

Notice of Meeting and Meeting Agenda

Westside Wastewater Treatment and Resource Recovery Select Committee

Monday, August 24, 2015

11:30 AM

Esquimalt Town Hall, 1229 Esquimalt Road,
Esquimalt, BC

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

1. Approval of Agenda

2. Adoption of Minutes

2.1. 15-886 Adoption of the Minutes of August 17, 2015

Recommendation: That the minutes of August 17, 2015 be adopted

Attachments: [2015-08-17 Minutes Westside Wastewater Treatment and RRSC](#)

3. Chair's Remarks

4. Presentations/Delegations

5. Committee Business

5.1. 15-891 Next Steps and Budget to Conduct a More Comprehensive Evaluation of Potential Sites and Scenarios

Recommendation: Proceed with awarding Urban Systems a sole source contract to assist with the further evaluation of the technical and public engagement information and feedback evaluating both flows (two scenarios) currently discharged from Macaulay Point and flows only from Westside communities including a level of magnitude cost analysis.

Attachments: [Staff Report: Next Steps and Budget to Conduct a More Comprehensive Evalu](#)

5.2. 15-875 Eastside Select Committee - Verbal Update

Recommendation: That the Eastside Select verbal update be received for information.

6. Correspondence

6.1. 15-889 Correspondence: Esquimalt Nation, Chief A. Thomas, August 19, 2015

Recommendation: That the correspondence be received for information.

Attachments: [Correspondence: Chief A. Thomas August 19, 2015](#)

7. New Business

8. Adjournment

Next Meeting: TBD

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

Meeting Minutes
Westside Wastewater Treatment and
Resource Recovery Select Committee

Monday, August 17, 2015

1:30 PM

Esquimalt Chamber Room, 1229 Esquimalt Road.

PRESENT:

MEMBERS: B. Desjardins (Co-Chair), C. Hamilton (Co-Chair), W. Sifert (for S. Young),
D. Screech, L. Seaton

ALSO PRESENT: R. Atwell, Eastside Director; Chief A. Thomas, Esquimalt Nation;
B. Burton-Krahn, Alternate Westside Member; C. Houghton, Westside Solutions; G. Nason, Colwood;
R. Morrison, Project Manager and J. Miller, Director of Engineering and Public Works, Esquimalt;
J. Bowden, Langford; E. Lee, Urban Systems

STAFF: D. Telford, Senior Manager, Environmental Engineering; D. Lokken, General Manager, Finance
and Technology; S. Santarossa, Corporate Officer; K. Quayle, Communications Coordinator; L. Taylor,
Communications Coordinator; A. Boyd, Committee Clerk (recorder)

ABSENT: Chief R. Sam

The meeting was called to order at 1:30 p.m.

1. Approval of Agenda

MOVED by Director Screech, **SECONDED** by Alternate Director Sifert,
That the agenda and supplementary agenda be approved.

CARRIED

2. Adoption of Minutes

2.1. 15-874 Adoption of the Minutes of July 28, 2015

MOVED by Director Screech, **SECONDED** by Director Seaton,
That the Minutes of July 28, 2015 be adopted.

CARRIED

3. Chair's Remarks

Co-Chair Desjardins thanked everyone for their work through the summer, including the public at staying engaged.

4. Presentations/Delegations

4.1. 15-878 Delegation: Mr. Garth Graham, Re: Agenda Item 5.1

Mr. Graham spoke on behalf of the Hallowell Aldersmith Rate Payers, to item 5.1 on the Agenda with his notes provided and on file at Legislative and Information Services regarding support of Site 15, Esquimalt Nation Triangle Site.

5. Committee Business

5.1. 15-869 Next Steps and Budget to Conduct a More Comprehensive Evaluation of Potential Sites and Scenarios

C. Houghton provided an overview of the report.

Discussion ensued around:

- ensuring the scope of the work meets the mandate of the Westside Committee
- scope of work includes narrowing down the sites and flows for scenarios only
- clarification of Esquimalt First Nation site as a regional and/or distributed site
- Co-Chair's to meet with staff to review contract's scope of work
- effect on the timeline(s)

MOVED by Director Hamilton, **SECONDED** by Alternate Director Winnie,
That consideration of item 5.1 be postponed one week pending a meeting with
the Co-chairs and staff to further clarify the scope of work to ensure it addresses
the concerns raised.

CARRIED

OPPOSED Seaton, Screech

S. Santarossa left the meeting at 2:19 p.m.

Director Screech requested that the recently added site at 2 Hospital Way be
considered by View Royal Council prior advancing it further.

