



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board  
Held Tuesday, May 2, 2017 in the Boardroom, 625 Fisgard Street, Victoria, BC**

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**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; D. Dionne (recorder)  
**Also in Attendance:** S. Singh, Bennett Jones LLP; N. Spooner, Kirk & Co.

The meeting was called to order at 9:02 a.m.

**1. Approval of Agenda and Statement of No Conflict**

The members stated they had no conflict of interest with the agenda items.

**MOVED** by D. Howe, **SECONDED** by D. Fairbairn,  
That the agenda be approved as circulated.

**CARRIED**

D. Clancy introduced Parisa Heidary, recently hired as the Project Controls Manager and Kelly Olsen, recently hired as Safety Manager for the Wastewater Treatment Project (WTP). He outlined both their background and skills for the Project Board.

**2. Safety Minute**

K. Olsen presented the safety minute on on-site mobilization noting project unity with the Project Team and contractors. She is conducting office assessments and working on gaining an understanding of the project sites and the project itself. The Chair acknowledged the work towards site mobilization and the importance of creating a team environment between the Capital Regional District (CRD) and its contractors.

**3. Approval of the April 4, 2017 Meeting Minutes**

**MOVED** by C. Smith, **SECONDED** by B. Lapham,  
That the minutes of the April 4, 2017 meeting be approved.

**CARRIED**

**4. Report of the Chair**

The Chair reported on these items:

- The Project Board continues to work with the Project Team and Kirk & Co. around the communications plan and extensive outreach for the Project is ongoing.
- The Esquimalt Liaison Committee is being established pursuant to the agreements between the Capital Regional District (CRD) and the Township of Esquimalt. Draft Terms of Reference have been forwarded to the James Bay Neighbourhood Association to assemble a similar committee in James Bay. Vic West does not wish to establish a liaison committee at this time.
- She noted there are formal requests from other CRD committees and member municipalities on the agenda and noted that the Project Board is establishing a

standardized process to respond to these in an organized, efficient way and track the requests.

## **5. Presentations/Delegations**

There were no presentations or delegations.

The Chair noted the regular Project Board meeting schedule of the first Tuesday of the month at 9 a.m. in the Boardroom of the CRD offices.

## **6. Project Board Business**

### **6.1. Staff Report for Information: Monthly Project Report – April 2017**

E. Scott presented the information in the report. She noted that the quarterly report covered activities in the reporting period of December 25, 2016 to March 24, 2017 but reported financial information to the end of February 2017. In order to align the activity and financial reporting for the Wastewater Treatment Project (WTP), the Project Team proposes that the next monthly report, for the month of April 2017, be received by the Project Board at its June 6, 2017 meeting. This would allow the next and subsequent monthly reports to cover activities (including the extensive engagement activities) and financial information for the same reporting period.

E. Scott invited Nancy Spooner, Project Communications Advisor, of Kirk & Co., to present a summary of Communications and Engagement activities to the end of April. (Presentation on File). N. Spooner summarized the activities between November 2016 and April 2017.

N. Spooner responded to questions from the Project Board and the following was noted:

- N. Spooner expanded on her experience with large infrastructure projects, and noted some of the strategies that worked well on those projects and how similar strategies are being put in place for this project.
- The Wastewater Treatment Project is a complex project and will have several contractors and issues may be addressed by a different contractors.

The Project Board discussed the report and the following was noted:

- Future communications will include addressing the habitat restoration concern.
- The Traffic Management Plan for Esquimalt (TMP) is still under development and will continue to be developed throughout the Project because the TMP is also informed by external events, including new developments in a community the WTP is being operating in.
- Staff met with school Parent Advisory Councils to inform the overall TMP. The TMP will be brought to Esquimalt Council for approval, through the Esquimalt Liaison Committee. The first meeting of the Esquimalt Liaison Committee is scheduled for May 3.
- Staff were requested to, once the TMP is agreed on, clarify for the CRD organization whether there are any issues with CRD vehicles or CRD operations being subject to that plan.
- Staff are continuing to review and implement strategies to ensure that at the WTP's public engagement sessions the public receives the information they are looking for. Some of the current strategies utilized by the WTP include, ensuring that Project

representatives talk to everyone, comment cards are reviewed and summarized, staff provide email updates to those who have provided their email addresses and comprehensive common questions and answers documents are posted to the website.

