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**Minutes of a Meeting of the Seaterra Program Commission  
Held Friday, November 22, 2013 in the CRD Board Room, 625 Fisgard Street**

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

**Seaterra Staff:** A. Sweetnam, Program Director; D. Walker, Project Controls Manager; R. Hodder, Financial Manager; J. Hull, Transition Advisor; M. Cowley, Projects Manager, Conveyance Infrastructure

**CRD Staff:** D. Blackwell, Chair, Core Area Liquid Waste Management Committee; R. Lapham, Chief Administrative Officer; D. Lokken, GM Corporate Services; S. Santarossa, Corporate Officer

M. Gibbs (recorder)

The meeting was called to order at 9:03 am.

**1. Approval of Agenda**

The Chair noted the registration of five speakers (agenda item 4), and the withdrawal of agenda item 6.

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

**CARRIED**

**2. Adoption of Minutes**

**MOVED** by L. Hughes, **SECONDED** by H. McConnell,  
That the minutes of the October 25, 2013 meeting be adopted as previously circulated.

**CARRIED**

**3. Chair's Remarks:**

None

**4. Presentations/Delegations:**

1) Justine Semmens Ash re: agenda item 5 – Not present

2) Richard Atwell (STAG) re: agenda item 5, 6, 7

Mr. Atwell provided a handout to Commissioners and requested additional detail be shared publicly with regard to the Stantec contract.

3) Larry Wartel (Social Environmental Alliance) re: agenda item 5

Mr. Wartel showed a portion of the 2003 National Film Board of Canada documentary "*Crap Shoot: The Gamble with our Wastes*" by Jeff McKay.  
[http://www.nfb.ca/film/crapshoot\\_the\\_gamble\\_with\\_our\\_wastes](http://www.nfb.ca/film/crapshoot_the_gamble_with_our_wastes)

4) John Newcomb re: agenda item 5

Mr. Newcomb spoke against the need for wastewater treatment, and to the need for a public archive of materials which provides both criticism and support for

wastewater treatment. Mr. Newcomb expressed concern that the Communication Plan did not adequately address public safety concerns with regard to wastewater treatment, and suggested the Communications Plan should provide a mechanism for feedback to politicians.

5) Diane Carr (STAG) re: agenda item 5 and 6

Ms. Carr spoke against the proposed contract with Acumen Communications (agenda item 6, withdrawn), and acknowledged the need to ensure a first class project with an excellent communications plan.

**5. Seatterra Program Communications Plan**

A. Sweetnam provided a brief overview of the Communications Plan.

A motion to award a long-term contract for Communication Consulting Services to Acumen Communications had been withdrawn (Agenda Item 6). A motion to extend Acumen Communications' existing contract was made.

**MOVED** by F. Cummings , **SECONDED** by H. McConnell,  
That the Seatterra Program Commission approve the attached Seatterra Program Strategic Communications Plan.

**CARRIED**

**MOVED** by C. Smith, **SECONDED** by L. Hughes,  
That the Seatterra Commission extend Acumen Communications' contract to February 28, 2014, not to exceed \$200,000.

**CARRIED**

**6. Withdrawn**

**7. Stantec Work Program and Fees for 2014**

A. Sweetnam addressed this item, including a review of the process for reviewing and approving the Stantec work plan in relation to the project budget. Commissioners had several questions:

"Undefined Services" acknowledges that proponents are encouraged to propose innovative technologies, and the budget includes the potential costs required to determine and assess compliance of those technologies. CRD/PMO does not have the staff resources to provide this service.

Costs have been benchmarked against projects of similar scope and/or value, and soft costs (design, supervision, quality control, environmental monitoring) typically range between 13-15%; this project is well within this range.

A. Sweetnam also spoke to the complexities of developing performance specifications to ensure value for money, but which do not limit innovation.

**MOVED** by F. Cummings, **SECONDED** by P. Elardo,

That the Seatererra Commission approves the Program Management and Technical Planning Work Plan for Stantec Consulting in the amount of \$7,800,000 for the period January 1, 2014 to December 31, 2014.

**CARRIED**

**8. Award of Contract Art-001 – Provision of Design Consulting Services for Arbutus Road Attenuation Tank**

M. Cowley spoke to this item. No controversial issues were raised by the proponents.

**MOVED** by L. Hughes, **SECONDED** by I. Ing,

That the Seatererra Program Commission award contract ART-001, Design Consulting Services for Arbutus Road Attenuation Tank to Kerr Wood Leidal Associates Ltd. in the amount of \$760,313.40 (including taxes) and that a design contingency be approved for a total budget of \$1.0 million.

**CARRIED**

**9. Seatererra Program Monthly Progress Report No. 6**

A. Sweetnam took the report as read. Commissioners had several questions:

A. Sweetnam was asked to comment on the impact of the CRD decision to not allow land application of biosolids produced from CRD facilities. With no land application of biosolids permitted, alternative options for the product are incineration or secondary use in the industrial fuel market. While all efforts will be made to identify a solution that falls within the existing budget, it is anticipated that the alternatives will incur increases in both capital and life-cycle costs.

The Overall Project Status Summary (“dashboard”) showed RISK had shifted from green (on track) to yellow (risk of delay). COST is currently green (on track) and would only shift as a result of a decision or recommendation to spend that impacts the budget.

A. Sweetnam provided a review of the ongoing negotiations with regard to land issues.

**MOVED** by P. Elardo, **SECONDED** by H. McConnell,

That the Seatererra Program Commission:

1. Approve the Monthly Program Progress Report No. 6 for October 2013.
2. Forward the Seatererra Program Progress Report No. 6 to the Core Area Liquid Waste Management Committee and Capital Regional District Board.

**CARRIED**

**10. Motion to Close the Meeting**

**MOVED** by F. Cummings, **SECONDED** by L. Hughes,

That the Core Area Wastewater Treatment Program Commission (Seatererra 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.

**CARRIED**

Commission moved to the closed session at 9:52 am.

Commission rose from the closed session at 2:45 pm without report.

**11. Adjournment**

By consensus, the Commission adjourned at 2:45 pm.

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CHAIR

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RECORDER