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

Present: Members: J. Bird (Chair), B. Eaton, D. Howe, R. Lapham, C. Smith (10:30)
CRD Staff: E. Scott, Deputy Program Director; D. Clancy, Program Director;
K. Quale, Communications Coordinator, Corporate Communications; D. Dionne,
Senior Administrative Assistant, Legislative & Information Services (recorder)
Regrets: D. Fairbairn, J. Burke
Also in Attendance: S. Fimrite, Partnerships BC; S. Singh, Bennett Jones LLP

The meeting was called to order at 9:07 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 B. Lapham, **SECONDED** by B. Eaton,
That the agenda be approved as circulated.

CARRIED

2. Approval of the November 15, 2016 Minutes

MOVED by C. Smith, **SECONDED** by D. Howe,
That the minutes of the meeting held November 15, 2016 be approved.

CARRIED

3. Report of the Chair

The Chair reported that:

- The Project Board monthly update was received at both the Core Area Liquid Waste Management Committee (CALWMC) and the Capital Regional District (CRD) Board yesterday. She noted that the report was generally well received.
- The Project Team continues to be developed.
- Discussions with the Township of Esquimalt and Harbour Resource Partners (HRP) continue as related to land use and procurement as noted in the monthly report to the CALWMC.

B. Lapham provided an additional update from the CALWMC meeting. He noted a couple of items that the Committee asked Staff at the meeting to follow-up on:

- Clarification on the cost differential between the “Disc Filter” process and the “Advanced Oxidation” process.
- The cost difference between the original HRP bid and the number assigned in the current control budget (Attachment 5 of the Project Board report to the CALWMC).
- The Committee made an amendment to the Budget header during the meeting. The Project Board noted that this needs to be revised in the public material as a backgrounder.

4. Presentations/Delegations

4.1. Mr. Jacques Sirois, Item 6.2, Presentation

Mr. Sirois presented information on the Migratory Bird Sanctuary situated in Victoria Harbour (presentation and handout on file). Mr. Sirois noted the positive influence the CAWTP could have on the area and the possibility of creating a “Naturehood” with the objective of ecological restoration and encouraging the return of migratory birds.

S. Singh joined (9:28)

5. Project Board Business

5.1. Approval of Due Diligence Committee – Terms of Reference

E. Scott spoke to the report noting that once the Terms of Reference are approved, the Project Team would look to appoint 3 to 4 members.

Discussion ensued and E. Scott and S. Fimrite responded to questions from the Project Board. It was decided to change the term “Committee” to “Panel” to maintain consistency with the Due Diligence Panel (DDP) terminology used during the Business Case development and to avoid confusion that this is an appointed Committee of the CRD Board.

The Project Board asked the Project Team to ensure:

- That the terms of reference highlight the task-specific nature of the DDP’s role
- That it is clear in the engagement letter that the DDP’s role will not include interfacing with public and/or media

E. Scott clarified the difference between the Fairness Advisor and the DDP roles noting that the Fairness Advisor looks at bias rather than the process.

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

That the proposed Terms of Reference for the Due Diligence Panel, attached as Appendix A, be approved as amended with the change outlined in bullet one above.

CARRIED

6. Correspondence – November 2016

6.1. Colwood News Release

The Project Board discussed whether it was possible to set up a reserve fund as noted in the News Release. Staff advised that the Project Board can set money aside as a contingency and once the Project is finished the funds can then be converted to a reserve. This needs to be noted in the Project’s first Quarterly Report, and also ensure that the Federal Government is aware that this is not a shareable cost.

6.2. November Correspondence – Batched

There was no discussion.

Items 6.1 and 6.2 were received for information.

7. Set 2017 Meeting Schedule – First Quarter

The Project Board discussed the meeting schedule for 2017 noting that it would continue to meet bi-weekly from January through March and begin monthly meetings in April. The proposed meeting schedule is as follows:

- Tuesday, January 10 in Victoria from 9 a.m. to noon - open then closed meetings
- Tuesday, January 24 in Vancouver from 9 a.m. to noon – continuation of closed meeting
- Tuesday, February 7 in Victoria from 9 a.m. to noon – open then closed meetings
- Tuesday, February 21 in Vancouver from 9 a.m. to noon – continuation of closed meeting
- Monday, March 6, in Victoria from 9 a.m. to noon – open then closed meetings
- Tuesday, March 21 in Vancouver from 9 a.m. to noon – continuation of closed meeting
- Tuesday, April 4, and the first Tuesday of each month going forward, in Victoria 9 a.m. to 2 p.m.

8. New Business

B. Lapham asked that any Project Board community events, open houses, neighbourhood meetings etc. be added to the Project Board calendar so that all Project Board members are aware of upcoming events.

Chair Bird noted that there are two meetings coming up in January with James Bay and Fairfield Gonzales associations and the rezoning hearing for Esquimalt is on January 21.

The Chair identified a number of engagements that have taken place including Clover Point neighbourhood visit and a meeting with the Anglers Association. She also noted that the directional drilling will cause traffic management challenges for the Ogden Point area.

G. Lewis joined the meeting (10:08)

B. Lapham inquired as to how the public engagement activities are being recorded and documented as public comment and input. The Chair advised that a database has been initiated and will be handed over to the Communications staff once they are in place.

Discussion ensued and it was agreed that Project Board visibility around community events is important and that the more members that can participate the better. Project Board members are encouraged to attend the upcoming open houses on the evening of January 12 (Clover Point Pump Station Expansion Rezoning Public Meeting) and the afternoon of January 14 (Wastewater Treatment Plant at McLoughlin Point public Meeting). A list of currently-scheduled engagements will be sent to the Project Board, and a summary of upcoming meetings will be added to a monthly report and presented to the Project Board.

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

- ## 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; (e) the acquisition, disposition or expropriate of land or improvements, if the council considers that disclosure could reasonably be

expected to harm the interests of the municipality; and **(m)** a matter that, under another enactment, is such that the public may be excluded from the meeting.

CARRIED

10. Adjournment

On consensus the meeting was adjourned at 10:24 a.m.

The Project Board rose at 11:55 a.m. and reported on the following items:

Award of the following contracts to:

1. Jardine Lloyd Thompson Canada Inc. for Rate Setting Advisor for the Wastewater Treatment Plant
2. Deloitte LLP for Business Advisor for the CAWTP
3. RBC Dominion Securities Inc. for Insurance Advisor for the CAWTP

CHAIR

RECORDER