



Making a difference...together

**Minutes of a Meeting of the Seaterra Program Commission
Held Friday, July 31, 2015 July 31, 2015 in the CRD Board Room, 625 Fisgard Street**

Present: Commissioners: B. Eaton (Chair), C. Smith (Vice-Chair), F. Cummings, I. Ing, H. McConnell

Seaterra Staff: A. Sweetnam, Program Director

CRD Staff: L. Helps, Chair, Core Area Liquid Waste Management Committee; M. Cowley, Projects Manager, Conveyance Infrastructure; R. Lapham, Chief Administrative Officer; K. Lorette, General Manager, Planning and Protective Services; S. Santarossa, Corporate Officer

M. Gibbs (recorder)

The meeting was called to order at 9:00 am.

1. Approval of Agenda

MOVED by H. McConnell, **SECONDED** by C. Smith,
That the agenda be approved as previously circulated.

CARRIED

2. Adoption of Minutes

MOVED by F. Cummings, **SECONDED** by H. McConnell,
That the minutes of the June 27, 2014 meeting be adopted as previously circulated.

CARRIED

3. Chair's Remarks:

B. Eaton welcomed Mayor Lisa Helps, Mayor of the City of the Victoria and Chair of the Core Area Liquid Waste Management Committee (CALWMC), and indicated the Commission's appreciation for her presence during her vacation.

B. Eaton advised that Commissioner Pam Elardo, with deep personal regret, had resigned. In her letter of resignation P. Elardo indicated that she thought very highly of other Commission members and was proud to have served.

MOVED by H. McConnell, **SECONDED** by I. Ing,
That the minutes of the July 31, 2015 meeting record the appreciate of the Commission for the participation and contribution of P. Elardo.

CARRIED

B. Eaton reviewed the details of the post-meeting tour of Craigflower Pump Station arranged by M. Cowley.

B. Eaton acknowledged the work done by the staff of the Commission, expressing the Commission's appreciation for the tremendous staff effort for work/projects completed on time and under-budget.

B. Eaton asked Mayor Helps to provide an update of recent activity for the CALWMC:

- Two select committees have been formed: Eastside Select Committee, including Victoria, Saanich and Oak Bay; and Westside Select Committee, including remaining core area municipalities and Songhees First Nation. Input has been solicited from both groups, with a March 31, 2016 deadline.
- The recommendations approved at the July 29, 2015 CALWMC meeting include further consideration (detailed engineering costing) of two options for the Eastside site at Rock Bay, including a review of previously considered treatment and recovery methods. Further work on a Westside solution, consideration of a distributed solution set to serve the whole region, and strategies for engaging the public sector in identifying solutions is anticipated for October 2015.
- Public engagement regarding sites has been successful, and all options have some degree of public support, and have been tested along the way.
- Mayor Helps has been advising Minister Mary Pollack and key US representatives regularly. She is committed to making progress.

4. Presentations/Delegations

None.

5. Seatterra Program Monthly Progress Report No. 14 to 26 (SEA 15-01)

A. Sweetnam alerted the Commission that this submission represents a year of reports, and indicated that all reports have been tabled with the Committee and the Board, although they had not been formally approved by the Commission.

A. Sweetnam highlighted the significantly reduced PMO expenses as a result of his efforts to minimize the financial impacts of the halted project implementation.

MOVED by H. McConnell, **SECONDED** by F. Cummings,
That the Seatterra Program Commission:

1. Approve the Monthly Program Progress Reports Nos. 14 to 26.
2. Forward the Seatterra Program Progress Reports Nos. 14 to 26 to the Core Area Liquid Waste Management Committee and Capital Regional District Board.

CARRIED

6. Craigflower Pump Station Update (SEA 15-02)

M Cowley provided a brief overview of the project, highlighting that it was completed 12% under budget.

M. Cowley indicated that commissioning of the Pump Station is currently underway. Next steps include Letters of Assurance from the prime consultant and submission to View Royal for an Occupancy Permit in order to take possession. There has been communication with impacted neighbourhoods and no objections are anticipated.

The Commissioners offered their commendation, particularly for M. Cowley, for the delivery of this project, indicating that it is illustrative of the work the Commission and Staff are able to do.

MOVED by H. McConnell, **SECONDED** by C. Smith,
That the Craigflower Pump Station Update be received for information.

CARRIED

7. Status of the Project Management Office (SEA 15-03)

A. Sweetnam reviewed the report. Actions of the PMO were suspended with the exception of two projects. Staff have taken time off or have taken work elsewhere to reduce costs to the CRD. Sublet of the PMO space at 1675 Douglas Street is being sought. The estimated monthly costs for the PMO after all staff costs are \$37,000, including legal costs anticipated as a result of the termination of contracts and contract termination payments.

The Commissioners acknowledged and thanked A. Sweetnam for his significant work on the project, and recognized the difficulty he faced in managing this situation.

MOVED by F. Cummings, **SECONDED** by H. McConnell,
That the Status of the Project Management Office Report be received for information.

CARRIED

8. New Business

No new business.

9. Motion to Close the Meeting

MOVED by C. Smith, **SECONDED** by I. Ing,
That the Core Area Wastewater Treatment Program Commission (Seatterra Program Commission) close the meeting in accordance with the *Community Charter*, Part 4, Division 3, 90(1) m) a matter that, under another enactment, is such that the public may be excluded from the meeting, and (c) Labour relations or other employee relations.

CARRIED

Commission moved to the closed session at 9:20am.

Commission rose from the closed session at 1:15pm without report.

10. Adjournment

By consensus, the Commission adjourned at 1:15pm.

CHAIR

RECORDER