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**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Tuesday, March 6, 2017 in the Boardroom, 625 Fisgard Street, Victoria, BC**

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

The meeting was called to order at 9:05 a.m.

1. Approval of Agenda and Statement of No Conflict

The members stated they did not have a conflict of interest with any of the agenda items.

MOVED by B. Eaton, **SECONDED** by B. Lapham,
That the agenda be approved as circulated.

CARRIED

2. Approval of the February 7, 2017 Minutes

MOVED by D. Howe, **SECONDED** by B. Lapham,
That the February 7, 2017 be approved.

CARRIED

3. Report of the Chair

3.1. Development Phase Report

The Chair spoke to the report which summarizes activities undertaken during the development phase of the Core Area Wastewater Treatment Project (the Project).

She noted specifically within the report:

- All funding agreements are complete, and are either executed or circulating for execution.
- The Capital Regional District (CRD) has entered into Support Agreements with the Esquimalt and Songhees Nations and both have provided Support Letters.
- The amenity agreements were approved and the Development Permit was issued by the Township of Esquimalt.
- The Greater Victoria Harbour Authority License was considered by its Board on March 3, and confirmation has been received that the license was approved.
- There is a list on Page 11 of the contracts to be issued for the Project.
- The Community Engagement Plan outlines a three-phase plan.
- Page 13 outlines project management and reporting format.
- This report is being presented to the Core Area Liquid Waste Management Committee at its March 8, 2017 meeting.

Staff were asked to ensure that this report is posted on the Wastewater Treatment Project website.



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MOVED by C. Smith, **SECONDED** by B. Lapham,
That the Project Board receive the Project Development Report attached as Appendix A for information.

CARRIED

4. Presentations/Delegations

There was none

5. Project Board Business

5.1. Communications Protocols

E. Scott spoke to the report, summarizing its purpose of addressing the issue of dealing with correspondence and responding to public inquiry in a timely manner. She noted two e-mail address:

- 1) Public e-mail comments and questions to the Project Team will be directed to the e-mail address Wastewater@crd.bc.ca, to allow tracking and ensure consistent responses. The report outlines how e-mails will be directed to this address.
- 2) The Project Board e-mail address, CAWTPB@crd.bc.ca, will continue to be provided on the Project Board webpage.

The report discusses a protocol for keeping Project Board members and CRD Executive updated.

Discussion ensued around the storing of responses, staff access and ensuring all responses are aligned. E. Scott acknowledged that all responses are tracked through the wastewater@crd.bc.ca e-mail address and offered to look at making those available internally for staff to access.

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

CARRIED

5.2. Federal Wastewater Systems Effluent Regulations Requirements to Provide Update and Status Reports for the Core Area Wastewater Treatment Project

This item was discussed after Item 5.4.

E. Scott spoke to the report noting that the Clover and Macaulay points' Transitional Authorizations under the federal Wastewater Systems Effluent Regulations (WSER) require that update and progress reports be submitted by July 1, 2017. Information about the District of Oak Bay's combined sewer overflow elimination plan must also be submitted once approved (Amendment No. 12). CRD staff will submit Liquid Waste Management Plan Amendment No. 11 (and No. 12, if approved by the Province before July 1, or a summary in the event it is not yet approved) to the federal government.

MOVED by C. Smith, **SECONDED** by B. Lapham,



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That the Core Area Wastewater Treatment Project Board receive this report for information.

CARRIED

5.3. Transport Canada Licence Update

S. Singh spoke to the report noting that it is for information to describe the various license streams going into place. She advised that Harbour Resource Partners (HRP) is obtaining a facility alteration permit and short-term license to undertake geotechnical works associated with the cross harbour Forcemain and the Outfall. After the permits are granted a license is granted, after all the permits and licenses are in place a permanent lease is granted. The Lease is what the CRD will enter into, all other licenses and permits are the responsibility of HRP.

