

## Notice of Meeting and Meeting Agenda

### Westside Wastewater Treatment and Resource Recovery Select Committee

---

Tuesday, November 24, 2015

2:00 PM

Esquimalt Town Hall, 1229 Esquimalt Road

---

Due to the location, this meeting will not be available on video.

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

#### 1. Approval of Agenda

#### 2. Adoption of Minutes

##### 2.1. 15-1257 Adoption of the Minutes of October 27 and November 2, 2015

**Recommendation:** That the minutes of October 27 and November 2, 2015 be adopted.

**Attachments:** [2015-10-27 Minutes Westside WTRRSC](#)  
[2015-11-02 Minutes Westside WTRRSC](#)

#### 3. Chair's Remarks

#### 4. Presentations/Delegations

#### 5. Committee Business

##### 5.1. 15-1271 Technical Analysis for Further Comprehensive Evaluation of Potential Sites, Scenarios and Technologies

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

**Attachments:** [Staff Report: Technical Analysis for Evaluation of Potential Sites](#)  
[Appendix A: Westside Technical Team Analysis](#)

##### 5.2. 15-1272 Westside Solutions Public Consultation Update

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

**Attachments:** [Staff Report: Westside Solutions Public Consultation Update](#)  
[Appendix A: Westside Consultation Plan](#)

**5.3. 15-1266** Westside Concept Planning - Phase 2 Budget Update No. 2

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

**Attachments:** [Staff Report: Westside Phase 2 Budget Update No. 2](#)  
[Appendix A: Table Showing Budget](#)

**5.4. 15-1275** Eastside Wastewater Treatment and Resource Recovery Select  
Committee Verbal Update

**6. New Business**

**7. Adjournment**

Next Meeting: To be determined

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

---

Tuesday, October 27, 2015

10:30 AM

Esquimalt Town Hall, 1229 Esquimalt Road

---

PRESENT:

MEMBERS: B. Desjardins (Co-Chair), C. Hamilton (Co-Chair), D. Screech, L. Seaton  
Absent: Chief R. Sam; Chief A. Thomas; S. Young

STAFF: B. L. Hutcheson, General Manager, Parks and Environmental Services; D. Lokken, General Manager, Finance and Technology; S. Santarossa, Corporate Officer (Recorder); D. Telford, Senior Manager Environmental Engineering; A. Genero, Manager Accounting Services; L. Taylor, Communications Coordinator; S. Hallatt, Manager, Aboriginal Initiatives

ALSO PRESENT: L. Helps, Chair, Eastside; L. Hundleby, Alternate Director; B. Burton-Krahn, Alternate Director; R. Atkins, Technical Oversight Panel; E. Lee, Urban Systems; G. Nason, Colwood; S. Russell, Colwood; M. Baxter, Colwood; R. Morrison, Esquimalt; J. Miller, Esquimalt; L. Hurst, Esquimalt; J. O'Reardon, Aurora, C. Houghton, Aurora; K. Anema, View Royal

Co-Chair Desjardins called the meeting to order at 11:05 a.m.

#### 1. Approval of Agenda

The agenda was amended to consider Item 5.4 before Item 5.1 and to add Item 6.1 - Correspondence from Township of Esquimalt regarding Potential Sites for Wastewater Treatment Plants in Township of Esquimalt.

**MOVED** by Director Screech, **SECONDED** by Co-Chair Hamilton,  
That the agenda be adopted as amended.  
**CARRIED**

#### 2. Adoption of Minutes

2.1. 15-1193 Adoption of the Minutes of September 29, 2015

**MOVED** by Director Seaton, **SECONDED** by Director Screech,  
That the minutes of September 29, 2015 be adopted.  
**CARRIED**

#### 3. Chair's Remarks

There were none.

#### 4. Presentations/Delegations

There were none.

## 5. Committee Business

### 5.4. 15-1014 Eastside Select Committee - Verbal Update

This item was considered before Item 5.1.

Director Helps, Chair of the Eastside Select Committee, reported that the Committee met last week and received an update from Urban Systems on the option sets. She noted that the range of distributed options fits with the Westside flows and that the current focus is on costing the 2 and 5 plan option set. Urban Systems will report on the option sets at their next meeting on November 23 prior to the December 2 Core Area Liquid Waste Management Committee meeting. Director Helps also noted that Westside Select Committee appears to be ahead in the process at this time.

