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

Notice of Meeting on **Tuesday, April 7, 2015 at 10:30 am**  
Songhees Wellness Centre, Maplebank Road, Victoria, BC, V9A 4M1

S. Young  
C. Hamilton

D. Screech  
L. Seaton

B. Desjardins

Chief R. Sam

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**AGENDA**

1. Approval of Agenda
2. Adoption of Minutes of March 10, 2015
3. Co-Chairs' Remarks
4. Presentations/Delegations
5. Westside Select Committee – Next Stage In Public Consultation (EHQ 15-36)
6. Westside Solutions Budget Update (EHQ 15-37)
7. Eastside 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 committee considers that disclosure could reasonably be expected to harm the interests of the region.
10. Adjourn

Next Meeting: Tuesday, April 21, 2015, 10:30 am - noon

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*To ensure quorum, advise Pat Perna at 250.360.3642 if you or your alternate cannot attend.*



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**MINUTES OF A MEETING OF THE WESTSIDE WASTEWATER TREATMENT AND RESOURCE RECOVERY SELECT COMMITTEE**  
**Held Tuesday, March 10, 2015, Town of View Royal, Council Chambers, 45 View Royal Avenue, Victoria, BC**

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**PRESENT:** C. Hamilton, Colwood (Co-Chair), B. Desjardins, Esquimalt (Co-Chair); D. Screech, View Royal; S. Young, Langford; Chief R. Sam, Songhees Nation; L. Seaton, Langford  
**Councillors:** B. Burton-Krahn, Esquimalt; J. Rogers, View Royal; L. Hundleby, Esquimalt;  
**Staff:** L. Hutcheson, B. Lapham, D. Lokken, M. Montague (Recorder)

**Also Present:** J. Miller, Esquimalt; L. Hurst, Esquimalt; B. Brown, Esquimalt; R. Morrison, Esquimalt; M. Baxter, Colwood; S. Russell, Colwood; J. Bowden, Langford; C. Houghton and J. O'Riordan from Aurora Consulting;

Chair Hamilton called the meeting to order at 10:30 am.

**1. APPROVAL OF THE AGENDA**

**MOVED** by Councillor Seaton, **SECONDED** by Mayor Screech,  
That the Westside Wastewater Treatment and Resource Recovery Select Committee approve the agenda with the supplementary agenda.

CARRIED

**2. ADOPTION OF MINUTES OF FEBRUARY 10, 2015**

The seconder on Item #8 was changed to read Councillor Seaton.

**MOVED** by Mayor Desjardins, **SECONDED** by Mayor Screech,  
That the Westside Wastewater Treatment and Resource Recovery Select Committee approve the minutes of February 10, 2015 as amended.

CARRIED

**3. CHAIR'S REMARKS**

Mayor Hamilton remarked that it is an honour to be meeting today on traditional grounds at Songhees. It is time for decision making and working together to get to the next step as we move towards a resolution.

**4. PRESENTATIONS/DELEGATIONS**

- 1) David Langley, spoke on agenda item 5.
- 2) John Farquharson, spoke on agenda item 5 and 6.
- 3) Dr. Thomas Maler, spoke on agenda item 5.
- 4) Bryan Gilbert, spoke on agenda item 5

**5. WESTSIDE SOLUTIONS – PUBLIC CONSULTATION SURVEY RESULTS**

C. Houghton spoke to the report. The public consultation survey results were included with the report. The information gathered from this survey will be used to develop the next stage of public engagement. Survey information will also be combined with technical information to assist in the development of preliminary wastewater treatment and resource recovery options. The survey summary report, as well as the raw data that has been collected from the surveys will be available online.

**MOVED** by Mayor Desjardins, **SECONDED** by Mayor Screech,  
That the Westside Wastewater Treatment and Resource Recovery Select Committee receive this report for information.

CARRIED

**6. WESTSIDE SOLUTIONS – TECHNICAL COMMITTEE ACTIVITY UPDATE**

J. Miller spoke to the report. The Westside Solutions Technical Committee activity update was presented for information. With regard to potential treatment plant locations, the Technical Committee will continue to shortlist preferred sites according to matrix criteria as outlined in the activity update. The preferred sites being evaluated by the Westside Solutions Staff Working Group Technical Committee are for wastewater treatment only, with no integration of other waste streams.

Additional public consultation and the process for information sharing between the Eastside and Westside Technical Staff were discussed.

**MOVED** by Mayor Desjardins, **SECONDED** by Mayor Young,  
That the Westside Wastewater Treatment and Resource Recovery Select Committee request that the Eastside Committee allow the Technical staff for the Eastside and Westside to commence discussions regarding their findings, and discuss ways to move forward with integration of information.

CARRIED

**MOVED** by Mayor Desjardins, **SECONDED** by Mayor Young,  
That the Westside Wastewater Treatment and Resource Recovery Select Committee receive this report for information.

CARRIED.

**7. FEDERAL AND PROVINCIAL FUNDING FOR SEWAGE TREATMENT IN THE CORE AREA**

**MOVED** by Councillor Seaton, **SECONDED** by Mayor Desjardins,  
That the Westside Wastewater Treatment and Resource Recovery Select Committee receive this report for information.

CARRIED

**8. WESTSIDE SOLUTIONS BUDGET PROPOSAL AND UPDATE**

L. Hutcheson spoke to the report and noted that this budget projects out until the end of September.

**MOVED** by Mayor Desjardins, **SECONDED** by Mayor Young,  
that the Westside Wastewater Treatment and Resource Recovery Select Committee receive  
this report for information.

CARRIED

**9. EASTSIDE SELECT COMMITTEE – VERBAL UPDATE**

L. Hutcheson reported on this item as there was no representation from the Eastside Select Committee at the meeting. She noted that the Terms of Reference for the Eastside Select Committee is going to the Core Area Liquid Waste Management Committee tomorrow as well as the Public Advisory Committee.

