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**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Tuesday, October 18, 2016 in the 6th Floor Boardroom, 625 Fisgard Street, Victoria, BC**

Present: Members: D. Fairbairn (Vice Chair), J. Burke, D. Howe, R. Lapham, C. Smith
CRD Staff: L. Hutcheson, Interim Project Manager; B. Reems, Corporate Officer, Legislative & Information Services; D. Telford, Senior Manager, Environmental Engineering; K. Quale, Communications Coordinator, Corporate Communications; D. Dionne, Senior Administrative Assistant, Legislative & Information Services (recorder)
Regrets: J. Bird (Chair); B. Eaton

The meeting was called to order at 10:14 a.m.

1. Approval of Agenda and Statement of No Conflict

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

MOVED by D. Howe, **SECONDED** by C. Smith,
That the agenda be approved as circulated.

CARRIED

2. Approval of the September 27, 2016 Minutes

MOVED by B. Lapham, **SECONDED** by C. Smith,
That the minutes of the meeting held September 27, 2016 be approved.

CARRIED

3. Report of the Chair

Vice Chair Fairbairn reported on behalf of the Chair noting the following:

- He and Chair Bird met with the Esquimalt Council and responded to questions. Council subsequently directed that the CAO enter into an agreement with the Project Board on a structured approach to the acquisition of the Development Permit. Discussion is ongoing and hopeful that within a week an agreement on that process will be in place. This would allow the Sewage Treatment Project (the Project) to proceed early in the New Year.
- Project Board members met with Department of National Defense (DND) representatives to discuss the impact of the Project on the Base and what can be done to reduce the impact. There is a further meeting with the Base Commander set for next week.
- The Project Board continues to develop a structure to hire the staff required to run the Project.

4. Presentations/Delegations

None

5. Budget Update

L. Hutcheson spoke to the report noting that the budget for the development of the Business Case is well within budget and that there are no concerns identified at this time.

MOVED by C. Smith, **SECONDED** by D. Howe,
That the Business Case Development – Budget report be received for information.

CARRIED

6. Document Control/Flow & Procedures

MOVED by C. Smith, **SECONDED** by D. Howe,
That Agenda Item 6, Document Control/Flow & Procedures be deferred to the October 25, 2016 meeting.

CARRIED

7. Correspondence – September 2016

L. Hutcheson provided a summary of the correspondence noting that:

- There is correspondence from other Government agencies, including a letter from Jim Bowden, City Manager with the City of Langford.
- There are 30 pieces of public correspondence, with about half in support of the project, and a number of pieces noting concerns with the project. She advised that correspondence received through the Core Area Wastewater Treatment Project email is acknowledged with a notification that the correspondence will be directed to the Project Board. Staff are not responding to inquiries.
- There are two media releases, one from the “Grumpy Tax Payers” and one from the “Sewage Treatment Alliance”.

B. Reems handed out a letter from the Project Board to the City of Colwood regarding further studies for a proposed wastewater treatment plant in Colwood.

Vice Chair Fairbairn pointed out the five points in the letter and that it clarifies the approach that the Project Board intends to take on the Colwood studies. A meeting is scheduled with the City of Colwood on October 25, 2016 that Chair Bird will attend.

Discussion ensued with the following items noted:

- Managing without a full complement of staff and being responsive to inquiries is difficult
- There is need to move forward with engaging a stakeholder communications resource to ensure reasonable response to public inquiry
- B. Lapham advised that correspondence is also expected to go to Saanich, Victoria and Esquimalt clarifying that the Project Board will be engaging with them at a later date.

- D. Fairbairn confirmed that meetings are scheduled with Saanich, Victoria and Esquimalt on October 25, 2016, as well.

D. Howe extended an apology to the Project Board regarding the inadvertent disclosure of information that resulted in the letter to the City of Colwood.

MOVED by C. Smith, **SECONDED** by D. Howe,
That the September 2016 Correspondence and Letter to the City of Colwood be received for information.

CARRIED

8. New Business

B. Lapham advised the Project Board that staff continue to provide overview progress reports to representatives of the funding agencies, Infrastructure Canada, PPP Canada and the Province. Noting that letters are expected from the agencies requesting further detail clarification on the Project.

B. Lapham and L. Hutcheson participated in a conference call on October 17 with the Consulate General for the United States. Chair Bird was unavailable to attend the call. The discussion was a high level progress to date, there were no questions and they acknowledged their pleasure with the progress of the Project to date.

- 9. Motion to close the meeting in accordance with the *Community Charter, Part 4, Division 3*, 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 municipality or another position appointed by the municipality; (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.**

10. Adjournment

MOVED by D. Howe, **SECONDED** by J. Burke,
That the meeting be adjourned at 10:30 a.m. on October 18, 2016

CARRIED