The Committee questioned how the decisions made tie together with each
municipality's Official Community Plan.

S. Santarossa returned 2:21 p.m.

5.2. 15-875 Eastside Select Committee - Verbal Update

*Director Atwell, Eastside Select Committee member, noted that the Core Area Liquid
Waste Management Committee met last week and as such; most are up-to-date.*

6. New Business

*Co-Chair Desjardins called for another meeting next week to be held on Monday, August
24th at 11:30 a.m., location to be determined.*

7. Adjournment

MOVED by Director Seaton, **SECONDED** by Alternate Director Sifert,
That the meeting be adjourned at 2:23 p.m.

CARRIED

CHAIR

RECORDER



**REPORT TO WESTSIDE WASTEWATER TREATMENT AND RESOURCE RECOVERY
SELECT COMMITTEE
MEETING OF MONDAY, AUGUST 24, 2015**

SUBJECT **Next Steps and Budget to Conduct a More Comprehensive Evaluation of Potential Sites and Scenarios**

ISSUE

Work plan and methodology to assess technical information to recommend sites and scenarios for wastewater treatment and resource recovery supported by municipalities.

BACKGROUND

The Westside Select Committee was fully constituted in October 2014 to proceed with developing a conceptual plan for wastewater treatment and resource recovery. The committee was struck to ensure that municipalities and First Nations on the Westside had both the ability and opportunity to direct a process that met the needs of their citizens.

Through a technical evaluation by municipal staff, 20 sites and 9 scenarios were identified and further analysis was conducted by Urban Systems. These sites and scenarios were presented to the public and input solicited through an online engagement tool: SiteSpeak. In total, 619 responses were received with generally constructive comments.

Subsequent to launching SiteSpeak, two additional sites were brought forward for consideration. One, the Royal Colwood Golf Course site, was included in SiteSpeak for the final 6 days of consultation. The second site was identified after SiteSpeak closed and was not included in the online survey.

To fulfill the Core Area Liquid Waste Management Committee (CALWMC) direction and meet deadlines, 5 sites and 2 scenarios were presented to the Select Committee on July 28, 2015. However, the decision of the Select Committee was to allow the appropriate time to conduct a more comprehensive evaluation of both the technical information and feedback from SiteSpeak respondents.

The work by the committee and staff to engage the public in the conversation to date has been considerable, but has only engaged the public who have self-selected in participating in information sessions, open houses and online surveys. To further gauge public opinion, planning is underway to allow for a potential poll utilizing recognized industry standards that will include new information developed by the further technical evaluation. If this proceeds, it is intended to bring the results of the next phase of public engagement forward to the Select Committee in early October. Depending on the work undertaken by the consultants, the Select Committee may decide to advance final solution sets to the CALWMC and have further public engagement undertaken for the combined recommended solutions sets from the Eastside and Westside Select Committees as accepted and agreed on by the CALWMC. Should this proceed, it is anticipated that public consultation from October forward will be fully collaborative for the Core Area.

Technical

To further refine the technical information to present the best options for further analysis, a number of steps should be taken:

1. Engage the Capital Regional District Real Estate Department in devising a template and methodology to engage private property owners on whether they are willing to sell the identified property. The information obtained should also include identification of required permits and authorizations, and conditions that may apply, for moving forward. Municipalities will determine the next steps that may result should a property owner not be willing to sell.
2. Engage independent technical expertise (Urban Systems) to research and evaluate residual solids (biosolids) disposal methods, costs associated with each method, and potential revenue sources from each method to refine options. The analysis will indicate both potential opportunities and constraints for existing and future possible resource recovery options that will result in a magnitude of scale cost analysis. It is noted that this work is currently scheduled to be completed in more detail as part of the CALWMC Feasibility and Costing Analysis (by Urban Systems under separate contract). Depending on the scope of work for the Westside, this could reduce the estimated cost.
3. The independent consultant will review and analyze the new site that has been proposed by Associated Building Credits Ltd. as a potential treatment facility.
4. Based on the above information, the independent consultant will evaluate and prioritize sites for not only treatment of liquids, but treatment of solids including a high level cost analysis.
5. The independent consultant will prepare materials and meet with the Technical Oversight Panel before final prioritization of sites and scenarios.
6. The independent consultant will recommend sites and scenarios based on prioritized sites and technologies for presentation and decision to the Select Committee.

