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**Minutes of a Meeting of the Seaterra Program Commission  
Held Friday, February 28, 2014 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; R. Hodder, Financial Manager; M. Peckham, Project Manager, Wastewater Treatment Plant

**CRD Staff:** G. Young, Chair, Core Area Liquid Waste Management Committee; R. Lapham, Chief Administrative Officer; S. Santarossa, Corporate Officer; A. Orr, Communications Manager

M. Gibbs (recorder)

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

**1. Approval of Agenda**

**MOVED** by H. McConnell, **SECONDED** by P. Elardo,  
That the agenda be approved as amended.

**CARRIED**

**2. Adoption of Minutes**

**MOVED** by C. Smith, **SECONDED** by F. Cummings,  
That the minutes of the November 22, 2013 meeting be adopted as previously circulated.

**CARRIED**

**3. Chair's Remarks:**

The Chair welcomed Geoff Young, Victoria City Councilor, CRD Director and new chair of the Core Area Liquid Waste Management Committee.

The Chair also acknowledged this would be Commissioner Hughes last meeting and thanked him for his wisdom, insight and expertise. Commissioner Hughes expressed his appreciation to fellow commissioners and CRD staff.

**4. Presentations/Delegations**

**a. Mr. R. Atwell, STAG (Agenda Item 7)**

Mr. Atwell raised questions regarding payments made to Acumen Communications, the Communications RFP amendments to include International Association for Public Participation (IAP2) status, and the Communications RFP evaluation fairness.

Mr. Atwell did not provide notes to the recording secretary.

**b. Mr. D. Langley (Agenda Item 7)**

Mr. Langley spoke to legislative requirements under CRD bylaw 3851, the Seatterra Program Strategic Communications Plan, and his concerns with regard to public consultation.

Mr. Langley provided notes to the recording secretary (*MG to provide to HR*).

**5. Seatterra Program Monthly Progress Report No. 7, 8 and 9 (SEA 14-01)**

**MOVED** by H. McConnell, **SECONDED** by P. Elardo,  
That the Seatterra Program Commission:

1. Approve the Monthly Program Progress Reports No. 7 for November 2013, No. 8 for December 2013, and No. 9 for January 2014.
2. Forward the Seatterra Program Progress Reports No. 7, 8 and 9 to the Core Area Liquid Waste Management Committee and Capital Regional District Board.

**CARRIED**

9:20 am Commissioner Ing joined the meeting.

**6. Award of Contract P-013 Archaeological Consulting Services (SEA 14-02)**

A. Sweetnam provided an overview of this item and responded to Commissioners questions, including clarifying the process for handling artifacts if they are encountered, and the role of the archaeological contractor in working collaboratively with First Nations and other project contractors.

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

That the Seatterra Program Commission award Contract P-013 – Archaeological Consulting Services to Millennia Research in the amount of \$450,596.00 plus GST and approve a contingency allowance for encountering unknown artifacts and remains up to a total budget of \$600,000.

**CARRIED**

**7. Award of Contract Communications Services (SEA 14-03)**

A. Orr was involved with the initial CAWTP communications RFP and with the Seatterra Program Communications RFP, and spoke to this item. The scope of the RFP requires a dedicated senior person for an extended period, with auxiliary staff support. Both proposals received were substantive. Staff with expert procurement knowledge took part in the evaluation.

In response to a query about engagement, A. Orr clarified the terms *consultation* and *engagement* with regard to the communications plan: consultation invites the public to contribute where there is a choice to be made; engagement invites the public to learn about a choice/decision that has been made and contribute comments and advice about its implementation.

A. Orr clarified that while the CRD initially provided communications support to the Program, the project has always included a communications function. It was noted that CRD staff costs are not eligible for project funding.

A. Sweetnam confirmed that the Seatterra Program has a Fairness Advisor, but that the Fairness Advisor is engaged for two elements of the project and the Communications RFP is not part of the mandate.

With regard to the RFP amendment to require IAP2 (International Association for Public Participation) certification, A. Orr indicated the request for this change was made by the unsuccessful proponent. Both proponent proposals included staff with public participation experience.

A. Sweetnam indicated that the Communications contract is approximately 2% of the overall project budget. It is a multi-year plan spanning several municipalities and many sites, and is a reasonable budget for a complex plan.

**MOVED** by C. Smith, **SECONDED** by F. Cummings,  
That the recommendation be amended to reflect "...estimated fees of up to \$1,500,000."

**CARRIED**

**MOVED** by C. Smith, **SECONDED** by I. Ing,  
That the Seatterra Commission approve the award of a contract for Seatterra Program Communications Consulting Services Phase II to Acumen Communications with estimated fees of up to \$1,500,000.

**CARRIED**

A. Sweetnam responded to queries regarding payments to Acumen Communications:

- \$50,000 contract approval/award in May 2013  
Payments to August 2013 were less than \$35,000
- \$50,000 change order in August 2013  
Additional significant work required, not in original mandate (Viewfield).  
Change order well within \$100,000 signing authority of Interim PM  
Payments to November 2013 were less than \$75,000
- \$200,000 contract approval in November 2013  
Payments to December 2013 were \$149,400 +GST
- Invoices to February 2014 are \$184,396.94 +GST, within approved \$300,000 budget  
Total invoices are anticipated to be 15% less than approved budget for work completed prior to new contract.

**8. Award of Contract Education and Awareness Campaign Services (SEA 14-04)**

K. Van Bruggen, Acumen Communications, spoke to this item. Commissioners emphasized the linkages between education and communication and the need to plan for longer term programs.

**MOVED** by H. McConnell, **SECONDED** by I. Ing,  
That the Seatterra Commission approve the award of a contract for Seatterra Program Education and Awareness Campaign Services to Taiji Brand Group for a fee of \$100,000.

**CARRIED**

**9. New Business**

No new business.

**10. Motion to Close the Meeting**

**MOVED** by H. McConnell, **SECONDED** by L. Hughes,  
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.

**CARRIED**

Commission moved to the closed session at 10:04 am.

Commission rose from the closed session at 3:22 pm without report.

**11. Adjournment**

By consensus, the Commission adjourned at 3:22pm.

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CHAIR

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RECORDER