

Notice of Meeting and Meeting Agenda

Westside Wastewater Treatment and Resource Recovery Select Committee

Tuesday, June 30, 2015

9:00 AM

Esquimalt Town Hall, 1229 Esquimalt Road

B. Desjardins (Co-Chair), C. Hamilton (Co-Chair), R. Sam,
D. Screech, L. Seaton, S. Young

1. Approval of Agenda

2. Adoption of Minutes

2.1. 15-705 Adoption of the Minutes of May 26 and June 9, 2015

Recommendation: That the minutes of May 26 and June 9, 2015 be adopted.

3. Chair's Remarks

4. Presentations/Delegations

5. Committee Business

5.1. 15-703 Westside Solutions - Public Consultation Update

Recommendation: That the Westside Select Committee receive this report for information.

5.2. 15-697 Westside Solutions Budget Update

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

5.3. 15-714 Deadline for Considering Additional Sites from Private Property Owners

Recommendation: That the Westside Select Committee approve a July 13, 2015 deadline for any private property owners to bring forward additional sites to be part of the Westside evaluation process.

5.4. 15-713 Municipal Involvement in Ongoing Wastewater Treatment/Resource Recovery Initiatives

Recommendation: That the Westside Select Committee approve the amended CAOs Critical Path with Key Initiatives and Goals - May to December 2015 schematic and refer it to the Core Area Liquid Waste Management Committee for approval.

5.5. 15-718 Eastside Select Committee - Verbal Update

Recommendation: That the verbal update be received for information.

6. New Business

7. Adjournment

Next Meeting: July 14, 2015, 12:00 p.m., location to be announced

**To ensure quorum, please advise Allison Boyd 250-360-3129 if you or your alternate are
unable to attend**



Making a difference...together

Minutes of the Meeting of the Westside Wastewater Treatment and Resource Recovery Select Committee

Held Tuesday, May 26, 2015, in the Colwood City Hall, 3300 Wishart Rd, Victoria, BC

- PRESENT:** **Members:** B. Desjardins (Co-Chair), C. Hamilton (Co-Chair), D. Screech, L. Seaton, S. Young
 Alternate Members: B. Burton-Krahn, R. Martin, J. Rogers
 Staff: L. Hutcheson, General Manger, Parks and Environmental Services; R. Sharma, Senior Manager, Corporate Service; A. Bains, Acting Corporate Officer; K. Quayle, Communications Coordinator; A. Boyd, Committee Clerk (recorder)
- ALSO PRESENT:** L. Helps, Chair Eastside Wastewater Treatment and Resource Recovery Select Committee, C. Houghton, Westside Solutions; Chief A. Thomas, Esquimalt Nation (10:39)
 Colwood Committee Wastewater Treatment: J. Bowden, Langford; K. Anema, View Royal; L. Hurst, Esquimalt; M. Baxter, and G. Nason, Colwood
- ABSENT:** Chief R. Sam

Co-Chair Hamilton called the meeting to order at 10:35 a.m. and amended the agenda with additional item 4.1 Colwood Committee Wastewater Treatment presentation.

1. Approval of Agenda

MOVED by B. Desjardins, **SECONDED** by S. Young,
That the agenda be approved as amended.

CARRIED

2. Adoption of Minutes

2.1 Adoption of the Minutes of April 7, 2015

MOVED by L. Seaton, **SECONDED** by B. Desjardins,
That the minutes of April 7, 2015, be adopted.

CARRIED

2.2 Adoption of the Minutes of April 23, 2015

MOVED by L. Seaton, **SECONDED** by B. Desjardins,
That the minutes of April 23, 2015, be adopted.

CARRIED

3. Chair's Remarks

Co-Chair Hamilton welcomed all.

Chair Helps, Eastside Select Committee, requested to present after Colwood Committee.

