

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

---

Wednesday, September 16, 2015

2:30 PM

6th Floor Boardroom

---

PRESENT:

MEMBERS: L. Helps (Chair), V. Derman (Vice Chair), M. Alto, R. Atwell, S. Brice, J. Brownoff, B. Isitt, N. Jensen (2:33), L. Wergeland (for C. Plant), G. Young

ALSO PRESENT: B. Desjardins, Co-Chair Westside; A. Gibbs, Public Assembly; C. Houghton, Westside Solutions

STAFF: L. Hutcheson, General Manager, Parks and Environmental Services; D. Telford, Senior Manager Environmental Engineering; S. Santarossa, Corporate Officer; L. Taylor, Communications Coordinator; A. Boyd, Committee Clerk (recorder)

The meeting was called to order at 2:30 p.m.

## 1. Approval of Agenda

*Supplementary agenda item 4.2 Delegation: John Farquharson re: Item 5.1 was added.*

**MOVED** by Director Derman, **SECONDED** by Director Isitt,  
That the Agenda with supplementary be approved.  
**CARRIED**

## 2. Adoption of Minutes

### 2.1. 15-975 Adoption of the Minutes of July 28, 2015

*Board Chair Jensen entered the meeting at 2:33 p.m.*

**MOVED** by Director Alto, **SECONDED** by Director Atwell,  
That the minutes of July 28, 2015 be adopted.  
**CARRIED**

## 3. Chair's Remarks

*Chair Helps noted two important items on the agenda; the Project Charter in draft, which will guide us to March 2016, and the verbal update from A. Gibbs who is requesting our feedback on the process of the next stage of public engagement.*

## 4. Presentations/Delegations

### 4.1. 15-811 Presentation: Eastside Public Advisory Committee Verbal Update

*A. Gibbs noted that an Eastside Public Advisory Committee (EPAC) representative was not available to present and when EPAC meets again in September they will be able to*

*report out on their work to develop a strategy.*

**4.2. 15-987** Delegation: John Farquharson re: Item 5.1

*J. Farquharson provided a written submission, on file at Legislative and Information Services. He suggested the following changes be made to the draft Project Charter:*

- include a specific reference to the "analysis and costing of options 1a and 1b"*
- change "looking at" to "will conduct an analysis and costing of a distributed option"*
- include the Terms of Reference of the Technical Oversight Panel; particularly #7, in the Project Charter*
- change all references to a "distributed option" back to "a distributed tertiary option"*

**5. Committee Business**

**5.1 15-952** Project Charter for the Options Phase of the Core Area Wastewater and Resource Recovery Project - Draft for Input

*Eastside Wastewater Treatment and Resource Recovery Select Committee recommended the following amendments to the draft Project Charter:*

*Section 3 Goals and Commitments*

- a) should read "December 31, 2020"*
- c) add "and accomplish substantial net environmental benefits"*
- d) add "including being open to investigating integration to other parts of the waste stream if doing so offers the opportunities to optimize other goals and commitments in the future"*
- f) define "safe"*
- g) define "deliver; it was recommended to use the language contained in the Fairness and Transparency Advisor Terms of Reference.*
- add "h) produce an innovative project that brings in cost of original estimates"*
- Separate "Goals and Commitments"*
- Add a goal regarding greenhouse gases and climate change*
- Embody our values in the document goals and commitments*

*Section 4 Scope*

- Clarify "options Development Phase"*

*Section 5 Key Stakeholders*

- Add municipalities and municipal councils as stakeholders*

*Section 6 Roles and Responsibilities*

- The funding from Federal and Provincial - indicate funding "of up to" goals*

*Section 8 Budget*

- Phase 2 Budget - should contain a contingency*

*Section 9 Constraints, Assumptions, Risks and Dependencies*

- Delete "dependencies" from heading and add 'dependencies' to, 'constraints' subsection*

*Other feedback:*

- Clarification needed on ownership of the Project Charter*
- Eastside/Westside terminology or structure, should not be captured in the Project Charter*
- Define a purpose and timeline for the Project Charter*

- Contradictions in the Project Charter regarding timing of when decisions made
- Review the document from a plain language perspective
- Ensure the First Nations have been consulted on our expectations and on their role and participation in the process

The Chair noted that a realistic plan of the timelines will be presented at the next Core Area Liquid Waste Management Committee meeting.

