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EHQ 15-34

**REPORT TO EASTSIDE WASTEWATER TREATMENT AND RESOURCE RECOVERY
SELECT COMMITTEE
MEETING OF WEDNESDAY, APRIL 1, 2015**

SUBJECT PUBLIC CONSULTATION FRAMEWORK

ISSUE

To present the public consultation framework and associated costs to the Eastside Wastewater Treatment and Resource Recovery Select Committee.

BACKGROUND

At its March 18 meeting, the Eastside Select Committee requested that the consultant, Public Assembly, develop a proposal to consult with the public in Oak Bay, Saanich and Victoria that meets the intent of the timelines presented in the Proposed Work Plan Overlay – 3P Canada Funding Considerations. In response, Public Assembly developed the Draft Eastside Consultation Framework, attached as Appendix A.

This framework outlines the goals, activities and dates of the eastside public consultation initiative.

ALTERNATIVES

That the Eastside Wastewater Treatment and Resource Recovery Select Committee:

1. Approve the Eastside Consultation Framework and associated costs.
2. Direct staff to revisit the Eastside Consultation Framework for further review.

FINANCIAL IMPLICATIONS

The costs anticipated for this public consultation initiative is estimated at \$52,500. This estimate covers location rental, professional facilitator costs, material development, subject matter expert speaker engagement, and online software support and tool development.

Services	Detail	Estimated Cost
Professional Facilitators	3 large events x 8 facilitators	\$15,000
	6-9 smaller events x 2 facilitators	\$6,000
Graphic Design	boards, maps, presentations, reports x 3	\$3,500
Printing		\$5,000
Subject Matter Expert Speaker Engagement	fee + transportation for 3 speakers	\$5,000
Location Rental	3-4 large venues + 6-8 community centres	\$3,000
Online Software Support & Tool Development	digital platform	\$15,000
Total		\$52,500

These costs will be funded under the Core Area Wastewater Treatment Program cost sharing agreement. Eastside Select Committee expenses are shared between the three Eastside municipal participants, as follows:

Oak Bay - 8.81%
Saanich - 41.70%
Victoria - 49.49%

CONCLUSION


The Draft Eastside Consultation Framework lays out a concentrated public consultation effort within the timelines that have been approved by the CRD Board. Following this framework, the final preferred option identified by the Eastside Select Committee will be presented to the CRD Core Area Liquid Waste Management Committee and the CRD Board by the end of June.

RECOMMENDATION

That the Eastside Wastewater Treatment and Resource Recovery Select Committee approve the Eastside Consultation Framework and associated costs.



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Attachment: 1

DRAFT EASTSIDE CONSULTATION FRAMEWORK

Summary:

The consultation framework will outline:

- an articulation of goals for public consultation on Eastside Wastewater Treatment and Recovery including development of a problem statement;
- understanding the values and priorities of public stakeholders;
- the decision-making process to arrive at a new solution set by the Eastside Wastewater Committee;
- some of the “givens” we are being asked to work within (including timing, but can include possible sites, technologies and budget); and
- public participation objectives and proposals for specific formats to meet the goals and reach key stakeholders/ public audiences.

Context:

- The Capital Regional District is going back to municipalities in 2015 to develop a renewed wastewater recovery plan.
- The former plan was rejected by the host municipality.
- Federal funding deadlines have been extended by one-year, which gives an opportunity to retain the current funding while seeking solutions that are supportable by all stakeholders – the public, municipal councils, federal and provincial government, and the CRD.
- We must provide trusted technical recommendations and viable sites, proposed by all three municipalities, to public audiences for input and feedback.

Public Participation Goal:

- ✱ To engage the public and organizational stakeholders within Eastside municipalities (Saanich, Victoria, Oak Bay) in a decision-oriented process that gains their direction and feedback on analysis, potential sites and related energy recovery / technology decisions.

Decision-making Process:

DEFINE THE PROBLEM/ OPPORTUNITY AND DECISION TO BE MADE

Clear understanding of what's in sewage,
why we need to treat it, and the the scope of the decision

GATHER INFORMATION

Identify full range of objective information
about the issue to be addressed

ESTABLISH DECISION CRITERIA

Clear understanding of the criteria
by which the options will be evaluated

DEVELOP OPTIONS

Balanced alternatives that include
stakeholder issues and concerns

EVALUATE ALTERNATIVES

Clear comparisons and trade-offs are provided

MAKE DECISION

Clear understanding of who made the decision
and how stakeholder issues were considered.

General Timeline/ Activities:



Public Participation Objectives:

- 1. Gather information about public priorities and values** using recent OCP processes, stakeholder interviews, polling and surveys.

Proposed Activities:

- stakeholder interviews
- surveys to determine priorities
- work with planning teams to identify public values from recent / current planning processes. **March – April 2015**

- 2. Define the problem and ensure there is clear, accessible and technically rigorous information available to the public**

Proposed Activities:

- Make educational resources like briefing notes, videos and discussion guides vetted by technical experts available. **April 2015**

- 3. Inform the public re: the process, opportunities/ challenges and involve them in developing criteria for decision-making.**

Proposed Activities:

- launch Eastside Wastewater Dialogue digitally
- host an initial public briefing event/ workshop at a large, central public venue
 - Inform the public about what has changed, share the decision-making process (briefing from member of EPAC/ Eastside Committee Chair)
 - Preliminary technical briefing
 - Using table facilitators, involve the participants in the development of criteria for choosing sites, technologies and approaches - use base maps as a guide.
- Host three “coffee chats” – daytime conversations – in municipal community centres or local coffee shops.

- Set up a structured conversation over coffee as well as a station so residents can learn, share ideas and offer their criteria as they come and go over a day.
- **Reflect back findings online and in briefing notes** – create an Eastside Wastewater Process charter of values, criteria and public priorities. Date range: **April 20 - May 8, 2015**

4. Develop site options using criteria and take to the public for review over a two-day workshop.

Proposed Activities:

- Using detailed site maps overlaid with key criteria, we can work with an identified engineer/ planning group to present a series of possible sites and walk citizens through a rotating set of criteria-based stations where they can learn about sites and how they meet/ do not meet various conditions.
- Participants can offer ideas, feedback and comments. We will administer questionnaires, harvest qualitative input through table facilitation and recording, as well as hosting the same conversation online on a digital platform that highlights each option allowing those who cannot make it in person to register their feedback.
- We will compile the results and come back with a more refined group of options based on public input. Date range: **May 11-15, 2015**

5. Return to the Public with an options workshop that combines public input with technical analysis.

Proposed Activities:

- This workshop could offer a much smaller range of options based on transparent public and technical assessments using the project charter.
- This workshop will offer a clear set of trade-offs (site, cost, technical benefits accrued by proximity, impact on community, etc.)
- We could offer an abbreviated version of the workshop at three municipal community centres.
- The options could be presented on a digital engagement platform, which offers the public an opportunity to vote on options and assess trade-offs. Date range: **May 28, 2015**

6. Return to public first with report in early June and then again with Eastside option based on public/ technical input and with rationale from decision-making process. This session could combine Eastside and Westside options.

Proposed Activities:

- The team will present the option to the public in an open-house format. They will explain and present the rationale for the option and continue to seek feedback.
- Discuss combining a conversation about Westside and Eastside solutions for public assessment. Date range: **June 12, 2015.**

7. Final option to CRD Core Committee/ Board June - July 2015