MOVED by B. Desjardins, **SECONDED** by S. Young,
That item 5.5 be moved to after 4.1

CARRIED

4. Presentations/Delegations

4.1 Presentation by Colwood Committee Wastewater Treatment, Michael Payne

MOVED by B. Desjardins, **SECONDED** by L. Seaton,
That the presentation from the Colwood Committee Wastewater Treatment be received for information and referred to the Core Area Liquid Waste Management Committee.

CARRIED

5. Committee Business

5.5 Eastside Select Committee – Verbal Update

Chair Helps provided a verbal update on the Eastside Select Committee, noting they have some public houses scheduled, and that Eastside has released 40 potential sites with the intent of reducing to 6-8 sites.

5.1 Terms of Reference and Recruitment – Technical Oversight Panel

MOVED by B. Desjardins, **SECONDED** by D. Screech,
That the Westside Select Committee endorse the Terms of Reference for the Technical Oversight Panel with amendments and that they be forwarded to the Core Area Liquid Waste Management Committee for approval.

CARRIED

MOVED by B. Desjardins, **SECONDED** by L. Seaton,
That the Terms of Reference include ability for social capital on projects.

CARRIED

MOVED by B. Desjardins, **SECONDED** by C. Hamilton,
That climate change adaption expertise be included in the skills set sought.

CARRIED

Seaton, Screech **OPPOSED**

5.2 Terms of Reference – Independent Engineering and Financial Analysis beyond June 2015

The CAO's had concerns with timelines established to the end of the year noting that September would be challenging.

MOVED by B. Desjardins, **SECONDED** by D. Screech,
That there is inclusion of municipal staff to work and liaise with the technical and independent engineering group.

CARRIED

Chief Thomas advised that Esquimalt Nations wishes to be involved at the beginning of the process.

L. Hutcheson advised that principles for public engagement should remain in the Terms of Reference and will be provided to the May 27, 2015 Core Area Liquid Waste Management Committee.

The Westside Select Committee preferred to endorse the guiding principles as provided in the original Terms of Reference.

MOVED by B. Desjardins, **SECONDED** by D. Screech,
That the Westside Wastewater Treatment and Resource Recovery Select Committee endorse the original Terms of Reference for the Independent Engineering and Financial Analysis and refer them to the Core Area Liquid Waste Management Committee for adoption.

MOVED by D. Screech, **SECONDED** by S. Young,
That 10 b) of the Terms of Reference– Independent Engineering and Financial Analysis beyond June 2015, be amended to add “will be led by municipalities in conjunction with the Capital Regional District and relevant consultants.”

CARRIED

The question on the main motion, as amended, was called.

CARRIED

MOVED by S. Young, **SECONDED** by D. Screech,
That there be an emphasis on budget starting with a baseline and noting all add-ins of all costs.

CARRIED

It was noted that secondary treatment is the starting point, with the best financial value – all extras are identified in the process, with costs to be shown.

MOVED by B. Desjardins, **SECONDED** by D. Screech,
That the amended Terms of Reference and CAO’s timeline concerns be forwarded to the Core Area Liquid Waste Management Committee.

CARRIED

5.3 Westside Solutions Roundtable Report

MOVED by D. Screech, **SECONDED** by L. Seaton,
That the Westside Select Committee approve the public release of the raw data and corresponding flip chart images to the Westside Solutions website.

CARRIED

5.4 Westside Solutions Budget Update

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

CARRIED

6. Correspondence

6.1 Correspondence from Mayor S. Young, 13 May 2015, re: Costs Associated with Craigflower Pump Station

MOVED by D. Screech, **SECONDED** by L. Seaton,
That the correspondence from Mayor S. Young, 13 May 2015, be received for information.

CARRIED

6.2 Response to the Mayor of City of Langford letter dated May 13, 2015 – Craigflower Pump Station

MOVED by D. Screech, **SECONDED** S. Young,
That the correspondence to the Mayor of City of Langford letter dated May 13, 2015 –
Craigflower Pump Station be received for information.