**10. NEW BUSINESS**

There was no new business.

Next Meeting - The next meeting will be held on April 7, 2015 at 10:30 am; location to be determined. Future meetings of the Westside Wastewater Treatment and Resource Recovery Select Committee will be held the first Tuesday of the month.

**11. MOTION TO CLOSE THE MEETING**

**MOVED** by Mayor Desjardins, **SECONDED** by Councillor Seaton,  
That the Westside Wastewater Treatment and Resource Recovery Select Committee close  
the meeting in accordance with the Community Charter, Part 4, Division 3, 90(1)(k)  
*negotiations and related discussions respecting the proposed provision of a municipal  
service that are at their preliminary stages and that, in the view of the council, could  
reasonably be expected to harm the interests of the municipality if they were held in public.*

CARRIED

**12. ADJOURN**

**MOVED** by Councillor Seaton, **SECONDED** by Mayor Screech,  
That the meeting of the Westside Wastewater Treatment and Resource Recovery Select  
Committee be adjourned at 12:01 pm.

CARRIED

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Chair

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Recorder



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EHQ 15-36

**REPORT TO WESTSIDE WASTEWATER TREATMENT AND RESOURCE RECOVERY  
SELECT COMMITTEE  
MEETING OF TUESDAY, APRIL 7, 2015**

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**SUBJECT WESTSIDE SELECT COMMITTEE – NEXT STAGE IN PUBLIC CONSULTATION**

**ISSUE**

To provide the Westside Wastewater Treatment and Resource Recovery Select Committee with an update of the upcoming public engagement activities including the Roundtables and Innovation Days.

**BACKGROUND**

**Roundtables:**

The Westside Solutions Public Engagement working group is planning three Roundtables that will take place in May.

Public participants for this stage of the process self-identified through the previous rounds of engagement both at the open houses and through the Westside Solutions survey.

Feedback received at the Roundtables will be recorded and made public at a wrap-up open house. This wrap-up event will give the public a summary of the information gathered by Westside Solutions, including the survey, roundtables and technical information.

**Innovation Days:**

Westside Solutions invited all Request for Technical Information respondents to present a high-level case study on their submissions. These case studies will be presented at Royal Roads University's Centre for Dialogue over three half-day sessions on April 28, 29 and 30.

Westside Solutions will invite members of the Westside and Eastside Select Committees, municipal and band council members, relevant municipal and CRD staff, Roundtable participants and Advisory Committee members. In order to reach the maximum number of people, the presentation will also be webcast and available to view the presentation "live" online and will be recorded and made available on the Westside Solutions website.

**WESTSIDE STAFF WORKING GROUP**

The Westside staff working group is in agreement with this report.

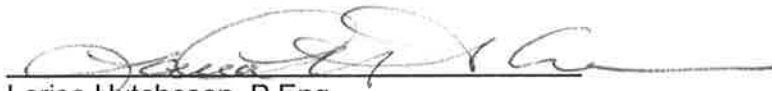
**CONCLUSION**

The Roundtables are an opportunity to advance the community discussion to a defined set of practically achievable site solutions based on previous public feedback and technical guidance. The goal of this stage of public engagement is to provide the

Westside Select Committee with enough information to select the preferred site(s) for the Westside Wastewater Treatment and Resource Recovery solution recommendation.

**RECOMMENDATION**

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



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

KQ:cl



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EHQ 15-37

**REPORT TO WESTSIDE WASTEWATER TREATMENT AND RESOURCE RECOVERY  
SELECT COMMITTEE  
MEETING OF TUESDAY, APRIL 7, 2015**

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**SUBJECT WESTSIDE SOLUTIONS BUDGET UPDATE**

**ISSUE**

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

**BACKGROUND**

At its meeting of November 5, 2014, the Westside Wastewater Treatment and Resource Recovery Select Committee (Select Committee) directed staff to provide the Select Committee with a budget status update on a monthly basis.

A detailed budget for the conceptual planning phase of the project from April 1, 2015 to September 30, 2015, with actual expenses and commitments to February 28, 2015 was received by the Select Committee at its meeting of March 10, 2015. Actual expenses and commitments to March 30, 2015 is presented 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 Westside collectively accounts for 26.76% of the requisition funds raised. The funds raised will be shared between the four Westside municipal participants, as follows.

Colwood	15.92%
Esquimalt	24.85%
Langford	47.31%
View Royal	11.92%

**WESTSIDE STAFF WORKING GROUP**

The Westside staff working group is in agreement with the budget update.

**CONCLUSION**

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

**RECOMMENDATION**

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



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

LH:jg

Attachment: 1



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

**Westside Concept Planning – Preliminary Budget Update No. 5  
until September 30, 2015**

	<b>Preliminary Budget</b>	<b>Revised Budget (Mar 31, 2015)</b>	<b>Revised Budget (Sep 30, 2015)</b>	<b>Actuals (Mar 30, 2015)</b>	<b>Committed</b>	<b>Total</b>	<b>Remaining</b>
Consultants							
• Aurora Innovations	32,600	97,800	232,800	97,595	135,205	232,800	0
• Facilitation		10,000	10,000			--	10,000
• Technical Review		25,000	25,000			--	25,000
Staff and Wages	17,000	54,000	109,000	48,915		49,915	60,085
Miscellaneous	400	2,000	9,000	5,111		5,111	3,889
<b>Totals</b>	<b>50,000</b>	<b>188,800</b>	<b>385,800</b>	<b>151,621</b>	<b>135,205</b>	<b>286,826</b>	<b>98,974</b>

prepared March 30, 2015