**MOVED by Director Screech, SECONDED by Co-Chair Hamilton,  
That the verbal update be received for information.  
CARRIED**

### 5.1. 15-1187 Westside Technical Team Analysis on Report from Urban Systems for Phase 2 of the Westside Wastewater Treatment Plant Siting Analysis

E. Lee, Urban Systems, and R. Killian, Carollo (via teleconference), provided a PowerPoint presentation regarding Phase II Technical Report and highlighted the following:

- feasibility and costing elements
- design criteria
- target markets
  - water reuse - 4 plant creates an operating deficit where a 2 plant option is close to addressing operating costs
  - solids and heat recovery - anaerobic digestion is energy positive for wastewater solids and gasification with yard waste improves the case
- solids recovery technologies review
- costing factors
- option sets - advantages and challenges
  - 4 plant option set
  - 1 plant option set
  - 2 plant option set
- site prioritization

R. Killian highlighted the following in relation to solids and heat recovery:

- Cost to manage yard waste
- Gasifiers are more beneficial for larger facilities
- Additional cost of \$6-10 million to include solids processing at a facility
- Biochar from gasifiers vs. bio solids from anaerobic digestion
- Anaerobic digestion is an energy positive approach whereas gasification is energy neutral and requires yard waste to make it energy positive
- Centralized option has better economies of scale
- The market will determine the options for resource recovery once an option set is identified

- Revisiting the issue of land application of bio solids and biochar

The consultants were requested to outline the difference between biochar and bio solids and other uses for biochar at a future Core Area Liquid Waste Management Committee meeting.

The Committee was requested to consider limiting the analysis to anaerobic digestion and gasification with yard waste at large sites only.

It was noted that the Westside CAOs and Technical Group only received this information the day before and did not have ample time to review the information.

**MOVED by Co-Chair Hamilton, SECONDED by Co-Chair Desjardins,  
That further consideration of this item be postponed to a meeting to be  
scheduled before November 4, 2015.**

**CARRIED**

**5.2. 15-1178**

Westside Wastewater Treatment - Phase 2 Public Consultation  
(draft Ipsos polling report anticipated to be circulated at the meeting)

C. Houghton, provided a PowerPoint presentation regarding Phase 2 of the Public Consultation process and highlighted the following:

- Public engagement history and objectives
- Methodology
- Possible public engagement with Eastside
- Public engagement timing
  - Stage 1 - October 20 to November 30
  - Stage 2 - December 1 to January 13
  - Stage 3 - post January 13

C. Houghton noted that 92% of those interviewed had not before participated in a public consultation process regarding sewage treatment but that 63% were aware of the issue. A report outlining more detail will be provided at the next meeting.

**MOVED by Director Screech, SECONDED by Co-Chair Hamilton,  
That further consideration of this item be postponed to the next meeting.**

**CARRIED**

**5.3. 15-1177**

Westside Concept Planning - Phase 2 Budget Update No. 1

**MOVED by Director Screech, SECONDED by Co-Chair Hamilton,  
That the Westside Wastewater Treatment and Resource Recovery Select  
Committee receive this report for information.**

**CARRIED**

**6. New Business**

**15-1196**

Correspondence: Township of Esquimalt, October 15, 2015 re: Potential Sites for Wastewater Treatment Plants in Township of Esquimalt

Correspondence dated October 15, 2015 was circulated for consideration. In the interest of time, the Committee agreed to postpone consideration of this item to the next meeting.

