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**Minutes of a Meeting of the Core Area Liquid Waste Management Committee
Held Wednesday, February 13, 2013, in the Board Room, 625 Fisgard St., Victoria, BC**

Present: Directors: D. Blackwell (Chair), J. Brownoff (Vice-Chair), S. Brice, V. Derman, B. Desjardins, D. Fortin, C. Hamilton, G. Hill, B. Isitt, J. Herbert (for N. Jensen), P. Madoff (for M. Alto), V. Sanders (for F. Leonard), L. Seaton, L. Wergeland, G. Young, A. Bryson (ex-officio, Board Chair)

Staff: R. Lapham, Chief Administrative Officer; J. Hull, Interim Program Director, Core Area Wastewater Treatment Program; D. Lokken, General Manager, Corporate Services; T. Brcic, Deputy Program Director, Core Area Wastewater Treatment Program; G. Harris, Senior Manager, Environmental Protection; A. Orr, Senior Manager, Communications; S. Santarossa, Corporate Officer; N. More, Committee Clerk (recorder)

Also Present: H. Parslow, Managing Partner, Caldwell Partners

The meeting was called to order at 9:30 a.m.

1. Approval of Agenda

MOVED by Director Fortin, **SECONDED** by Alternate Director Herbert,
That the agenda be approved as circulated.

CARRIED

2. Adoption of Minutes

MOVED by Alternate Director Herbert, **SECONDED** by Alternate Director Sanders,
That the minutes of the January 9, 2013, meeting be adopted as previously circulated.

CARRIED

3. Chair's Remarks

The Chair reported on the formation of a sub-committee to select the members of the Core Area Wastewater Commission. Members of the sub-committee include Directors Blackwell (Chair, Core Area Liquid Waste Management Committee), Brownoff, Fortin and Herbert (for N. Jensen). The first meeting was held the morning of February 13, 2013, to receive an update on the recruitment process and establish the criteria matrix.

4. Presentations/Delegations

- 1) J. Newcomb re: agenda item #5: expressed concern over taxes due to the Core Area Wastewater Treatment Program and spoke in favour of an environmental impact assessment and a health impact assessment of the sewage treatment project. Speaking notes were provided by the delegation and are on file at Legislative Services.

5. Correspondence: Mayor of Port Angeles, December 18, 2011, re: Core Area Wastewater Treatment Program

The correspondence expressed support for the Capital Regional District (CRD) effort to provide secondary wastewater treatment for the Greater Victoria area.

MOVED by Director Seaton, **SECONDED** by Director Brice,
That the correspondence be received for information.

CARRIED

6. Compensation for Members of the Core Area Wastewater Treatment Commission

S. Santarossa spoke to the report and H. Parslow of Caldwell Partners provided information. Benchmark comparators were used as guidelines to determine the level of compensation. It was noted that the outline of compensation should include a retainer for the Vice-Chair of the Commission of \$4,000.

On the motion, the Committee discussed compensation level comparisons and criteria, community boards compared to skills-based boards, the expectation of having the commission operational by the end of March, accountability built into the commission bylaw, and due diligence in engaging committed, qualified and trustworthy commissioners.

MOVED by Director Brownoff, **SECONDED** by Director Herbert,
That the Core Area Liquid Waste Management Committee recommend to the Capital Regional District Board:

That the compensation levels for the Core Area Wastewater Treatment Program Commission Members be approved as follows:

Commission Chair	\$30,000 annual retainer
Commission Members	\$12,000 annual retainer
Vice Chair and Committee Chairs	\$4,000 annual retainer
Per Diem*	\$750 for all Commissioners including Chair

*Travel time outside British Columbia of more than 4 hours may be paid as a meeting fee

CARRIED

Director Isitt OPPOSED

7. Core Area Wastewater Treatment Program 2013 Budget (CAL 13-04)

J. Hull presented the summary budget for 2013 Capital Budget and Core Area Wastewater Treatment Program (CAWTP) Capital Plan and spoke to the report.

The Committee discussed various aspects of the budget and capital plan.

MOVED by Director Seaton, **SECONDED** by Director Hill,
That the 2013 Capital Budget and the Core Area Wastewater Treatment Program (CAWTP) Capital Plan be approved.

CARRIED

Directors Derman, Desjardins and Hamilton OPPOSED

8. Funding for New Core Area Wastewater Treatment Program

D. Lokken spoke to the report and described the orderly phasing in of funding.

On the motion, the Committee discussed effects on municipal tax levels and the reduced cost of borrowing because of the phased approach.

MOVED by Alternate Director Herbert, **SECONDED** by Alternate Director Sanders, That Method B to fund the Core Area Wastewater Treatment Program and, commencing in 2013, budget for an annual increase of \$5 million to fund debt servicing costs, and where funding permits to pay cash for capital, and in 2018 to budget an increase of approximately \$6.6 million, be adopted.

CARRIED

9. Core Area Wastewater Treatment Program Progress Report (CAL 13-03)

J. Hull spoke to the report and summarized the following key activities:

- Project Management Office
- McLoughlin Wastewater Treatment Project
- Craigflower Pump Station
- Arbutus Road Attenuation Tank
- Program Budget

The Committee largely discussed the McLoughlin Wastewater Treatment Project, which included a rezoning application to the Corporation of the Township of Esquimalt.

MOVED by Director Seaton, **SECONDED** by Alternate Director Sanders, That the progress report for the Core Area Wastewater Treatment Program be received for information.

MOVED by Alternate Director Madoff, **SECONDED** by Director Isitt, That the main motion be amended to include that the McLoughlin Wastewater Treatment Project open house scheduled for 21 February 2013 be postponed until design guidelines have been developed and approved.

CARRIED

Directors Brice, Blackwell and Young OPPOSED

MOVED by Director Seaton, **SECONDED** by Alternate Director Sanders, That the McLoughlin Wastewater Treatment Project open house scheduled for 21 February 2013 be postponed until design guidelines have been developed and approved and the progress report for the Core Area Wastewater Treatment Program be received for information.

CARRIED

Director Desjardins OPPOSED

10. **Request for Funding for Innovative Research for Advanced Wastewater Treatment (CAL 13-05)**

MOVED by Director, **SECONDED** by Director,
That funding be approved of \$25,000 in 2013 and 2014 for research on 'Development of a Microalgae Based Advanced Wastewater Treatment System for Nutrient and Emerging Substances of Concern (ESOC) Removal,' with funding from the Core Area Wastewater Treatment Program budget.

CARRIED

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

12. **Motion to Close the Meeting**

MOVED by Director Brownoff, **SECONDED** by Director Seaton,
That the Committee close the meeting in accordance with the *Community Charter* Part 4, Division 3, Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements and (m) a matter that, under another enactment, is such that the public may be excluded from the meeting.

CARRIED

The Committee moved to the closed session at time 12:00 p.m.

The Committee rose from the closed session at time 12:45 p.m. without report.

13. **Adjournment**

MOVED by Director Brownoff, **SECONDED** by Director Seaton,
That the meeting be adjourned at 12:45 p.m.

CARRIED

CHAIR

COMMITTEE CLERK