The Project Board noted that the lease doesn't get finalized until completion and asked whether there were any anticipated risks involved in obtaining the lease. S. Singh advised that the license and permitting process is very standardized and at this point it is not anticipated that there will be any risks associated with obtaining the lease.

MOVED by C. Smith, **SECONDED** by D. Howe,
That the Core Area Wastewater Treatment Project Board receive this report for information.

CARRIED

5.4. Summary Report from the Project Director and Deputy Project

E. Scott presented slides on the following information.

5.4.1. Negotiations with Harbour Resource Partners

5.4.2. McLoughlin Point Rezoning

5.4.3. Esquimalt Amenity Agreements

5.4.4. Wastewater Treatment Plant Development Permit

5.4.5. Clover Point Rezoning and Licences (Pump Station and Forcemain)

The Project Board discussed the approval of the Design Review Committee at its February 20 meeting and the Chair noted that the Committee acknowledged that HRP brought back a better design in the end.

5.4.6. First Nations

5.4.7. Stakeholder and Community Outreach

The Chair noted that a meeting with the James Bay Neighbourhood Association is scheduled for March 8 and the meeting will be open to all stakeholders.

5.4.8. Funding Agreements with Senior Governments

5.4.9. Budget Update



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E. Scott advised that staff are working on a cleaner budget reporting format for easier tracking of costs. The Project Board discussed the format and staff will follow up with Director Lapham on the clarification around the bracketed numbers under the 2016 column.

5.4.10. Schedule – Key Milestones

5.4.11. Challenges/Risks

Discussion ensued with the following noted:

- A significant challenge, with the complexity of the Project, is working to maintain coordination in bringing on new team members, getting them up to speed on the project quickly and ensuring role clarity. Another challenge is getting the Project Management Plan (PMP) finalized.
- Staff are working with HRP on permitting.
- The Traffic Management Plan was submitted in draft and was meant to be a holistic look at the site and surrounding sites. It attempts to incorporate other construction within the area, including the Head Street condominium construction site that will be occurring simultaneously.
- There will be overlapping traffic management plans taking into account multiple construction sites. HRP will be an Agent for the Owner.
- Concerns noted in the letter (under item 6.1 Correspondence) from the Parent Advisory Council of Ecole Macaulay Elementary School will be addressed in the overall traffic management plan.

6. Correspondence

6.1. Correspondence received February 2017

The Project Board discussed the email received requesting to schedule a meeting with one of the Due Diligence Panel (DDP) members. Staff were asked to ensure that it is clearly advertised on the website that the DDP are in place to review aspects of the competitive selection process for the Residuals Treatment Facility. They have strict terms of reference and they are not engaging with the public.

The Project Board asked staff for an update on Mr. Gunton's sea bed pipeline proposal. D. Clancy advised that a letter response was forward to Mr. Gunton on March 3. He also noted that he, and some technical experts, met with Mr. Gunton in January. After the meeting a preliminary analysis was conducted on the proposal and there were some significant concerns raised. The concerns were presented back to Mr. Gunton and to the City of Victoria at its rezoning meeting. D. Clancy also advised that a preliminary review of costs didn't show any significant cost savings to the plan already in place. Mr. Gunton presented some geotechnical information that the design people will take into account. Staff were asked to forward a copy of the letter to Director Lapham for distribution to the CRD Board.

MOVED by, B. Eaton and **SECONDED** by, D. Howe
That the correspondence be received for information.

CARRIED



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7. New Business

There was none

MOVED by, D. Howe and **SECONDED** by, B. Eaton

8. **Motion to close the meeting in accordance with the *Community Charter, Part 4, Division 3, 90(1)(j)*** information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection Act*; **(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, or between a provincial government or the federal government or both and a third party.

CARRIED

9. Adjournment

On motion the meeting was adjourned at 9:55 a.m. and the Project Board moved into closed meeting.

CHAIR

RECORDER