**MOVED by Director Screech, SECONDED by Co-Chair Hamilton,  
That the correspondence be received for information and postponed for  
discussion at the next meeting.  
CARRIED**

**7. Adjournment**

**MOVED by Director Seaton, SECONDED by Co-Chair Hamilton.  
That the meeting adjourn at 11:58 am.  
CARRIED**

---

**CHAIR**

---

**RECORDER**

**Meeting Minutes**  
**Westside Wastewater Treatment and**  
**Resource Recovery Select Committee**

---

**Monday, November 2, 2015**

**1:30 PM**

**Esquimalt Town Hall, 1229 Esquimalt Road**

---

PRESENT:

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

Absent: Chief R. Sam; Chief A. Thomas

ALSO PRESENT: B. Burton-Krahn, Alternate Member; E. Lee, Urban Systems; G. Nason, Colwood; M. Baxter, Colwood; R. Morrison, Esquimalt; J. Miller, Esquimalt; J. Davidson, View Royal  
L. Hurst, Esquimalt; J. O'Reardon, Aurora, C. Houghton, Aurora; K. Anema, View Royal; J. Bowden, Langford

STAFF: B. L. Hutcheson, General Manager, Parks and Environmental Services; D. Lokken, General Manager, Finance and Technology; S. Santarossa, Corporate Officer (Recorder); D. Telford, Senior Manager Environmental Engineering; L. Taylor, Communications Coordinator; S. Hallatt, Manager, Aboriginal Initiatives, A. Boyd, Committee Clerk (recorder)

Co-Chair Hamilton called the meeting to order at 1:30 p.m.

### **1. Approval of Agenda**

**MOVED by Co-Chair Desjardins, SECONDED by Director Screech,  
That the agenda be approved.**

**CARRIED**

### **2. Chair's Remarks**

There were none.

### **3. Presentations/Delegations**

There were none.

### **4. Committee Business**

#### **4.1. 15-1187 Westside Technical Team Analysis on Report from Urban Systems for Phase 2 of the Westside Wastewater Treatment Plant Siting Analysis**

E. Lee of Urban Systems provided a review of the PowerPoint from the previous meeting including some updated slides. He noted that there was a fulsome discussion with the Westside Technical Committee since the last meeting.

J. Miller of Westside Technical Committee provided an update noting some things need to be further explored, including flows, as their report is based on

63ml flows.

E. Lee noted that biochar has broader uses and applications but we need to know who is going to use it and biosolids have less range but are more established.

**MOVED by Co-Chair Desjardins, SECONDED by Director Screech,  
That Urban Systems clarify the content of biochar vs. biosolids for the purpose of  
land application consideration.**

**CARRIED**

E. Lee noted that looking at 2030 vs. 2045 design flows (table 2.1 in report) we are building for 2030, but also looking out to 2045 to accommodate growth. The 2045 flows are part of a previous draft version and there as a placeholder on the table with the data coming from the broader regional population percentage growth provided by the municipalities.

Discussion ensued relative to:

- design and capacity for the future
- water reclamation
- potential future flows in Colwood and Langford, with new development
- additional costs when adding on to a single plant
- all plant options are assuming similar tertiary treatment

**MOVED by Co-Chair Desjardins, SECONDED by Alternate Director Sifert,  
That Westside Wastewater Treatment and Resource Recovery Select Committee  
refer to the Core Area Liquid Waste Management Committee:**

**That the use of yard and garden waste as a feedstock be considered at a future  
meeting of the Core Area Liquid Waste Management Committee.**

**CARRIED**

**MOVED by Co-Chair Desjardins, SECONDED by Director Screech,  
That the Westside Wastewater Treatment and Resource Recovery Select  
Committee recommend:**

- 1. That Westside Wastewater Treatment Plant Citing Analysis - Phase 2 Report  
(Urban Systems, October 2015) be forwarded to the Core Area Liquid Waste  
Management Committee for information;**
- 2. That the three options presented in this report be considered further as part of  
the Core Area Phase 2 feasibility, technical and life-cycle costing analysis; and,**
- 3. That the list of prioritized sites accompany the three option sets for further  
study in Phase 2 of the Core Area analysis.**

**CARRIED**

**MOVED by Co-Chair Desjardins, SECONDED by Director Screech,  
That the Westside Technical Committee comments for further analysis and matrix  
be endorsed by the Westside Wastewater Treatment and Resource Recovery  
Select Committee and forwarded to the Core Area Liquid Waste Management  
Committee for inclusion in the next phase of analysis.**

**CARRIED**

**MOVED by Co-Chair Desjardins, SECONDED by Alternate Director Sifert,  
That analysis of water reclamation through the above options be incorporated as  
part of Westside option sets next phase of evaluation, within overall core work.**