CARRIED

MOVED by B. Desjardins, **SECONDED** S. Young,
That Westside Select Committee recommend to the Core Area Liquid Waste Management
Committee to request specific costs pertaining to Seaterra and Craigflower Pump Station.

CARRIED

Screech **OPPOSED**

6.3 Correspondence from Watkiss Way Waste Management & Agricultural Strategy, 21, May 2015, re: Proposed Site

MOVED by B. Desjardins, **SECONDED** S. Young,
That the correspondence from Watkiss Way Waste Management & Agricultural Strategy 21,
May 2015, re: Proposed Site be received for information.

CARRIED

7. New Business No new business

8. Motion to Close the Meeting

MOVED by D. Screech, **SECONDED** by B. Desjardins,
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, 90 (1) (g) litigation or potential litigation affecting the regional district and
90 (1) (k) negotiations and related discussions respecting the proposed provision of a

regional service that are at their preliminary stages and that, in the view of the board, could reasonably be expected to harm the interests of the regional district if they were held in public.

CARRIED

The Committee moved to the closed session at 12:24 p.m.
The Committee rose from the closed session at 1:41 p.m. without report.

9. Adjournment

MOVED by D. Screech, **SECONDED** by B. Desjardins,
That the meeting be adjourned at 1:41 p.m.

CARRIED

CHAIR

RECORDER



Making a difference...together

Minutes of the Meeting of the Westside Wastewater Treatment and Resource Recovery Select Committee

Held Tuesday, June 09, 2015, in the Board Room, 625 Fisgard St., Victoria, BC

PRESENT: **Members:** B. Desjardins (Co-Chair), C. Hamilton (Co-Chair), D. Screech, L. Seaton, C. Clark (for Chief R. Sam)
Alternate Members: B. Burton-Krahn, J. Rogers
Staff: L. Hutcheson, General Manager, Parks and Environmental Services; R. Sharma, Senior Manager, Corporate Service; A. Bains, Acting Corporate Officer; K. Quayle, Communications Coordinator; A. Boyd, Committee Clerk (recorder)

ALSO PRESENT: C. Houghton, Westside Solutions; Chief A. Thomas, Esquimalt Nation (11:39)
Colwood Committee Wastewater Treatment: J. Bowden, Langford; K. Anema, View Royal; L. Hurst, Esquimalt; M. Baxter and G. Nason, Colwood

ABSENT: S. Young

Co-Chair Hamilton called the meeting to order at 11:32 a.m. and noted the minutes of May 26, 2015 will be approved at the next meeting.

1. Approval of Agenda

MOVED by B. Desjardins, **SECONDED** by L. Seaton,
That the agenda be approved as amended.

CARRIED

2. Adoption of Minutes

2.1 Adoption of the Minutes of May 26, 2015

The minutes will be sent for approval to the next meeting.

3. Chair's Remarks

Co-Chair Hamilton noted if items on the Agenda are to be verbal, please provide notice on the Agenda "verbal update".

4. Presentations/Delegations

No presentations/delegations

Chief A. Thomas, Esquimalt Nation, entered the room at 11:39 a.m.

5. Committee Business

5.1 Westside Solutions - Public Consultation Next Steps and Budget Update

MOVED by B. Desjardins, **SECONDED** by L. Seaton,
That the Westside Select Committee approve the additional funding and the use of a public survey on the prioritized sites and flow scenarios.

Screech **CARRIED**
OPPOSED

5.2 Westside/Eastside Public Engagement Event, June 24th, 2015

C. Houghton reported that the Westside/Eastside Public Engagement event on June 24, 2015 is an open house, to bring together the preferred sites for the east and west.

MOVED by B. Desjardins, **SECONDED** by D. Screech,
That the verbal report be received for information.

CARRIED

5.3 Process for Additional Sites

MOVED by B. Desjardins, **SECONDED** by D. Screech,
That any new sites are to come directly to the Westside Select Committee for evaluation, and then be forwarded to the Core Area Liquid Waste Management Committee.

