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SPECIAL MEETING OF THE
CORE AREA WASTEWATER TREATMENT PROJECT BOARD Notice
of a Special Meeting on **Monday, January 30, 2017 at 1:00 p.m.**
Boardroom, 6th floor, 625 Fisgard Street, Victoria, BC

Jane Bird (Chair)	Don Fairbairn (Vice Chair)	Jim Burke	Brenda Eaton
David Howe	Bob Lapham	Colin Smith	

AGENDA

1. Approval of Agenda and Statement of No Conflict

2. Approval of the January 10, 2017 Minutes

3. Report of the Chair

4. Presentations/Delegations

5. Project Board Business

   5.1. Update on Community Meetings

   5.2. Update on City of Victoria and Township of Esquimalt meetings

6. Correspondence

   6.1. January Correspondence – Batched

7. New Business

8. **Motion to 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; and **90(2)(b)** the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both and a third party.

9. Adjournment

To ensure quorum, advise Denise Dionne 250.360.3192 if you are unable to attend.

Making a difference...together

Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Tuesday, January 10, 2017 in the Boardroom, 625 Fisgard Street, Victoria, BC

Present: **Members:** D. Fairbairn (Vice Chair); J. Burke; D. Howe; R. Lapham; C. Smith (by phone)
CRD Staff: D. Clancy, Project Director; B. Reems, Corporate Officer; E. Scott, Deputy Project Director; K. Quale, Communications Coordinator; D. Dionne (recorder)
Regrets: J. Bird (Chair); B. Eaton
Also in Attendance: S. Singh, Bennett Jones LLP;

Project Board members convened at 9:00 a.m., there was no quorum and the meeting was postponed to 10:30 a.m.

The meeting was called to order at 10:43 a.m.

1. Approval of Agenda and Statement of No Conflict

Statement of No Conflict was made under New Business.

Board Compensation was added to the agenda as Item 5.2.

MOVED by J. Burke, **SECONDED** by B. Lapham,
That the agenda be approved as amended.

CARRIED

2. Approval of the December 15, 2016 Minutes

MOVED by C. Smith, **SECONDED** by D. Howe,
That the December 15, 2016 minutes be approved.

CARRIED

3. Report of the Chair

The Vice Chair chaired the meeting and reported that:

- With the staffing of the Core Area Wastewater Treatment Project Team (the Project Team), the Project Board is relying more on staff to deliver reports and guide recommendations.
- He noted that Item 5.1 is being presented via PowerPoint presentation (on file) which will form part of the report of the Chair. The presentation will be posted to the public website.

4. Presentations/Delegations
There were none.

5. Project Board Business

5.1. Summary Report from the Project Director and Deputy Project Director *(presentation)*

5.1.1. Harbour Resource Partners Discussions *(presentation slide no. 2)*
Staff continue to work with Harbour Resource Partners (HRP) on the early works agreement and a staff report will be brought to the Project Board.

5.1.2. Land Use Permitting *(presentation slide no. 3)*

5.1.2.1. Township of Esquimalt Initiated Rezoning/Amenities and Development Permit Application

The Vice Chair noted that Chair Bird received a letter from Esquimalt outlining a milestone schedule to close on February 27, everything is on target for this date. The Project Team and Board are entering into a public engagement process over the next couple of weeks.

5.1.2.2. Clover Point Rezoning Application

The Vice Chair advised that this process is proceeding with several meetings having taken place with residents and a further community meeting scheduled. The Project Team is taking care to fully understand the concerns of the residents and the needs of the City of Victoria.

5.1.3. Geotechnical testing work *(presentation slide no. 4)*

The Project Director advised that drilling began at McLoughlin Point sites today, to further geotechnical investigations in support of final design. Notification was provided to all parties, both the Province and the Department of National Defense have responded noting that they are pleased with the progress.

5.1.4. First Nations engagement *(presentation slide no. 5)*

The Vice Chair advised that discussions with both the Songhees and Esquimalt First Nations are ongoing. There is a protocol underway that will maintain a well understood approach to relations and communications ensuring a strong relationship.

5.1.5. Stakeholder and Community Outreach *(presentation slide no. 6)*

The Vice Chair advised that the Project Team will be developing a stakeholder engagement plan. The plan will include engaging the community around Hartland regarding the Residuals Treatment Centre and other communities around the conveyance projects.