**DEFEATED**

**Opposed: Screech, Seaton, Sifert**

**MOVED by Co-Chair Desjardins, SECONDED by Director Screech,**

**That the following motion be referred by the Westside Wastewater Treatment and Resource Recovery Select Committee to the Core Area Liquid Waste Management Committee at an appropriate time in the future:**

**That the CRD work with the private sector to distribute risk appropriately in an effort to identify and fund the recovery of the resources available in the sewage. CRD to issue a Request for Statements of Interest (RFSI) to the general private market to propose on resource recovery opportunities with their technologies and provide the CRD with a two-step all-in cost to install the technology, receive (solids or liquid) the product, process it and provide a higher value material as well as the recovered materials extracted from the product.**

**That the CRD evaluate these proposals and rank them based on their:**

- 1. Alignment with CRD Goals and Objectives**
- 2. Environmental Benefit**
- 3. Cost**
- 4. Risk to CRD and member municipalities**

**CARRIED**

**Staff was requested to determine how the Technical Committee can continue to participate in the process.**

**4.2. 15-1178**

**Westside Wastewater Treatment - Phase 2 Public Consultation  
(draft Ipsos polling report anticipated to be circulated at the meeting)**

**C. Houghton noted that the IPSOs Reid survey results were just in and provided a PowerPoint on some of the key results. She also noted that for part of the public participation she will get highschool students engaged in a competition.**

**MOVED by Co-Chair Desjardins, SECONDED by Director Screech,**

**That the Westside Wastewater Treatment and Resource Recovery Select Committee endorse the public consultation plan as presented in Appendix A.**

**CARRIED**

**MOVED by Director Screech, SECONDED by Co-Chair Desjardins,**

**That the IPSOs Reid survey results, upon further review, be brought back to the next Westside Wastewater Treatment and Resource Recovery Select Committee meeting.**

**CARRIED**

**5. Correspondence**

**5.1. 15-1196**

**Correspondence: Township of Esquimalt, October 15, 2015 re: Potential Sites for Wastewater Treatment Plants in Township of Esquimalt**

**MOVED by Co-Chair Desjardins, SECONDED by Director Screech,**

**That the correspondence be received for information and that the Westside Wastewater Treatment and Resource Recovery Select Committee remove the**

"Esquimalt Village Project Plans - Site Profile #18 Esquimalt Town Centre", as a potential sewage treatment site.  
CARRIED

**6. New Business**

There were none.

**7. Adjournment**

MOVED by Co-Chair Desjardins, SECONDED by Alternate Director Sifert,  
That the meeting adjourn at 2:54 p.m.  
CARRIED

---

CHAIR

---

RECORDER



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

---

**SUBJECT**     **TECHNICAL ANALYSIS FOR FURTHER COMPREHENSIVE EVALUATION  
OF POTENTIAL SITES, SCENARIOS AND TECHNOLOGIES**

**ISSUE**

To provide Select Committee members with Terms of Reference and expected outcomes of the next phase of technical analysis on possible wastewater/resource recovery facilities on the Westside.

**BACKGROUND**

The Westside technical committee, consisting of technical staff and consultants from the participating communities, has been involved in guiding the technical work and analysis of Westside activities.

Under the direction of the municipal technical committee, Urban Systems and Carollo Engineers prepared and presented a report to the Westside Select Committee on October 29, 2015. The objectives of the report included:

- Wastewater Treatment Technologies (liquids): focus on technologies that span secondary to tertiary treatment for potential costing.
- Solids Treatment and Recovery: focus on technologies for gasification and digestion for one-plant, two-plant and four-plant comparisons.
- Resource Recovery Target Market: focus on target markets and highest potential locations for reclaimed water and solids recovery.
- Indicative Design: focus on instructional outcomes from the workshop to guide option set analysis and costing.
- Order of Magnitude: focus on costing for one-plant, two-plant or four-plant option sets.
- Site Reprioritization: focus on incorporating technical analysis, real estate findings and overall feasibility into a node-by-node update.