CARRIED

5.4 Eastside Select Committee - Verbal Update

L. Hutcheson provided an update on upcoming workshops and future events of the Eastside Select Committee.

6. New Business No new business

7. Motion to Close the Meeting

7.1 Motion to Close the Meeting

MOVED by B. Desjardins, **SECONDED** by L. Seaton,
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.

CARRIED

The Committee moved to the closed session at 11:50 a.m.
The Committee rose from the closed session at 12:59 p.m.

8. Adjournment

MOVED by B. Desjardins, **SECONDED** by L. Seaton,
That the meeting be adjourned at 12:59 p.m.

CHAIR

RECORDER



**REPORT TO WESTSIDE WASTEWATER TREATMENT AND RESOURCE RECOVERY
SELECT COMMITTEE
MEETING OF TUESDAY, JUNE 30, 2015**

SUBJECT **Westside Solutions – Public Consultation Update**

ISSUE

To present the Westside Wastewater Treatment and Resource Recovery Select Committee (Westside Select Committee) with an update on the public open house on June 24 and the Westside Solutions online feedback form.

BACKGROUND

On June 18, the Westside Select Committee publicly released the 20 sites that are being considered as potential wastewater treatment facility locations. These sites, along with wastewater treatment solution set options for both Eastside and Westside Select Committees, were highlighted at an open house on June 24. An estimated 400 people attended the open house.

Westside Solutions Preliminary Option Sets were developed based on technical criteria associated with the sites and consideration of public input gathered through open houses, roundtables, survey information and Innovations Days. Further public input will help shape where the actual site(s) might be located.

This open house allowed the public to ask questions of technical experts and elected officials about the sites and why the solution sets identified were suggested. The open house also marked the launch of the Westside Solutions online feedback mechanism, which allows members of the public to share their opinion of the solution set options.

The Westside Solutions feedback form is called Westside SiteSpeak and it gives the public an opportunity to provide feedback on the sites and option sets that have been presented. It will also act as a checkpoint to confirm that public priorities have been properly assessed and to receive additional feedback from those that may not have already participated in the public dialogue. Westside SiteSpeak will be open until July 22 and will be promoted heavily in order to encourage participation. The survey and all materials presented at the open house are available on WestsideSolutions.ca. Data from Westside SiteSpeak will be extracted and analyzed as it is received and an interim report will be presented to the Westside Select Committee on July 14.

Westside Solutions will ensure that the public continues to be informed over the summer by taking part at community events and summer markets in the Westside, as well as keeping the Westside Solution website up to date.

WESTSIDE STAFF WORKING GROUP

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

CONCLUSION

Results from this survey, along with technical recommendations, will help the Westside Select Committee identify preferred solution sets to recommend to the Core Area Liquid Waste Management Committee on July 29.

RECOMMENDATION

That the Westside Select Committee receive this report for information.

Submitted by:	Kristin Quayle, Communication Coordinator
Concurrence:	Heidi Gibson, Acting General Manager, Parks & Environmental Services

KQ:cl



**REPORT TO WESTSIDE WASTEWATER TREATMENT AND RESOURCE RECOVERY
SELECT COMMITTEE
MEETING OF TUESDAY, JUNE 30, 2015**

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 it with a budget status update on a monthly basis.

Additional funding in the amount of \$60,000 was approved at the June 9, 2015 Select Committee meeting to allow the Westside Solutions team to accommodate promotional activities and outputs required to continue with the public consultation and engagement efforts.

A detailed budget for the conceptual planning phase of the project from April 1-September 30, 2015, with actual expenses and commitments to April 30, 2015, was received by the Select Committee at its meeting of May 26, 2015. Actual expenses and commitments to May 31, 2015 are 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.