5.1.6. Funding Agreements with Senior Governments *(presentation slide no. 7)*

The Vice Chair advised that the Project Board is targeting for approval of Agreements by January 31 and that draft agreements should be in this week for review. The execution of the Agreements will be prior to the Development Permit (DP) being signed on February 27 and funding is reliant on the DP being in place, therefore funding will not be received until then.

5.1.7. Budget update *(presentation slide no. 8)*

The Project and Deputy Project Directors summarized the slide noting that the budget reflects November 30 as month-end as financial year-end processes are currently ongoing.

Discussion ensued and the following was noted:
- There are sufficient funds to carry the Project Team to the end of January
- The Project Team is to include a clear understanding of the Project Management Office (PMO) budget and forecast in its budget presentation to the Project Board

5.1.8. Schedule update

5.1.8.1. Key milestones *(presentation slide no. 9)*

The Vice Chair noted that there are many Milestones but are focusing currently on those up to the end of March 2017.

Discussion ensued and the following was noted:
- The geotechnical work has begun and will continue for 5 days.
- HRP has provided their design.
- The DP submission to Esquimalt is on schedule.
- The Project Management Team is to ensure that a schedule accompanies the PMO Budget.

5.1.8.2. Risks/challenges *(presentation slide no. 10)*

The Vice Chair noted that the Project Team is working to manage risks, land use has been the biggest challenge thus far. The Project Board continues to work on this and is also working toward the February 27 finalization of zoning and the DP and can then move to construction.

5.2. Board Compensation

Director Lapham put forward the following motion:

MOVED by B. Lapham, **SECONDED by** D. Howe,
That the Project Board recommend to the Capital Regional District Board:

That the Project Board Chair and Vice Chair be compensated an additional $20,000 per month for the period November 2016 to March 2017 as a flat rate in lieu of the meeting per diem and meeting preparation fee to advance the land use and funding agreement process.

CARRIED

6. Approval of Communications and Engagement Advisor

The Deputy Project Director summarized the report, noting the experience of the preferred proponent and that the proposed contract is within the control budget.

MOVED by D. Howe, **SECONDED by** B. Lapham,
That the Project Team be approved to appoint Kirk & Co. Consulting Ltd. as the Communications and Engagement Advisor to the Core Area Wastewater Treatment Project, subject to the Project Board's approval of the form of contract.

CARRIED

7. Appointment of Core Area Wastewater Treatment Project Advisors (further to rise and report of December 15, 2016).

The Deputy Project Director noted that this report summarizes the appointments made at the December 15, 2016 closed meeting.

MOVED by D. Howe, **SECONDED by** B. Lapham,
That the Project Board receive this report for information.

CARRIED

8. Correspondence

8.1. December Correspondence – Batched

Item 8.1 was received for information.

9. New Business

The Vice Chair noted that Agenda Item 1, the Statement of No Conflict was missed. The members stated they did not have a conflict of interest with any of the agenda items.

MOVED by J. burke, **SECONDED** by D. Howe,

10. Motion to close the meeting in accordance with the Community Charter, Part 4, Division 3, 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; **(e)** the acquisition, disposition or expropriate of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and **(m)** a matter that, under another enactment, is such that the public may be excluded from the meeting.

11. Adjournment
On consensus the meeting was adjourned at 11:25 a.m.

The Project Board rose from its closed meeting 12:58 p.m. on January 24, 2017 without report.

_____
CHAIR

_____
RECORDER

5.1 Update on Community meetings

Community Meetings

Date	Meeting	Location
January 11, 2017	James Bay Community Association Meeting – Wastewater Treatment Plant at McLoughlin Point	James Bay New Horizons (234 Menzies Street)
January 11, 2017	CALUC meeting – Clover Point Pump Station Rezoning	Victoria Conference Centre, The Saanich Room (720 Douglas Street)
January 12, 2017	Esquimalt Open House #1 – Wastewater Treatment Plant at McLoughlin Point Development Permit	Royal Canadian Legion (622 Admirals Road, Victoria BC)
January 14, 2017	Esquimalt Open House #2 – Wastewater Treatment Plant at McLoughlin Point Development Permit	Songhees Wellness Centre (1100 Admirals Road, Victoria BC)
January 18, 2017	DND Open House - Wastewater Treatment Plant at McLoughlin Point	Nixon Building, Work Point Gun Room (1367 Victoria View Road)
January 23, 2017	Township of Esquimalt Open House - Public Input Invited on Proposed Community Amenities associated with the Wastewater Treatment Plant	Township of Esquimalt