The technical committee conducted a high-level assessment and provided comment on the report's findings and analysis (see Appendix A). The analysis concluded that while there were valuable information and insights in the report, there needed to be a further, more detailed look at a number of critical factors.

Urban Systems and Carollo are in the process of integrating the technical and financial analysis they produced for the Westside, with sites and scenarios brought forward by the Eastside Select Committee in conjunction with the Technical Oversight Panel. This work will be brought forward for public consultation in December and January.

In a meeting with the Westside technical committee on November 16, 2015, Urban Systems provided a verbal update as to how they are addressing the issues raised by the technical

committee for the December report to the Core Area Liquid Waste Management Committee (Technical Memo #3). That report will consist of a more thorough analysis of sites, scenarios, technologies and order of magnitude costing associated with the various options.

Urban Systems has agreed to provide a verbal report to the Westside Select Committee on their technical analysis and how it responds to issues raised by the Westside municipal technical committee.

**CONCLUSION**

As Technical Memo #3 will be presented to the Core Area Liquid Waste Management Committee in December and then brought forward for public consultation, a Westside Select Committee update from Urban Systems is a critical step in ensuring that the committee's Terms of Reference and Project Framework are being met.

**WESTSIDE STAFF WORKING GROUP**

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

**RECOMMENDATION**

That the Westside Select Committee receive this report for information.

Submitted by:	Dan Telford, P.Eng., Project Manager, Core Area Wastewater and Resource Recovery Project
Concurrence:	Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks & Environmental Services

CH:cl

Attachment: Appendix A – Westside Technical Team Analysis

## Westside Technical Team Analysis

In the time available to fully consider the report authored by Urban Systems for Phase 2 of the Westside Wastewater Treatment Plant Siting Analysis, the technical committee has conducted a high level assessment to help inform recommendations and actions in moving the wastewater treatment and resource recovery process forward for the Westside. Regardless of the time constraints, the technical team has great confidence in the work done by Urban Systems in the short period of time and limited budget available to do the level of analysis that this important project deserves.

The report highlights several important points for consideration, most notably issues regarding dealing with solids, and enlisting the private sector in providing solutions that meet the outcomes to be articulated by decision makers.

As this report is only one step in the overall project, it is hoped that following steps will incorporate a more comprehensive and detailed evaluation of the following factors in order to arrive at a decision that best meets the needs, values and aspirations of the communities:

- Integration of public opinions as indicated in the various public engagement activities over the last year and how it applies to the characteristics of each solution set,
- Full life cycle costing as per industry standards - potentially over 50 years
- Further and a more thorough cost analysis including potential revenues and cost offsets with sensitivity analyses for those factors that are very difficult to forecast, e.g., availability and value of water,
- Inclusion of costs associated with acquiring sites for proposed facilities,
- Exclusion of those sites that are not available for acquisition,
- Quantifying non-financial benefits and liabilities associated with options particularly associated with water reclamation, energy recovery and climate change, and
- Addressing the need for resiliency within proposed solutions.

As a final note it needs to be documented that the flows used in the report do not match the flows now anticipated from Saanich and Victoria West. Unfortunately these revisions were received too late to be used in the calculations. Clearly the conclusions on viable sites – particularly in Esquimalt - could be affected by the significant difference in these numbers and must be addressed without delay.

Based on the draft report the following matrix broadly summarizes the characteristics of the three solution sets covered by the report and in accordance with the decision criteria support by the Select Committee in its Project Framework.

West Side Option Set Matrix	Positive Neutral Fair			NC	North Colwood	Lang	Meaford	
	Option 4A - Lang/NC/VR/EFN Four Plant			EFN	Esquimalt First Nation	VR	View Royal	
Criteria				Option 1B - EFN One Plant			Option 2C - NC/EFN Two Plant	
Capital \$			Fair	Positive				Neutral
Operating \$		Neutral			Neutral			Neutral
Life Cycle \$			Fair	Positive			Positive	
Existing Infrastructure			Fair	Positive				Neutral
Revenue and Resource		Neutral			Neutral		Positive	
Water re-use		Neutral				Fair	Positive	
Capacity Phasing	Positive			Positive			Positive	
Carbon Footprint			Fair	Positive				Neutral
Positive and Safe for Public	Positive				Neutral		Positive	
Water Quality Tertiary	Positive					Fair		Neutral
Size	Positive				Neutral		Positive	
Near Trunk Main	Positive			Positive			Positive	
Near Truck Route	Positive			Positive			Positive	
On Site Solids (EFN)	Positive			Positive			Positive	
Include other waste (EFN)	Positive			Positive			Positive	

The matrix presented above is not intended to be an in depth and definitive recommendation from the WTC, however it may assist the reader in comparing the 3 options presented.

