

JSB Steering Committee

Date: Tuesday, April 15, 2014
Time: 2:00 PM to 3:00 PM
Place: Victoria City Hall – Committee Room 2

MEETING NOTES

Attendance

Staff: Jason Johnson (City Manager), Dwayne Kalynchuk, Ken Jarvela, Susanne Thompson, Tom Zworski, Katie Hamilton, Bridget Frewer, Kate Friars, Laura Baker (recording secretary)

1. Review of Meeting Notes:

- March 18th – meeting notes were reviewed and approved.
- March 19th – meeting notes were approved as amended.

2. Budget:

- Ped-bridge – concrete box beams for the ped-bridge (overpass) have been switched to steel – Ken to provide image of this to Communications. This is more consistent with the original design.
 - Committee to review community input on this element of the bridge and review it against what is now being produced. The switch from concrete to steel has freed up \$230,000 from the allocated contingency.
- CoV to make first claim to UBCM in the amount of \$2.4 million next week.
- All claims for 2013 have been submitted to Transport Canada. \$22.6 million has been claimed to date, resulting in \$7.5 million in grant funding received by the City.
- Annual Progress Report, due June 30th to Transport Canada, to include annual financial audit produced by MNP. This audit to begin audit on April 22nd.

3. Scope:

- A consultant has been retained to provide an overview of project risks moving forward. The deadline for his report to be produced is May 31, 2014, but the expectation is that it will be ready earlier.

4. Timeline

- It is anticipated that the City will receive MMM's response to PCL's change order request this Wednesday, April 16th. City to bring response forward to Council once an adequate review has been completed.

- Hydro relocation/permanent power supply:
 - Vault on west side of the bridge near Harbour Road to be relocated in May.
 - Work regarding the permanent power supply on the east side of the bridge is scheduled to begin in mid-July, and is expected to last two to three weeks. No traffic impacts for this work are anticipated.
 - Work regarding hydro relocation off of the Northern Junk property is scheduled to begin in mid-August and is expected to be completed by November 7th. A schedule and traffic plan will be provided for this work.

5. **Communications:**

- Drop-in information sessions are anticipated for late May.
- Public realm drawings to be reviewed by the JSB Project Team tomorrow in order to generate appropriate feedback. Laura to invite Katie to meeting to take part in discussion re: public realm elements.
- Bridget to follow-up with Sharp & Diamond once feedback on the renderings from the Project Team has been discussed.
 - As soon as they have been finalized, the drawings will be brought forward to Council, as committed to at the last JSB Quarterly Update.
- Project Team will review resources to assist with communicating holistic project updates (i.e. from development and parks perspectives, in addition to construction updates).

6. **Other:**

- FOI – Several FOI requests re: change orders and evaluation committee records have been received by the City. Staff to meet with Legislative Services to discuss to what extent which information is released publicly versus what is only disclosed to the applicants.
- Committee to review what is posted to the website against what records have not been posted (i.e. change orders, PCL's monthly reports, MMM's reports, IFC drawings, etc.) and determine method of posting these documents moving forward, while ensuring that the City's voice/perspective is included. If the capacity for this does not exist within the City, a way of finding more resources will need to be discussed. Ken and Dwayne to seek assistance from MMM Group on this matter.
- Moving forward, Steering Committee agenda to be revised and include a budget and schedule attachment.
- Next JSB Steering Committee meeting to be held on Tuesday, May 20th at 2:00 pm.
- Next JSB Quarterly Update to GPC – June 26th, 2014.

