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**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Tuesday, October 25, 2016 in Meeting Room 107, 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; D. Telford, Senior Manager, Environmental Engineering; A. Orr, Senior Manager, Corporate Communications; N. Chan, Chief Financial Officer, Financial Services; K. Quale, Communications Coordinator, Corporate Communications; Agnes Piotrowski, Financial Advisor, Financial Services; D. Dionne, Senior Administrative Assistant, Legislative & Information Services (recorder)
Regrets: J. Bird (Chair), B. Eaton

The meeting was called to order at 10:00 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 B. Lapham,
That the agenda and Supplementary agenda be approved as circulated.

CARRIED

2. Approval of the October 18, 2016 Minutes

MOVED by C. Smith, **SECONDED** by D. Howe,
That the minutes of the meeting held October 18, 2016 be approved.

CARRIED

3. Report of the Chair

Vice Chair Fairbairn reported that Chair Bird is meeting with DND staff and Harbour Resource Partnerships this morning and noted that he and the Chair have been busy meeting with Project stakeholders.

He advised that there will be an informal Project kick-off meeting with KPMG and Stantec on Wednesday, October 26, 2016.

The Chair continues to meet with Esquimalt representatives to facilitate the acquisition of the Development Permit.

4. Presentations/Delegations

4.1. Norma Brown, Item 2, Approval of the October 18, 2016 Minutes

N. Brown addressed the Project Board speaking to the Mcloughlin Point harbor entrance and the importance of preserving the waterfront walkway for the benefit of Esquimalt residents, by constructing a low-profile pump station that would maintain the harbor views. (Speaker notes on file.)

5. Document Control/Flow & Procedures

The staff report was added to the agenda package just prior to the meeting.

Vice Chair Fairbairn proposed that the item be deferred to the next meeting to provide the Project Board the opportunity to review the report.

Discussion ensued with the following noted:

- Currently correspondence received for the Project Board is bundled and attached to the agenda for its review. The Chair then decides which pieces to forward to the Capital Regional District (CRD) Board for its information.
- Project Board correspondence received from the public, requesting a response or action, is not currently being responded to and with the Project moving forward there should be a system in place to manage public inquiries.
- Staff are processing Project Board correspondence through the CRD's internal correspondence system and filing according to its Records Classification System.

MOVED by D. Howe, **SECONDED** by C. Smith,
That Agenda Item 5, Document Control/Flow & Procedures be deferred to the next meeting.
CARRIED

6. Draft Request for Proposals – Stakeholder & Communications Specialist

L. Hutcheson advised that staff anticipate the Request for Proposals (RFP) will be issued next week.

Discussion ensued with the following requested:

- That the position would report to the Project Director be added to the second paragraph.
- That the Consultant's role be clarified in terms of developing a media strategy and that CRD Corporate Communications staff would provide internal support and local media relations.
- Ensure that the scope of the agreement is adequately described and consistent with the agreement scoring.

MOVED by B. Lapham, **SECONDED** by D. Howe,
That the Draft Request for Proposals – Stakeholder & Communications Specialist, be revised and issued.
CARRIED

7. Correspondence – October 4, 2016

The Project Board discussed implementing a news clipping service to monitor and maintain media relations regarding the Core Area Sewage Treatment Project.

MOVED by J. Burke, **SECONDED** by C. Smith,
That the October 4, 2016 Correspondence be received for information.
CARRIED

8. New Business

None

- 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; 90(1)(c) labour relations or other employee relations; (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 10:46 a.m. on October 25, 2016

CARRIED

CHAIR

RECORDER