Submitted by:	Dan Telford, P.Eng., Senior Manager, Environmental Engineering
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services

LH:jg

Attachment: Appendix A – Westside Concept Planning – Preliminary Budget Update No. 7
until September 30, 2015

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

**Westside Concept Planning – Preliminary Budget Update No. 7
until September 30, 2015**

	Preliminary Budget	Revised Budget (Mar 31, 2015)	Revised Budget (May 26, 2015)	Actuals (May 31, 2015)	Committed	Total	Remaining
Consultants							
• Aurora Innovations	32,600	97,800	233,300	142,595	90,705	233,300	0
• Facilitation		10,000	10,000	10,333		10,333	-333
• Public Consultation		60,000	60,000	4,000	56,000	60,000	0
• Technical Review		25,000	50,000		50,000	50,000	0
Staff and Wages	17,000	54,000	109,000	57,121		57,121	51,879
Miscellaneous	400	2,000	9,000	7,148		7,148	1,852
Totals	50,000	248,800	471,300	221,197	196,705	417,902	53,398

prepared June 19, 2015



**REPORT TO WESTSIDE WASTEWATER TREATMENT AND RESOURCE RECOVERY
SELECT COMMITTEE
MEETING OF TUESDAY, JUNE 30, 2015**

SUBJECT **Municipal Involvement in Ongoing Wastewater Treatment/Resource Recovery Initiatives**

ISSUE

To present the Westside Wastewater Treatment and Resource Recovery Select Committee (Westside Select Committee) with continued recommendations on municipal staff participation on the next stage of technical work.

BACKGROUND

Since October 2014, Westside staff have been leading both the public engagement and technical work to identify sites, consider technology and receive community input into finding a solution for wastewater treatment and resource recovery for its citizens.

As a result of this work, the Westside Select Committee will be submitting option sets to the Core Area Liquid Waste Management Committee (CALWMC) for approval to be part of the next phase of technical analysis to be brought forward for further public consultation in the fall.

Westside Chief Administrative Officers (CAOs) submitted to Capital Regional District (CRD) staff and the co-chairs of both the Eastside and Westside committees a schematic on June 9 that broadly outlined the roles of municipal and Capital Regional District staff and the timelines for completing both public engagement and technical work including clearly stating ongoing “participation of municipal staff.”

That schematic was agreed to by the Core Area Liquid Waste Management Committee on June 10 and was appended to the Terms of Reference (TOR) for the next phase of technical work. (The document has been subsequently updated to reflect changes in the timeline – see Appendix A.)

Westside CAOs have met and outlined their expectations as to ongoing staff participation. These elements include:

- Municipal staff involvement in the evaluation process to select next stage technical support – for continuity from the TOR drafting stage, continuing Jeff Miller as technical staff representative from the Westside.
- Municipal staff provide ongoing input and advice to the Technical Oversight Committee in its direction of the technical work. One representative from Westside to be selected and approved at a July Select Committee meeting.
- CAOs, CRD and co-chairs to start meeting bi-weekly in July, with CAOs having the option to bring in communications/public engagement staff.

The expectation would be that Eastside municipalities would have the same opportunity to actively participate.

WESTSIDE STAFF WORKING GROUP

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

CONCLUSION

To continue the positive work done to date, meet regulatory and funding deadlines, and to help ensure the successful outcome the project in total, it is critical to engage municipal staff actively in the next phase.

