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**Minutes of a Meeting of the Core Area Wastewater Treatment Program Commission  
Held Friday, June 28, 2013 in the CRD Board Room, 625 Fisgard Street**

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**Present: Directors:** B. Eaton (Chair), C. Smith (Vice-Chair), F. Cummings P. Elardo, L. Hughes, I. Ing, H. McConnell  
**Staff:** D. Blackwell, Chair, Core Area Liquid Waste Management Committee; R. Lapham, Chief Administrative Officer; J. Hull, Interim Program Director, Core Area Wastewater Treatment Program (CAWTP); T. Brcic, Deputy Program Director, CAWTP; D.N. Walker, Program Manager, CAWTP; S. Santarossa, Corporate Officer; M. Gibbs (recorder)

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

**1. Approval of Agenda**

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

**CARRIED**

**2. Chair's Remarks:** There were none.

**3. Core Area Wastewater Treatment Program Monthly Progress Report (CAW 13-19)**

J. Hull provided an overview of the report, including intended audience and purpose. Commissioners provided the following recommendations:

- Ensure clarity with respect to the Commission's jurisdiction versus references to the CRD and Core Area Liquid Waste Management Committee.
- Provide, in addition to the CAWTP Commission monthly progress report, a monthly one-page information bulletin intended for the general public, beginning in July 2013.
- Include in the CAWTP Commission monthly progress report a comprehensive summary report showing project linkages and key dates/deliverables.
- Include cash flow projections on a monthly basis. T. Brcic indicated that annual reporting was a requirement of funding partners.

**MOVED** by H. McConnell, **SECONDED** by L. Hughes,  
That the Core Area Wastewater Treatment Program Commission approve the Monthly Program Progress Report No. 1 for May 2013.

**CARRIED**

**4. New Business:** There was none.

**5. Motion to Close the Meeting**

**MOVED** by L. Hughes, **SECONDED** by P. Elardo  
That the Core Area Wastewater Treatment Program Commission 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; and (m) a matter that, under another enactment, is such that the public may be excluded from the meeting.

Committee moved to the closed session at 9:41 am.

Committee rose from the closed session at 3:57 pm without report.

**6. Rise and Report**

**7. Adjournment**

By consensus, the Commission adjourned at 3:57 pm.

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CHAIR

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RECORDER