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**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board  
Held Thursday, July 07, 2016, in Room 488, 625 Fisgard St., Victoria, BC**

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

**CRD Staff:** B. Reems, Corporate Officer; R. Sharma, A/Chief Financial Officer; A. Orr, Senior Manager Corporate Communications; D. Telford, Senior Manager, Environmental Engineering; S. Santarossa, Manager Legislative & Corporate Initiatives (recorder)

**Absent:** B. Eaton

The meeting was called to order at 9:00 a.m.

**1. Approval of Agenda and Statement of No Conflict**

**MOVED** by D. Howe, **SECONDED** by B. Lapham,  
That the agenda be approved as circulated.

**CARRIED**

The members stated they did not have a conflict of interest with any of the agenda items.

**2. Approval of Minutes – June 20, 2016**

**MOVED** by C. Smith, **SECONDED** by B. Lapham,  
That the minutes of the meeting held June 20, 2016 be approved.

**CARRIED**

**3. Report of the Chair**

The Chair reported that work is ongoing and that she has been working with D. Fairbairn, J. Burke and the consultants to review materials in preparation for the development of the Business Case.

The Chair also reported that the first report of the Project Board will be presented to the CRD Board in open session on July 13. A draft will be circulated prior to finalization and will include updates in the following three areas:

1. The Project Board has reviewed the CRD Board Procedures Bylaw with staff and will follow the CRD protocols including receiving delegations and presentations.
2. The Project Board is engaging in a review of all the work done to date including public consultation.
3. Review of the Project timetable that would support the Business Case.

The Chair presented the proposed establishment of a peer review panel of 2-3 individuals with expertise in sewage treatment that have not been involved in the process to date. It is expected that the panel would engage with the Project Board to advise whether a reasonable process was undertaken and whether the recommendation is acceptable.

**4. Presentations/Delegations**

There were none.

**5. Project Budget – Business Case Development**

It was clarified that the Project Budget for the Business Case Development will be approved by the Project Board and will form part of the monthly budget reporting to the CRD Board.

Discussion ensued relative to the proposed budget as presented and staff was requested to provide further analysis in the Communications, Property and Miscellaneous and Legal budget areas. It was also recommended that a Business Case Review budget item for \$100,000 be added.

**MOVED** by B. Lapham, **SECONDED** by D. Fairbairn,  
That the Project Budget – Business Case Development be referred back to staff for further review.

**CARRIED**

**6. Scope of Services – Communications Advisor**

The Chair reported that Kirk & Company has been retained by Stantec to review the public comment received to date regarding the sewage treatment project to identify key themes and areas of concern. The need for a communications advisor for the Business Case Development phase has also been identified and an RFP was recently issued. A. Orr noted that there has been some interest in the RFP and staff are determining how the consultant will report to the Project Board.

Staff was requested to:

- forward the communications plan referenced in the attached Scope of Services (Appendix A) to the next Project Board meeting for consideration; and
- prepare a communications protocol for consideration at the next meeting.

Staff was requested to amend the “Available Budget” section in the Scope of Services to clarify that the budget is \$65,000 and not “up to \$65,000”.

7. **New Business:** There was no new business.

8. **Motion to Close the Meeting**

**MOVED** by D. Howe, **SECONDED** by D. Fairbairn,

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; (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 10:09 a.m. on July 7, 2016.

The Committee rose from the closed session at 9:20 a.m. on August 4, 2016. without report.

9. **Adjournment**

By consent, the Project Board adjourned the meeting at 9:20 a.m. on August 4, 2016.

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CHAIR

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RECORDER