

Evergreen Line Rapid Transit Project

Project Board

AGENDA

CONFIDENTIAL

Subject: Regular Project Board meeting **Project Meeting #15**
Date: March 6, 2013
Time: 9:00 a.m. – 11:00 a.m.
Location: s.15

AGENDA

Item	Board Requirement	Lead	Time
15.1. Call to Order and Approval of Agenda	Decision	G. Main	9:00
15.2 Approval of Minutes from Nov 1, 2012	Decision	G. Main	9:05
Project Status Updates			
15.3 Director's Project Update	Information	A.Farrell	9:10
15.4 Financial Update	Information	A.Farrell	9:40
New Business			
15.5 Auditor General Review	Information	A.Farrell	10:00
15.6 Governance Terms of Reference Refresh for Implementation Phase	Information	A.Farrell	10:20
15.7 Future Meetings <ul style="list-style-type: none">• Future Board schedule• Project Management Plan	Information	A.Farrell	10:45
15. 8 Adjournment		G. Main	10:59

Evergreen Line Rapid Transit Project

Meeting Number #15

March 6, 2013

Project Board Members Present:

Grant Main (by telephone)
Sarah Clark
Fred Cummings (by telephone)
Ian Jarvis
Kevin Richter

Project Board Support:

Amanda Farrell
David Beckley, TransLink
David Chang
John Eastman
Raymond Louie
Stu Jackes
Cathy Young

15.1 Call to Order and Approval of Agenda

The meeting was called to order at 9:05 a.m. Grant Main delegated chair responsibility to Sarah Clark for this meeting.

The agenda was approved as circulated.

15.2 Minutes – November 1, 2012

The minutes of the November 1, 2012 ELRT Project Board meeting were approved as circulated.

Project Status Update:

15.3 Director's Project Update – A. Farrell

Amanda Farrell distributed a Project Board Update presentation to supplement the Monthly Progress Report that was circulated in the meeting materials.

Ms. Farrell provided an overview of the document highlighting the following:

Port Moody traffic management issue –To accommodate north portal work, traffic changes are required.

Project representatives consulted with affected community members who support the proposed changes. Project representatives had discussions with City engineers who agreed the proposed options provided a solution from a safety perspective. A presentation was made to city council on February 26th where the council raised some concerns.

Ms. Farrell intends to meet with the city manager and the mayor on this matter, and representatives from the Project Team plan to have a further meeting with impacted residents. The Project Board asked the Project Director to consider engaging a third-party engineer to validate that the Project's suggested changes address traffic safety.

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Project Report: The Project Director noted that the Project Report will be circulated to the Project Board for its consideration and approval.

Reporting to Project Board: A Project Board specific status report is being developed based on the form of reporting the Millennium Line and Canada Line projects used.

In addition, a consolidated project management framework is being developed and will be tabled with the Project Board for its consideration. Once in place, the intention is to report on the status of the framework's measures on a quarterly basis.

Action: *The Project Board requested that the new Project Board status report include a dashboard to help communicate status of key milestones.*

15.4 Financial Update

Ms. Farrell provided an overview of the financial summary included in the Project Board package.

New Business

15.5 Auditor General Review – A. Farrell

Ms. Farrell provided a verbal update to the Project Board on the status of the Office of the Auditor General's performance audit of the ELRT; the final report is expected to be tabled before the end of March.

15.6 Governance Terms of Reference Refresh

A Project Board note addressing the transition of the Project Board's role as the Project transitions from procurement to construction phases was circulated as part of the Project Board package. A high-level governance review is being undertaken to develop revised terms of reference for the Project Board. These will be provided to the Project Board for its consideration and approval.

15.7 Future Meetings

Ms. Farrell suggested that the Project Board meet on a quarterly basis. A proposed meeting schedule will be considered when the Project Board's revised terms of reference have been finalized.

Adjournment

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The meeting was adjourned at 10:00 a.m.