charter and effluent targets set by the regulators. Urban Systems has scanned the core area for heating demand centres and potential partnerships for the solids recovery process and residual solids.

As requested, D. Telford reported on how the CALWMC, at its meeting on October 28, addressed a complaint on the Phase 2 costing analysis that was considered by the Fairness and Transparency Advisor, for which no further action is required.

As requested, D. Telford clarified the CRD's policy statement that biosolids produced at CRD owned and operated facilities cannot be land applied within the region, with the exception of the District of Sooke that has its own Liquid Waste Management Plan and treatment plant. Urban Systems plans to discuss implications of the biosolids policy at the CALWMC meeting on November 25.

5. Discussion of Pivotal Proposal

Further to discussion on the assessment of Pivotal Integrated Resource Management's technology presented at the Innovation Days event, TOP members have received a letter, dated September 15, 2015, outlining an expanded version of Pivotal's presentation. The CALWMC had recommended that TOP members review Pivotal's presentation on sewage treatment and gasification for analysis and report back to the CALWMC. TOP will report on Pivotal's presentation along with other technologies being considered.

6. Motion to Close the Meeting

MOVED by R. Atkins, **SECONDED** by B. Jank, that
That the Technical Oversight Panel close the meeting in accordance with the *Community Charter*, Part 4, Division 3, 90(1) (e) 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.

CARRIED

L. Hutcheson and G. Harris joined the meeting at 10 am to discuss item 7.

7. Research Activities on Emerging Contaminants

TOP members would like to know if there are opportunities for the CRD to partner with the University of Victoria on how to treat contaminants of concern and how to deal with biosolid waste. TOP would like clarification on whether reducing or removing problematic compounds is a priority for the CRD and how much work has been done to date.

At its meeting held on November 2, the Westside Select Committee passed a motion for the CALWMC's consideration early in the new year to issue a Request for Statements of Interest to explore ideas on resource recovery.

G. Harris reported on the CRD's research collaborations with various agencies and the Ministry of Environment's position on emerging contaminants and effluent quality.

TOP is considering a site option at Rock Bay that could avoid the huge cost of infrastructure if MOE would change its standards to allow the discharge of clean effluent into nearby waters. CRD staff will report back to TOP on their meeting with regulators. The topic of discharges to the inner harbour is on the list of items for discussion.

8. Adjournment

MOVED by J. Snyder, **SECONDED** by B. Jank,
That the meeting be adjourned at 10:20 am.

CARRIED

9. Next Meeting: Tuesday, November 10, 2015 (phone conference)

CHAIR