RECOMMENDATION

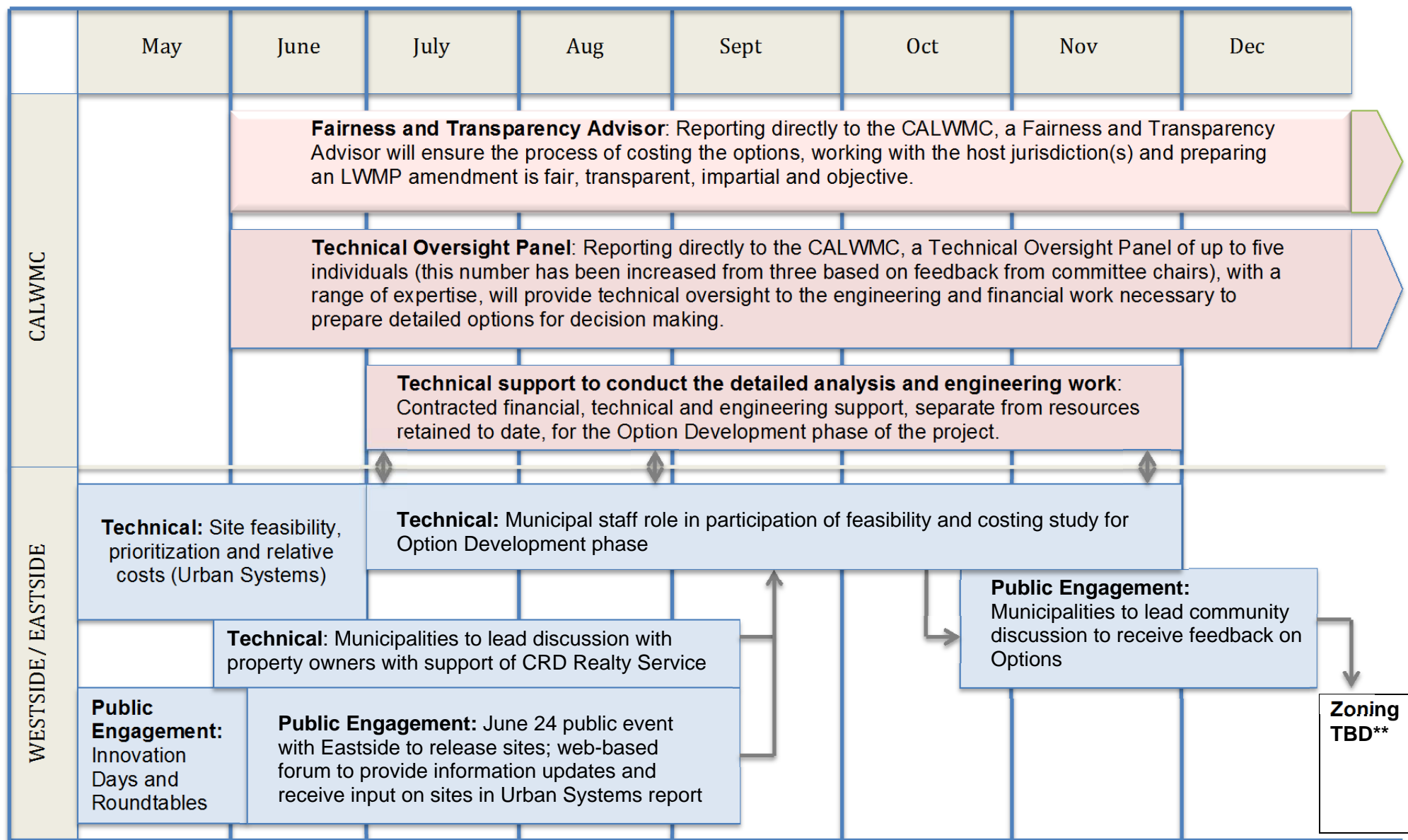
That the Westside Select Committee approve the amended *CAOs Critical Path with Key Initiatives and Goals – May to December 2015* schematic and refer it to the Core Area Liquid Waste Management Committee for approval.

Submitted by:	Robert Lapham, MCIP, RPP, Chief Administrative Officer, Concurrence
---------------	---

CH:cl

Attachment: Appendix A – CAOs – Critical Path Key Initiatives and Roles – May to December 2015 (amended June 21, 2015)

CAOs - Critical Path with Key Initiatives and Roles – May to December 2015
(amended June 21, 2015)



** Zoning process timing is highly variable, dependent on sites under consideration and should be separate from public engagement on options.