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

---

**SUBJECT**    **Westside Solutions Public Consultation Update**

**ISSUE**

To provide information regarding Westside Solutions public consultation activities.

**BACKGROUND**

In October 2014, the Westside Select Committee launched the Westside Solutions Project as a way to inform, educate and involve Westside residents and stakeholders in decisions about Westside wastewater treatment and resource recovery. Since then, the Westside Select Committee has undertaken a number of successful public engagement initiatives, including open houses, innovation days, roundtables, community events and online surveys. Through the efforts of municipal staff and consultants, thousands of residents from Colwood, Esquimalt, Langford, View Royal, Songhees Nation and Esquimalt Nation participated in the public consultation process.

In October 2015, Westside Solutions launched a poll in Westside communities to further engage the public using recognized industry polling standards. The methodology included a tiered approach, which involved broadening the response pool to residents who have not yet been engaged in the process, along with those who have been engaged in the process to date. This stakeholder group was asked if they could be contacted in the future to provide further feedback as distributed options are defined and preliminary costing information becomes available, and 34% of respondents agreed. The Westside Phase 2 Public Consultation plan is attached as Appendix A.

Additional highlights from the poll of Westside residents include:

- 68% of respondents say they are closely following wastewater planning
- 91% of respondents had not participated in previous planning activities
- 50% of respondents are most concerned with the continued discharge of sewage into the ocean
- 24% of respondents are most concerned with the increase to their tax bill
- 20% of respondents are most concerned with impact on neighbourhood quality of life
- 81% of respondents prefer a higher cost solution that allows for potential reuse

In November, Westside Solutions and Eastside Community Dialogues began planning the integration of some region-wide public engagement approaches, while continuing to maintain the focus on responding to specific community processes and values. Integrated activities include an online survey for all of the Core Area, a newspaper insert and coordinated advertising purchases.

**WWTRR Select Committee – November 24, 2015**  
**Westside Solutions Public Consultation Update– Phase 2 2**

---

The newspaper insert will focus on advising Core Area residents of the potential options and will include information about each of the five option sets, a glossary of terms, an overview of the public consultation process and how feedback is being considered, and information on how residents can further participate in the wastewater conversation. The insert will also be available at community centres, municipal halls and online on the Westside Solutions website.

**WESTSIDE STAFF WORKING GROUP**

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

**CONCLUSION**

The Westside Solutions public consultation plan will provide Westside communities opportunities to give further public feedback to the Westside Wastewater Treatment and Resource Recovery Select Committee and Core Area Liquid Waste Management Committee, to assist the committees in identifying preferred solution sets for wastewater treatment in the Core Area.

**RECOMMENDATION**

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

Submitted by:	Andy Orr, Senior Manager, Corporate Communications
Concurrence:	Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks & Environmental Services

