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**Minutes of a Meeting of the Core Area Wastewater Treatment Program Commission
Held Friday, April 26, 2013, in the Board Room, 625 Fisgard St., Victoria, BC**

Present: Directors: B. Eaton (Chair), F. Cummings, L. Hughes, I. Ing, H. McConnell, C. Smith

Staff: R. Lapham, Chief Administrative Officer; J. Hull, Interim Program Director, Core Area Wastewater Treatment Program; T. Brcic Deputy Program Director; D. N. Walker, Program Manager; J. Good, Partnerships British Columbia; D. Blackwell, Chair, Core Area Liquid Waste Management Committee; S. Santarossa, Corporate Officer; H. Raines, (recorder)

Absent: P. Elardo

The meeting was called to order at 10:01 am.

1. Approval of Agenda

MOVED by C. Smith, **SECONDED** by F. Cummings,
That the agenda be approved as circulated.

CARRIED

MOVED by L. Hughes, **SECONDED** by H. McConnell
That the supplementary agenda be approved.

CARRIED

2. Election of Vice-Chair (pursuant to Section 792 of the Local Government Act)

Chair Eaton called for nominations for the position of Vice Chair of the Core Area Wastewater Treatment Program Commission for 2013.

F. Cummings nominated C. Smith.
C. Smith accepted.

Chair Eaton called for nominations a second and third time and hearing none declared nominations closed.

On acclamation, Chair Eaton declared C. Smith as Vice Chair of the Core Area Wastewater Treatment Program Commission for 2013.

3. Chair's Remarks: Chair Eaton introduced the Commission members and spoke about their experience and their orientation over the past weeks.

4. Presentations/Delegations

1) Richard Atwell, re agenda item 5: Spoke about the procurement of the Program, the rezoning application for McLoughlin and the lack of public consultation/engagement on the rezoning process. He also spoke about the lack of engagement from the Technical and Community Advisory Committee.

2) Justine Semmens Ash re agenda item 7: Ms. Ash spoke against Viewfield as the possible biosolids energy centre location, and questioned what role the advisors would play on the procurement of the biosolids energy centre procurement.

5. McLoughlin Point Wastewater Treatment Plant Request for Qualifications (CAW 13-01)

J. Hull spoke to the report. Mr. Hull highlighted points in putting together the documents, the format of the document and where the PMO is at in the process. The search for innovation yet proven technology was included into the RFQ. The evaluation process includes criteria and experience necessary for proposals to submit. There is time to issue an addendum to the RFQ, should the Commission find it necessary.

The Commission discussed the RFQ, including the following points:

- The market expectations
- Addendum

MOVED by I. Ing, **SECONDED** by H. McConnell,
That the Core Area Wastewater Treatment Program Commission approve the McLoughlin Point Wastewater Treatment Plant Project Request for Qualifications.

CARRIED

6. Stantec 2013 Budget (CAW 13-02)

J. Hull spoke to the report and the history of Stantec's involvement with the Core Area Wastewater Treatment Program. The 2014 budget will be brought to the Commission in September for consideration.

The floor was opened for discussion, which included the following points:

- Staff monitoring the budget and actual expenditures, and expenditure control

MOVED by H. McConnell, **SECONDED** by F. Cummings,
That the Core Area Wastewater Treatment Program Commission approve Stantec Consulting's fee proposal of \$7,064,815 for the period April 1, 2013 to December 31, 2013.

Discussion on the motion continued. Members of the Commission requested that staff allow the Commission to become more comfortable with the process and the Stantec budget before approving the fee proposal to the end of the year.

It was then put:

MOVED by L. Hughes, **SECONDED** by I. Ing,
That the Core Area Wastewater Treatment Program Commission approve expenditures for Stantec Consulting to the end of July.

Discussion on the amendment followed, including commitment to the consultants, and the appearance of uncertainty, and the comfort level of the Commission around the Program Management team and the process for monitoring expenditures and costs. Staff indicated that there was not an issue to deferring the budget approval to July.

Call to question on amendment:

DEFEATED
F. Cummings, L. Hughes, H. McConnell, C. Smith **OPPOSED**

Call to question on the original motion:

CARRIED

7. Core Area Wastewater Treatment Program Advisors Appointments (CAW 13-03)

J. Hull spoke to the report. He outlined the selection and evaluation process by the Program Management Office and Partnerships British Columbia.

The floor was open for discussion on the appointment of advisors ensued, and topics included fee estimates, market experience, and the report back process.

MOVED by C. Smith, **SECONDED** by L. Hughes,
That the Core Area Wastewater Treatment Program Commission appoint the following for the Core Area Wastewater Treatment Program:

- a) Legal Advisors - Bull, Houser & Tupper (Greg Lewis) with Hawkins, Delafield & Wood (Eric Petersen);
- b) Financial Business Advisor - KPMG (Gary Webster);
- c) Fairness Advisor - Miller Thompson (Jane Shackell);
- d) Insurance Broker - AON Reed Stenhouse;
- e) Conflict of Interest Adjudicator - Boughton Law Corporation (Doug Hopkins).

CARRIED

8. Motion to Close the Meeting

MOVED by I.Ing, **SECONDED** by L. Hughes,
That the Committee close the meeting in accordance with the *Community Charter* Part 4, Division 3, Section 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.

CARRIED

The Commission moved to the closed session at 10:50 am.
The Commission rose from the closed session at 11:00 am without report.

9. Adjournment

MOVED by F. Cummings,
That the meeting be adjourned at 11:00 am.

CARRIED

CHAIR

COMMITTEE CLERK