Chair Helps commented that the Co-Chairs of Westside Wastewater Treatment and Resource Recovery Select Committee and herself have met with Chief A. Thomas of Esquimalt Nation, Chief R. Sam of Songhees Nation and their staff. The First Nations requested that S. Hallatt, Manager, Aboriginal Initiatives, CRD, attend the Core Area Liquid Waste Management Committee, Westside Wastewater Treatment and Resource Recovery Committee and Eastside Wastewater Treatment and Resource Recovery Committee meetings and report back to them.

Chair Helps also noted that the Project Charter will be referred by the Core Area Liquid Waste Management Committee after input from Eastside and Westside Wastewater Treatment and Resource Recovery Select Committees, to the CRD Board for approval. She also noted that the costing on sites options is coming back to the Core Area Liquid Waste Management Committee in October.

**MOVED by Director Derman, SECONDED by Director Atwell,  
That the Core Area Liquid Waste Management Committee refer the draft Project  
Charter with the recommended changes to the Westside Wastewater and  
Resource Recovery Select Committee.  
CARRIED**

**5.2. 15-976**

**Education and Engagement - Verbal Update and Request for Input on Next Steps**

A. Gibbs reported that she was invited to meet with the James Bay Association on September 9, 2015 to receive feedback regarding concerns about:

- emissions, noise, transportation impacts, smell, wind mapping and density of the neighborhood
- the weighting for criteria - how zoning was weighted in the evaluation process
- the amount of industrial impact already in the area (ie: Helijet). A letter from their President was forwarded to the Eastside Wastewater Treatment and Resource Recovery Select Committee.

A. Gibbs noted that the Eastside Public Advisory Committee will develop a public involvement plan to ensure more diversity and broader conversations and would like to involve TCAC. The Committee would like to encourage public engagement from those that have not been reached and recommended the following:

- advertising through video
- newsletters
- portable kiosk on the corner of the street or in a shopping mall
- have a brochure that can be picked up and read later
- charette exercises
- engage the youth
- noteboards at local grocers
- weekly newsletter circulated by email

*The Committee also discussed the public's desire to receive more information regarding the cost and siting of the project.*

**5.3. 15-974 Eastside Budget Update No. 5 - Phase 1 Final**

**MOVED by Director Derman, SECONDED by Director Alto,  
That the Eastside Wastewater Treatment and Resource Recovery Select  
Committee receive this budget update for information.  
CARRIED**

**5.4. 15-977 Westside Wastewater Treatment and Resource Recovery Select  
Committee - Verbal Update**

*Co-Chair B. Desjardins, Westside Wastewater Treatment and Resource Recovery Select  
Committee noted that they have not had a committee meeting since the last Core Area  
Liquid Waste Management Committee (CALWMC). She commented that the Committee  
endorsed Urban Systems to proceed to do further technical analysis of the Westside  
solution sets. The Committee is working on the next level of public engagement. She  
also noted that the Co-Chairs met with the Technical Oversight Panel.*

**5.5. 15-978 Minutes of the Meetings of the Eastside Public Advisory Committee of  
June 23, July 7, and July 21, 2015 for Information**

**MOVED by Director Derman, SECONDED by Director Alto,  
That the Eastside Public Advisory Committee minutes of June 23, July 7, and July  
21st, 2015 be received for information.  
CARRIED**

**6. New Business**

**7. Adjournment**

**MOVED by Director Brownoff, SECONDED by Director Alto,  
That the meeting be adjourned at 3:43 p.m.  
CARRIED**

---

**CHAIR**

---

**RECORDER**