LT:cl

Attachment: Appendix A – Westside Consultation Plan



# Public Engagement Plan



## STAGE 1

METHODOLOGY	TARGET	OBJECTIVE/OUTCOME
IPSOS telephone poll of randomly selected respondents	<ul style="list-style-type: none"> <li>Randomly selected residents from Westside communities and First Nations - N=400</li> </ul>	<ul style="list-style-type: none"> <li>statistical data on attitudes of randomly selected Westside residents</li> <li>identification of residents who wish to participate in more detailed online workbooks and questionnaires</li> </ul>
Online options workbook/questionnaire "SolutionSpeak" – a more detailed online analysis of options adopted by Westside Select Committee (October 27)	<ul style="list-style-type: none"> <li>general population</li> <li>previously identified pool of respondents</li> </ul>	<ul style="list-style-type: none"> <li>engage public in feedback on sites and scenarios</li> <li>educate on technology options – benefits/drawbacks</li> <li>educate on resource recovery options – benefits and costs</li> <li>identify further information requirements through process</li> </ul>
Media release and editorial board meetings	<ul style="list-style-type: none"> <li>Media partners</li> <li>general population</li> </ul>	<ul style="list-style-type: none"> <li>inform public of options and solutions</li> <li>greater public feedback</li> </ul>
Social media (municipal web pages, Facebook sites, twitter – CRD website, Facebook and twitter)	<ul style="list-style-type: none"> <li>general population</li> </ul>	<ul style="list-style-type: none"> <li>inform public of options and solutions</li> <li>greater public feedback</li> </ul>
Launch online newsletter/update fact sheet	<ul style="list-style-type: none"> <li>general population</li> <li>partners</li> </ul>	<ul style="list-style-type: none"> <li>regular updates on project's progress</li> </ul>
Joint Westside/Eastside High school student engagement competition (possible prizes)	<ul style="list-style-type: none"> <li>students</li> <li>general population</li> </ul>	<ul style="list-style-type: none"> <li>engage younger demographic in wastewater treatment resource recovery project</li> <li>receive innovative design and integration concepts</li> </ul>
Work with CRD and Eastside to reorganize and update wastewater website <a href="http://www.crd.bc.ca/project/wastewater-planning">www.crd.bc.ca/project/wastewater-planning</a>	<ul style="list-style-type: none"> <li>general population</li> </ul>	<ul style="list-style-type: none"> <li>better information access on CRD site</li> </ul>

## STAGE 2

METHODOLOGY	TARGET	OBJECTIVE/OUTCOME
<b>Joint Westside/Eastside online survey regarding solutions and costs decided at the CALWMC December meeting</b>	<ul style="list-style-type: none"> <li>• general population</li> <li>• previously identified pool of respondents</li> </ul>	<ul style="list-style-type: none"> <li>• feedback on wastewater treatment and resource recovery solutions and associated costs for entire region</li> </ul>
<b>Offer meetings and open houses targeted to specific stakeholder groups</b>	<ul style="list-style-type: none"> <li>• community associations particularly focusing on communities where a facility could be sited</li> <li>• business associations</li> <li>• chambers of commerce</li> <li>• recreation organizations</li> </ul>	<ul style="list-style-type: none"> <li>• present more detailed information to community members</li> <li>• encourage more feedback on online survey tool</li> </ul>
<b>Press release and editorial meetings</b>	<ul style="list-style-type: none"> <li>• press</li> <li>• general population</li> </ul>	<ul style="list-style-type: none"> <li>• inform public of options and solutions</li> <li>• greater public feedback</li> </ul>
<b>Paid advertising campaign on option sets: Joint Westside / Eastside including</b> <ul style="list-style-type: none"> <li>• Black Press</li> <li>• Online TC</li> <li>• Used Victoria</li> <li>• Facebook</li> </ul>	<ul style="list-style-type: none"> <li>• general population</li> </ul>	<ul style="list-style-type: none"> <li>• inform public of options and solutions</li> <li>• greater public feedback</li> </ul>
<b>Westside postcard drop</b>	<ul style="list-style-type: none"> <li>• residents of the Westside</li> </ul>	<ul style="list-style-type: none"> <li>• inform public of options and solutions</li> <li>• greater public feedback</li> </ul>
<b>Social media (municipal web pages, Facebook sites, twitter – CRD website, Facebook and twitter)</b>	<ul style="list-style-type: none"> <li>• general population</li> </ul>	<ul style="list-style-type: none"> <li>• inform public of options and solutions</li> <li>• greater public feedback</li> </ul>
<b>Ongoing newsletters</b>	<ul style="list-style-type: none"> <li>• general population</li> <li>• partners</li> </ul>	<ul style="list-style-type: none"> <li>• regular updates</li> </ul>