There continues to be a need to clarify where wastewater from Saanich West and Victoria West (currently being discharged at Macaulay) are being accounted for. In the absence of this information, analysis will be required on the options that include Saanich West and Victoria West flows, and options that do not include these flows. Analyzing two scenarios will increase costs.

The Terms of Reference (TOR) for the Westside Select Committee clearly state that the committee is to “evaluate options and develop a conceptual plan for a wastewater treatment and resource recovery plan for participating jurisdictions.” The TOR go on to state that the conceptual plan be “based on the best business case scenario that maximizes benefit to the best value for taxpayers.”

On August 17, 2015, the Select Committee met to consider options on the next phase of the analysis. Concerns regarding the scope of the project not meeting objectives articulated in the committee’s TOR and a lack of clarity in the costing analysis were discussed. As a result, the committee defeated the recommended option and directed that the co-chairs meet with Westside staff to give clearer direction and explore alternatives to meeting timelines and objectives.

Resulting from the meeting with committee co-chairs, and a subsequent meeting of Chief Administrative Officers of the participating municipalities, an additional alternative has been developed that would direct staff to design and implement a transparent procurement process to acquire the support and sufficient time required for a technical and financial analysis. Executing this alternative could result in a more thorough analysis to be then taken out for further public engagement and eventually result in the development of a business case. The consequence of implementing this process, however, would impact currently agreed-to timelines, and could affect funding arrangements.

ALTERNATIVES

Alternative 1

Proceed with awarding Urban Systems a sole source contract to assist with the further evaluation of the technical and public engagement information and feedback evaluating both flows (two scenarios) currently discharged from Macaulay Point *and* flows only from Westside communities, including a level of magnitude cost analysis.

Alternative 2

Design and implement a reasonable and fair process to procure independent technical and financial expertise to assist with the further evaluation of technical and public engagement information and feedback evaluating both flows (two scenarios) currently discharged from Macaulay Point and flows only from Westside communities recognizing that current timelines will not be met and this will defer the Westside Select Committee in reporting to the CALWMC until early 2016.

IMPLICATIONS

If the Westside is to meet the current timelines, it would be impossible to conduct a competitive process to obtain independent technical and financial expertise. As well, given the amount of work and analysis on the technical aspects done up to now, it would be difficult for a new firm to be able to deliver an adequate product in the timelines allowed. As Urban Systems has been involved in the work to date, it is practical for them to continue with this next phase of technical analysis within the current timelines.

To complete this evaluation, it is anticipated that a budget of up to \$60K is required. The specific contract amount is to be determined after meeting with Urban Systems and agreeing to the scope of work being conducted.

While this process will not deliver as comprehensive a product as the other alternative, it is felt that it will improve the information that currently exists and will put the Westside in a better position in the next, more detailed, phase of the overall project where business cases with a higher level costing analysis and details will need to be developed and decisions made.

WESTSIDE STAFF WORKING GROUP

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

RECOMMENDATION

Proceed with awarding Urban Systems a sole source contract to assist with the further evaluation of the technical and public engagement information and feedback evaluating both flows (two scenarios) currently discharged from Macaulay Point *and* flows only from Westside communities including a level of magnitude cost analysis.

Submitted by:	Dan Telford, P.Eng., Acting General Manager, Parks & Environmental Services
Concurrence:	Kevin Lorette, P.Eng., MBA, Acting Chief Administrative Officer

CH:cl



ESQUIMALT NATION

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August 19, 2015

Mayor Barbara Desjardins
Chairperson
Western Communities Committee
Township of Esquimalt Municipal Hall
1229 Esquimalt Road
Esquimalt, BC V9A 3P1

Dear Mayor Desjardins:

Re: CRD Regional Waste Water Treatment

We write to clarify our offer to make a portion of Esquimalt Reserve No. 0 available for the purpose of building the CRD's waste water treatment facility.

It should be made clear that our preference is that the CRD approach the sewage treatment facility as a regional solution located at the Rock Bay site after that site has been acquired jointly by the Songhees and Esquimalt Nations. The site at the Esquimalt Reserve is offered at this point as an alternative in the event that the CRD decides to proceed with a disseminated solution to the waste water treatment facility or as the regional site in the event that the CRD deems the Rock Bay site inappropriate for technological or engineering reasons.

If you have any questions please feel free to contact me.

Yours truly,

Chief Andy Thomas
Esquimalt Nation

cc: Mayor Lisa Helps
Chairperson, Core Committee
City of Victoria
City Hall
1 Centennial Square
Victoria, BC V8W 1P6