



Making a difference...together

**Minutes of a Meeting of the Technical Oversight Panel (TOP)  
Held October 20, 2015, in the Room 107, 625 Fisgard St., Victoria, BC**

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**Present:** TOP Members: T. Coady (Chair), S. Arora, R. Atkins, R. Bailey, B. Jank

**Absent:** J. Snyder

**Consultants:** B. Einfeld, Carollo; E. Lee, Urban Systems, C. Town, Urban Systems

**Staff:** J. Grelson, Project Scheduler, Parks & Environmental Services; D. Telford, Project Manager, Core Area Wastewater and Resource Recovery Project; M. Reilly, (recorder)

TOP members T. Coady, S. Arora, R. Atkins, R. Bailey, and B. Jank; and consultants B. Einfeld, E. Lee and C. Town participated in the meeting via teleconference.

The meeting was called to order at 8:03 am.

**1. Approval of Agenda**

**MOVED** by R. Bailey, **SECONDED** by B. Jank,

That the agenda be approved with one amendment, the addition of Item 5, Motion to Close the Meeting.

**CARRIED**

**2. Adoption of Minutes from October 13, 2015**

**MOVED** by R. Bailey, **SECONDED** by S. Arora,

That the minutes from the meeting held October 13, 2015 be approved as circulated.

**CARRIED**

**3. Review of Revised Critical Path Schedule / 3 Week Rolling Schedule**

Due to a problem in the software the Schedule reverts to starting at September 15. It was suggested that this problem may be solved by creating a new file for every update. A request was made to have the schedule appear over 3 pages as it is easier to read.

It was noted by the team that the critical path schedule is not yet usable which is a key concern as the team attempts to stay on schedule.

**4. Review Comments on Technical Memo #1**

The TOP comments on Technical Memo #1 were received by Urban Systems but not yet reviewed. Review of comments will take place at the October 22 meeting if any require discussion.

**5. Motion to Close the Meeting**

**MOVED** by S. Arora, **SECONDED** by R. Atkins,

That the Technical Oversight Panel close the meeting in accordance with the Community Charter, Part 4, Division 3, 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the Panel considers that disclosure could reasonably be expected to harm the interests of the regional district.

**CARRIED**

- 6. Adjournment**
- 7. Next Meeting: Thursday, October 22, 2015**

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**CHAIR**