## STAGE 3

METHODOLOGY	TARGET	OBJECTIVE/OUTCOME
<b>Joint Westside/Eastside information session on design possibilities (Bruce Hayden)</b>	<ul style="list-style-type: none"> <li>• general population</li> </ul>	<ul style="list-style-type: none"> <li>• engage public at looking at design opportunities</li> </ul>
<b>Design charrette for option chosen by CALWMC at January meeting</b>	<ul style="list-style-type: none"> <li>• neighbourhood groups in area(s) where facility(s) are to be sited</li> <li>• general public</li> </ul>	<ul style="list-style-type: none"> <li>• public participation in facility design and innovation</li> <li>• potential new and innovative concepts</li> </ul>

<b>Targeted stakeholder meetings</b>	<ul style="list-style-type: none"> <li>neighbourhood groups where facility(s) are to be sited</li> </ul>	<ul style="list-style-type: none"> <li>address concerns of citizens</li> </ul>
<b>Support for municipalities if requested on potential re-zoning</b>	<ul style="list-style-type: none"> <li>municipalities</li> </ul>	<ul style="list-style-type: none"> <li>information</li> </ul>
<b>Select and Announce winner of High School engagement competition</b>	<ul style="list-style-type: none"> <li>students</li> <li>general population</li> </ul>	<ul style="list-style-type: none"> <li>continued engagement of younger demographic</li> </ul>
<b>Social media (municipal web pages, Facebook sites, twitter – CRD website, Facebook and twitter)</b>	<ul style="list-style-type: none"> <li>general population</li> </ul>	<ul style="list-style-type: none"> <li>inform public of options and solutions</li> <li>greater public feedback</li> </ul>
<b>Ongoing newsletters</b>	<ul style="list-style-type: none"> <li>general population</li> <li>partners</li> </ul>	<ul style="list-style-type: none"> <li>regular updates</li> </ul>

DRAFT



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

---

**SUBJECT**    **Westside Concept Planning – Phase 2 Budget Update No. 2**

**ISSUE**

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

**BACKGROUND**

At its meeting of November 5, 2014, the Westside Select Committee directed staff to provide a budget status update on a monthly basis for the identification of potential treatment sites and public consultation phase of the project.

Phase 1 of the Concept Planning for this project was completed and closed out on August 31, 2015. The Phase 1 Final Budget Update No. 8 was approved by the Westside Select Committee on September 29, 2015 with actual expenditures of \$366,870. Phase 1 invoices that were received after September 29 have been added to the Phase 2 budget, in the Revised Budget column of Appendix A.

Phase 2 of the Concept Planning for this project commenced September 1, 2015 with an anticipated completion by December 31, 2015. Actual expenses and outstanding commitments are summarized 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 total Core Area requisition funds raised. Westside expenditures will be funded from the four Westside municipal participant's requisition funds as follows.

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

**CONCLUSION**

Phase 2 Concept Planning for the project commenced on September 1, 2015, with an anticipated completion by the end of December 2015. Due to the accelerated pace of work on the project, invoicing received from some of the suppliers and consultants has tended to lag somewhat. The

actual expenditures incurred but invoiced after the reporting cutoff date are carried forward to the following update report. The Committee will continue to receive monthly budget updates for Phase 2 Concept Planning through to the end of December 31, 2015.

**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:	Glenn Harris, Ph.D., R.P.Bio, Acting General Manager, Parks & Environmental Services

DT:mer

Attachment: Appendix A – Westside Concept Planning – Phase 2 Budget Update No. 2

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

**Westside Concept Planning - Phase 2 Budget Update No. 2  
October 31, 2015**

	BUDGET	REVISED BUDGET (Oct 2015)	ACTUAL	COMMITTED	TOTAL	REMAINING
<b>Outreach</b>						
Consultants						
Outreach and Consultation	48,562	67,799	37,987	27,500	65,487	2,312
Technical Support	60,000	64,260	55,383	8,877	64,260	0
Outreach Disbursements	40,000	44,928	5,728		5,728	39,200
<b>Project Management</b>						
Staff and Wages	20,000	20,000	-		-	20,000
Miscellaneous	5,000	5,022	22		22	5,000
<b>Westside Total</b>	<b>\$ 173,562</b>	<b>\$ 202,009</b>	<b>\$ 99,120</b>	<b>\$ 36,377</b>	<b>\$ 135,496</b>	<b>\$ 66,513</b>

Revised Budget due to late invoices from Phase 1.