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**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Tuesday, April 4, 2017 in the Boardroom, 625 Fisgard Street, Victoria, BC**

Present: **Members:** J. Bird (Chair); D. Fairbairn (Vice Chair); B. Eaton; D. Howe; R. Lapham; C. Smith
CRD Staff: D. Clancy, Project Director; E. Scott, Deputy Project Director; N. Chan, Chief Financial Officer; A. Piotrowski, Manager, Finance; K. Quale, Communications Coordinator; D. Dionne (recorder)
Regrets: J. Burke
Also in Attendance: S. Singh, Bennett Jones LLP; N. Spooner, Kirk & Co.

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 D. Howe, **SECONDED** by B. Eaton,
That the agenda be approved as circulated.

CARRIED

2. Safety Minute

The Chair advised that, in line with the Project's commitment to safety, a Safety Minute will be prior to commencing all Project Board and other internal Project meetings. D. Clancy introduced D. Andrews, Construction Manager and Acting Safety Manager for the Project, who presented the Safety Minute on wildlife safety on the construction site.

D. Andrews noted that there are high visibility vests, hard hats, boots, safety glasses and gloves available for Project Board members and Capital Regional District (CRD) staff.

The Chair added that safety is a top priority and that the Project Board will be required to go through safety orientations for each construction site prior to any site visit.

3. Approval of the March 6, 2017 Meeting Minutes

MOVED by B. Eaton, **SECONDED** by B. Lapham,
That the minutes of the March 6, 2017 meeting be approved.

CARRIED

4. Report of the Chair

The Chair reported on the following items:

- Two Open Houses are scheduled; one on April 5 for Victoria residents and one on April 12 for Esquimalt residents. The open houses will have technical experts available to answer the public's questions about odour, noise, permitting, traffic management, detailed design and to ensure that the public has their questions answered and to obtain a better understanding of the Project.
- Staff confirmed that the open houses have been publicized to the communities via a mail out to residents, newspaper ads, social media, website, and emails to those residents wishing to be kept apprised.
- The Project Agreement with Harbour Resource Partners has been finalized.

- Funding agreements are finalized and in place and there is an ongoing responsibility to provide reports to the Senior Level Governments, as outlined in Item 6.4 of the Agenda.

5. Presentations/Delegations

There were none.

The Chair noted that the Project Board has regular monthly meetings on the first Tuesday of the month. Members of the public are welcome to attend the monthly meetings and provide feedback to the Project Board.

6. Project Board Business

6.1. Staff Report: Wastewater Treatment Project Quarterly Report – December 25, 2016 to March 24, 2017

D. Clancy spoke to the report noting that as it is the first Quarterly Report, the content of the future reports will expand as the Project progresses. He summarized the report through PowerPoint presentation and responded to questions from the Project Board.

The Project Board made the following requests:

- *Cost and Forecast, Table 2.* Provide a percentile relationship between where the Project was and where it intended to be.
- *Appendix 3.* Add a column of commitments instead of having the commitment presented elsewhere in the report.
- *Appendix 4.* Whether the common costs for the Wastewater Treatment Plant were distributed against the cost to date. D. Clancy advised they are. The Project Board requested that a footnote to note be added to future reports showing the common costs distribution.
- *Formatting.* Larger font on tables for ease of reading.
- *Risk & Key Issues.* Ta more fulsome table in future Quarterly reports.
- *Additional Information.* Adding a column for Mitigation, taking into account the mitigation processes in place.
- *Dashboard.* The dashboard be refined to be more informative to the reader.
- *Clarification.* The Project Team establish whether this is a view on current risks or overall risk management through the Project.

The Chair referenced the Communications and Engagement section noting that the Project has significant community interface and is committed to community engagement. The Chair noted that the community focus of the Project is reflected in the significant amount of the control budget that is allocated to community engagement. The Project Team are engaging with community associations directly involved with this project and are seeking input from them on the best way to communicate with them.

MOVED by C. Smith, **SECONDED** D. Fairbairn,
That the Project Board approve the following resolution:

Be it RESOLVED that:

1. The Wastewater Treatment Project Quarterly Report, for the reporting period December 25, 2016 to March 24, 2017, be approved.

2. The Wastewater Treatment Project Quarterly Report, for the reporting period December 25, 2016 to March 24, 2017, be forwarded to the Core Area Liquid Waste Management Committee and Capital Regional District Board for information.

CARRIED

6.2. Approval of the Project Charter for the Wastewater Treatment Project

The Project Board asked that the role of the new Stakeholder Engagement Manager be considered to include the responsibility of information flow internally, and would like to see a report on how that structure could work.

MOVED by B. Eaton, **SECONDED** by D. Howe,
That the Project Board approve the following resolution:

Be it RESOLVED that:

1. The Wastewater Treatment Project Charter, in the form included in the Project Board package, be approved.
2. The Wastewater Treatment Project Charter, in the form included in the Project Board package, be forwarded to the CALWMC and CRD Board for information.

CARRIED

6.3. Approval of the Wastewater Treatment Project Communications and Engagement Plan

E. Scott invited N. Spooner from Kirk & Co. to present the plan, noting that any updates to the plan and amendments to the Project Management Office (PMO) budget would be brought back to the Project Board for approval.

The Project Board made the following requests:

- The Project Team ensure that the key contact people for various issues is clear.
- Wording be added to the Purpose section noting that this Plan is a companion piece to an internal communications protocol already in place.

MOVED by C. Smith, **SECONDED** by D. Howe,
That the Project Board approve the following resolution:

Be it RESOLVED that:

1. The Communications and Engagement Plan for the Wastewater Treatment Project, in the form included in the Project Board package, be approved, subject to the addition of the wording in the Purpose section, noting that the Plan is a companion piece to the internal communications protocol in place.
2. The Communications and Engagement Plan for the Wastewater Treatment Project, in the form included in the Project Board package, be forwarded to the Core Area Liquid Waste Management Committee and Capital Regional District Board for information.

CARRIED

6.4. Government Funding Agreements Reporting Requirements

The Chair noted that all the funding agreements are executed and in the process of being posted to the website. E. Scott confirmed that staff are reviewing agreements for commercial information and obtaining the necessary consents prior to posting to the external website.

The Project Board requested that the report be updated to include the following wording, "In addition to the funding agreements, the Project Board has a reporting function to the CRD as a funding agency through the Terms of Reference as noted in Bylaw 4109."

MOVED by B. Lapham, **SECONDED** by D. Howe,
That the Project Board approve the following resolution:

Be it RESOLVED that:

The report, Government Funding Agreements Reporting Requirements, be received for information, with the addition of a description of the relationship between the Project and the CRD as a funding contributor and the related reporting requirements.

CARRIED

7. Correspondence

7.1. Correspondence received March 2017

MOVED by D. Fairbairn, **SECONDED** by B. Lapham,
That the correspondence be received for information.

CARRIED

8. New Business

There was none.

- MOVED** by D. Howe, **SECONDED** by B. Lapham,
9. **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 and agent of the municipality or another position appointed by the municipality; **(m)** a matter that, under another enactment, is such that the public may be excluded from the meeting.

CARRIED

10. Adjournment – 10:54

On motion the meeting was adjourned at 10:54 a.m. and the Project Board moved into closed meeting.

CHAIR

RECORDER