5.2 Update on City of Victoria and Township of Esquimalt meetings

City and Township meetings

Date	Meeting	Location
January 11, 2017	Design Review Committee – Esquimalt Zoning for the Wastewater Treatment Plant at McLoughlin Point	Township of Esquimalt
January 17, 2017	Advisory Planning Commission – Esquimalt Zoning for the Wastewater Treatment Plant at McLoughlin Point	Township of Esquimalt
January 26, 2017	City Of Victoria, Committee of the Whole – Clover Point Pump Station Rezoning	City of Victoria

In addition to the meetings highlighted above the Project Team and Municipal Staff have continued with ongoing discussions related to the Development Permit of the Wastewater Treatment Plant.

From:	mrfrankblundell@gmail.com
To:	cawtpb
Subject:	Contact Us - Submission
Date:	Thursday, January 05, 2017 11:52:02 AM

The following message was received through the form at 'https://www.crd.bc.ca/contact-us?r=wwproject-board'. Neither the name nor the e-mail address can be confirmed as accurate.

••

Your Name:
Francis Bllundell ``````````````````````````

Your Email Address:
mrfrankblundell@gmail.com

Message:
Dear Core Area Wastewater Treatment Project Board Members,

Please do not contaminate any of our forests, land or water by spreading any part of contaminating sewerage on or in it. This would be far more damaging to the environment and public health than our present relative safe marine disposal system and would be far more damaging to beautiful Victoria's reputation.

Be credible. Francis Blundell

Submitted at:1/5/2017 11:52:08 AM
Submitted via:https://www.crd.bc.ca/contact-us?r=wwproject-board
User Agent:Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/55.0.2883.87 Safari/537.36
User Host Address:70.66.182.79

From:	mjwilmut@uvic.ca
To:	cawtpb
Subject:	Contact Us - Submission
Date:	Thursday, January 05, 2017 6:46:08 PM

The following message was received through the form at 'https://www.crd.bc.ca/contact-us?r=wwproject-board'. Neither the name nor the e-mail address can be confirmed as accurate.

••

Your Name:
Mike Wilmut

Your Email Address:
mjwilmut@uvic.ca

Message:
Dear CRD Project Board,

I urge you to maintain the present ban applying sewage sludge 'biosolids' on land. The Board has already revisited this issue three times with the same result:maintain the ban.

The damage that these biosolids cause is well known. Regardless of the containment methods these poisons leach out to pollute the land, water and eventually air.

Some decisions have too great a cost to the health of our environment , including human health, to be considered-this one one of them.

Mike Wilmut

Submitted at:1/5/2017 6:46:15 PM
Submitted via:https://www.crd.bc.ca/contact-us?r=wwproject-board
User Agent:Mozilla/5.0 (Macintosh; Intel Mac OS X 10_9_5) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/55.0.2883.95 Safari/537.36
User Host Address:216.232.154.216

From:	jabowman3@shaw.ca
To:	cawtpb
Subject:	Contact Us - Submission
Date:	Thursday, January 12, 2017 6:15:44 PM

The following message was received through the form at 'https://www.crd.bc.ca/contact-us?r=wwproject-board'. Neither the name nor the e-mail address can be confirmed as accurate.

••

Your Name:
Judith Bowman

Your Email Address:
jabowman3@shaw.ca

Message:
Please uphold the ban.

Submitted at:1/12/2017 6:15:41 PM
Submitted via:https://www.crd.bc.ca/contact-us?r=wwproject-board
User Agent:Mozilla/5.0 (Windows NT 6.1; Trident/7.0; rv:11.0) like Gecko
User Host Address:96.54.208.204

THE CITY OF VICTORIA OFFICE OF THE MAYOR

Dave Clancy
Project Director
CRD Core Area Wastewater Treatment Project
510 – 1675 Douglas Street
Victoria, BC V8W 2G5

January 12, 2017

Dear Dave,

Thank you very much for your letter providing me with an update on the upcoming geotechnical work at McLoughlin Point for the Wastewater Treatment Plant. I appreciate you taking the time to write to me to keep me updated.

Thank you for your work and the work of staff on this complex and significant regional project.

Sincerely,

Lisa Helps
Victoria Mayor

1 Centennial Square Victoria British Columbia Canada V8W 1P6
Telephone (250) 361-0200 Fax (250) 361-0348 Email mayor@victoria.ca
www.victoria.ca