



Making a difference...together

Minutes of a Meeting of the Core Area Wastewater Treatment Project Board Held Monday, June 20, 2016, in Room 488, 625 Fisgard St., Victoria, BC

Present: **Members:** J. Bird (Chair), D. Fairbairn (Vice Chair), J. Burke, B. Eaton, R. Lapham, C. Smith

CRD Staff: L. Hutcheson, Interim Project Director; B. Reems, Corporate Officer; R. Sharma, A/Chief Financial Officer; D. Telford, Senior Manager, Environmental Engineering; N. More, Committee Clerk (recorder)

Also Present: G. Lewis, Q.C. (Bull Housser)

Absent: D. Howe

The meeting was called to order at 9:00 a.m. and introductions were made.

1. Approval of Agenda

MOVED by B. Eaton, **SECONDED** by C. Smith,
That the agenda be approved as circulated.

CARRIED

2. Election of Vice Chair

Chair Bird discussed the position of Vice Chair and called for nominations. Don Fairbairn was affirmed in the position of Vice Chair.

3. Report of the Chair

Chair Bird remarked that it was early days and there would be more to report as time moved on. Also, the format of the Report of the Chair would be determined as the Project Board began working together.

4. Presentations/Delegations

There were none.

B. Reems provided information on the Procedures Bylaw regarding delegations. The Project Board discussed the acceptance of delegations through the agenda approval process, and the process for Board members to bring forward items for the agenda.

B. Reems clarified the difference between presentations and delegations.

5. Project Board Orientation – Administration

B. Reems provided an orientation, with the aid of presentation slides, on Project Board administration, including the following topics:

- structure and purpose of the Capital Regional District and establishment bylaws
- governance
- roles and responsibilities

- Capital Regional District Board
- delegated authority
- meeting procedures
- Freedom of Information and Protection of Privacy Act
- remuneration, travel and expenses
- electronic agendas, reports and email

Staff provided clarification on the following points:

- First Nation participants
- overall corporate administration
- procurement process
- distance from Partnership BC procurement process
- presence at the CRD Board when reporting
- conflict of interest check at each meeting
- Bylaw 2864 delegation of authority to a project director
- CRD departments related to the project
- closed meeting procedures, especially in relation to those allowed to attend
- specifics for expense reimbursement
- CRD IT support for accessing meeting documents
- receiving correspondence from the public
- electronic participation at meetings
- provision of a news clipping service relevant to the project

6. Project Overview to Date

L. Hutcheson provided information on the project to date, with the aid of presentation slides, including the following topics:

- highlights of the former project
- planning process of the last two years
- integrated resource management

R. Sharma provided highlights of the financial summary.

The Project Board sought clarification on the following points:

- history of regulatory changes for the Core Area Liquid Waste Management Plan (CALWMP)
- status of comprehensive review of the regulatory framework
- past RFQ on biosolids and past RFP to determine if there was a market
- current degree of completion of project procurement components
- Hartland Landfill land use and operations
- separation of grants from aspects of CRD capital budget assigned to the project
- forthcoming financial budget details from previous project
- confirmed regulatory deadline

- the Fairness and Transparency Advisor role
- the Technical Oversight Panel role
- state of technical analysis of the 7 options and of a fully distributed system
- public response to Rock Bay site and conveyancing
- CALWMP Amendments 9 and 10
- cost sharing between and benefits to service participants
- funding amounts compared to CRD budget amount
- biosolids processing and integrated waste (resource) management
- amenities costs included in budget
- integrated resource management in contrast to resource recovery

7. Terms of Reference

Chair Bird remarked on the terms of reference. The Project Board reviewed and acknowledged the terms of reference and the work they would undertake to develop a business case.

8. Business Case – Deliverables Timeline – Verbal Update

Chair Bird remarked on the deliverables timeline of September 30, 2016, based on the Provincial authorities. The preceding milestones include CRD Board and provincial Treasury Board approval of the business case.

B. Lapham spoke to the meeting dates. The Project Board looked ahead to September and considered proposing that the CRD Board add a special meeting to receive the final report. The Project Board agreed to revisit the question of meeting dates after the closed session.

9. Award of Contract 16-877 – Partnerships BC

L. Hutcheson provided highlights of the report. On the motion, the Project Board discussed the rates, the concept of a lead person on behalf of the CRD, and the need for the project director role to be defined.

L. Hutcheson will provide a proposal on a global budget to prepare a business case at the next meeting. R. Sharma clarified that the costs showing in the contract would be spent out of the project budget. The Project Board discussed the implications of the funding agreements, and transparency.

MOVED by C. Smith, **SECONDED** by D. Fairbairn,
That Contract 16-1877, Core Area Wastewater Treatment Project – Business Case Development, be awarded to Partnerships BC in the amount of up to \$320,000 (excluding GST) and that up to \$25,000 in expenses be approved.

CARRIED

10. New Business: There was no new business.

11. Motion to Close the Meeting

MOVED by D. Fairbairn, **SECONDED** by B. Eaton,

That the Committee close the meeting in accordance with the *Community Charter* Part 4, Division 3, Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district; (c) labour relations or other employee relations; (e) the acquisition, disposition or expropriation of land or improvements, if the regional district considers that disclosure could reasonably be expected to harm the interests of the regional district; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (m) a matter that, under another enactment, is such that the public may be excluded from the meeting; and 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

CARRIED

The Committee moved to the closed session at 12:05 p.m. on June 20, 2016.

The Committee rose from the closed session at 12:04 p.m. on June 24, 2016 without report.

12. Adjournment

By consent, the Project Board adjourned the meeting at 12:04 p.m. on June 24, 2016.

CHAIR

RECORDER