



Making a difference...together

**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Tuesday, November 15, 2016 in Meeting Room 488, 625 Fisgard Street, Victoria, BC**

Present: Members: J. Bird (Chair), D. Fairbairn (Vice Chair), J. Burke (10:22 a.m.), B. Eaton, D. Howe, R. Lapham, C. Smith (10:30)
CRD Staff: L. Hutcheson, Interim Project Manager; K. Quale, Communications Coordinator, Corporate Communications; B. Reems, Corporate Officer, Legislative & Information Services; D. Dionne, Senior Administrative Assistant, Legislative & Information Services (recorder)

The meeting was called to order at 10:05 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 be approved as circulated.

CARRIED

2. Approval of the October 25, 2016 Minutes

MOVED by B. Lapham, **SECONDED** by D. Fairbairn,
That the minutes of the meeting held October 25, 2016 be approved.

CARRIED

3. Report of the Chair

The Chair reported on the following items:

- She met with various Project stakeholder groups including Saanich, Victoria, Esquimalt, Department of National Defence and Harbour Authority representatives last week.
- Also last week she presented at City of Victoria Council and a presentation is planned for Saanich Council on December 5, 2016.

An information newsletter package is being prepared to be issued to Project stakeholders, other interested parties and to be posted to the website for public information.

She also advised that the Project Board continues its efforts to assemble a project team by the end of the year and noted that Elizabeth Scott has been hired as Deputy Project Director starting November 22, 2016.

4. Presentations/Delegations

There were none.

5. Document Control/Flow & Procedures

B. Reems spoke to the report and policy attachment noting that Capital Regional District (CRD) staff met with KPMG representatives regarding document control and maintaining continuity with CRD systems already in place. The objective of this policy is that it be adopted for the interim, to ensure legislative structure with the Project. The Policy can be amended if necessary.

Staff were directed to proceed with drafting job requirements for a Document Control Clerk for the Project.

B. Reems noted that Administrative and Legislative control is different from Document Control and needs to be identified on the Project Organization Chart as such.

J. Burke joined the meeting (10:22 a.m.)

MOVED by B. Eaton, **SECONDED** by B. Lapham,
That the Core Area Wastewater Treatment Project Board adopt the Document Control Policy attached as Appendix A for the Core Area Wastewater Treatment Project. Subject to further refinement to meet Project objectives.

CARRIED

6. October Budget Update

L. Hutcheson spoke to the report noting that Appendix A reflects the remaining budget, from the Business Case Development, as at October 31, 2016.

C. Smith joined the meeting (10:30 a.m.)

She also noted that Appendix B reflects an amended budget to provide funds to the end of November.

Discussion ensued and the following further amendments to the budget in Appendix B were requested:

- Revise Project budget to reflect funds to December 31, 2016
- Increase the following items in the budget:
 - Project Oversight increase by \$40,000
 - Communications increase by \$50,000
 - Feasibility and Costing Analysis increase by \$250,000
 - Partnerships BC increase by \$300,000

MOVED by B. Eaton, **SECONDED** by C. Smith,
That the Core Area Wastewater Treatment Project Board receive this budget update for information and approve subject to amendments made during the meeting.

CARRIED

7. Correspondence – October 2016

MOVED by C. Smith, **SECONDED** by B. Lapham,
That the October 2016 correspondence be received for information.

CARRIED

8. New Business

There was no new business.

- MOVED** by J. Burke, **SECONDED** by D. Fairbairn,
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.**

CARRIED

The Project Board moved into closed session at 10:45 a.m. on November 15, 2016.

The Project Board rose from its closed session at 12:21 p.m. on December 2, 2016 without report.

10. Adjournment

MOVED by J. Burke, **SECONDED** by D. Fairbairn,
That the meeting be adjourned at 10:46 a.m. on November 15, 2016

CARRIED

CHAIR

RECORDER