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**Minutes of a Meeting of the Core Area Wastewater Treatment Program Commission
Held Friday, May 17, 2013 in the Board Room, 625 Fisgard St., Victoria, BC**

Present: **Directors:** B. Eaton (Chair), C. Smith (Vice-Chair), P. Elardo, I. Ing, H. McConnell
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; D. Blackwell, Chair, Core Area Liquid Waste Management Committee; S. Santarossa, Corporate Officer; N. More (recorder)
Absent: F. Cummings, L. Hughes

The meeting was called to order at 9:30 am.

1. Approval of Agenda

MOVED by C. Smith, **SECONDED** by P. Elardo,
That the agenda be approved as circulated.

CARRIED

2. Adoption of Minutes

MOVED by I. Ing, **SECONDED** by H. McConnell,
That the minutes of the April 26, 2013, meeting be adopted as previously circulated.

CARRIED

3. Chair's Remarks: There were none.

4. Presentations/Delegations: There were none.

5. Supply of Pumps, Drives and Motors for Craigflower Pump Station Award of Contract – RFP No. CF-003 (CAW 13-05)

J. Hull spoke to the report. The Commission discussed the evaluation of the proposals and the experience of the recommended supplier.

MOVED by H. McConnell, **SECONDED** by P. Elardo,
That the Core Area Wastewater Treatment Program Commission award contract CF-003 for the supply of pumps, drives and motors for Craigflower pump station to KSB Pumps Inc. in the amount of \$510,841.97.

CARRIED

6. Approval of Communications Consultant Contract (CAW 13-04)

J. Hull spoke to the report. The Commission discussed the following topics:

- The objectives of the communications consulting services
- Contract details related to the initial scope and future definable services
- The initial assignment of a strategic communications plan

- A review of the role and scope of the consultant by the new Program Director in November 2013

The Commission requested to see the request for proposal, and to include such proposals as an attachment to similar staff reports in future.

The Commission discussed the following points:

- the key distinguishing features of the recommended proponent as described by evaluators
- the value of a proactive approach to communication and education
- the obligation and opportunity to share the Commission thought process during the administration of the Core Area Wastewater Treatment Program

MOVED by H. McConnell, **SECONDED** by I. Ing,
That the Core Area Wastewater Treatment Program Commission approve Acumen Communications as the Communications Consultant to prepare a Strategic Program Communications Plan in the amount of \$17,475 plus GST, and to provide ongoing services as requested until November 1, 2013.

CARRIED

7. New Business: There was no new business.

8. Motion to Close the Meeting

MOVED by C. Smith, **SECONDED** by I. Ing,
That the Committee close the meeting in accordance with the *Community Charter* Part 4, Division 3, Section 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

Committee moved to the closed session at 9:53 am.

Committee rose from the closed session at 2:25 pm without report.

9. Rise and Report: There was none.

10. Adjournment

By consensus, the Commission adjourned at 2:25 pm.

CHAIR

RECORDER