- Chair Bird advised that staff need to ensure that a similar TMP process is included in other WTP contract components (e.g. Clover Point and the conveyance system) to ensure that each neighbourhood's unique circumstances and issues are appropriately addressed.
- For future community engagement meetings, consideration needs to be given to the number of contractors and consultants on hand and their ability to provide appropriate responses to the public.

**MOVED** by D. Fairbairn, **SECONDED** by D. Howe,

That the Core Area Wastewater Treatment Project Board approve the following resolution:

**Be it RESOLVED that:**

1. That the Wastewater Treatment Project Monthly Report – April 2017, be received for information.
2. The Wastewater Treatment Project Monthly Report – April 2017 be forwarded to the Core Area Liquid Waste Management Committee and Capital Regional District Board for information, in lieu of the monthly report.

**CARRIED**

6.2. Staff Report for Information: 120-day Progress Update: Achievements and Priorities

E. Scott presented the report noting the focus on the priorities in front of the Project Team and that the Project Management Plan is still in progress, due in part to staffing considerations and allowing new staff to provide input on their relevant sections.

She spoke to some of the key areas of achievements for the first 120 days and noted the priorities including the priority of hiring the Project Leadership Team and allowing them to shape their teams. She identified some agreements that need to be amended and will be bringing back to the Project Board for approval. She reviewed the priorities listed in the report noting that they are not listed in priority order.

E. Scott responded to questions from the Project Board and the following was noted:

- There are currently no plans for a formal ground breaking ceremony. The Chair advised that the elected officials opted to issue a news release on the start of the Project instead.
- The Project Leadership Team is actively recruiting other team members including an Environmental and Regulatory Compliance manager.
- Staff have established technical working groups with the Township of Esquimalt and the City of Victoria, kick off meetings were held and points of contact were established within each organization, the next steps are to coordinate discussions around the TMPs and design.

**MOVED** by, B. Eaton, **SECONDED** by, B. Lapham,

That the Core Area Wastewater Treatment Project Board receive the 120-day review and plan for information.

**CARRIED**

6.3. Staff Report: Approval to Proceed with Delegation of Authority Bylaw Amendment

D. Clancy spoke to the report and noted:

- The Project Team is planning and procuring in relation to Bylaw 2864 and the current delegation is not sufficient for a project of this size
- Bylaw 2864 restricts the Project Board from delegating its authority to the Project Team
- The Project Team engaged KPMG to review benchmarks of delegated amounts for projects of a similar scope, their recommendation is contained in Appendix A
- There are contingency and program procedures in contained in Appendix B
- There is some risk to the schedule and costs if delegation is not increased

D. Clancy responded to questions from the Project Board and the following was noted:

- The staff report is going to the Finance Committee on May 3 and then being recommended up to the CRD Board on May 10.
- Project Board members support the motion given the size of the WTP and the identified limits strengthens the Project Teams ability to proceed.

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

**Be it RESOLVED that:**

1. The Project Board recommend that the Board of the Capital Regional District amend Bylaw 2864 (the CRD Delegation Bylaw No. 1, 2001) to provide for delegation limits as outlined in the following table.

|                                | <b>Authority to purchase individual contracts and services up to a value of:</b> | <b>Authority to agree individual contract changes and amendments up to a value of:</b> |
|--------------------------------|--|--|
| <b>Project Director</b>        | \$3 million  | \$2 million  |
| <b>Deputy Project Director</b> | \$1.5 million  | \$1 million  |

2. The Project Board approve the Contingency and Program Reserve Procedure, attached as Appendix B.

**CARRIED**

**7. Business arising from other Governments, including the CRD Board, CRD Committees and member Municipalities**

- 7.1. Matters arising from the April 12, 2017 meeting of the Core Area Liquid Waste Management Committee

*7.1.1. Original Motion: That the Core Area Liquid Waste Management Committee recommend to the Capital Regional District Board, that the Wastewater Treatment Project Quarterly Report - Reporting Period December 25, 2016 to March 24, 2017 be received for information.*

***Amendment:***

*That future Wastewater Treatment Project Quarterly Reports include a section 11.3 that indicates stakeholder issues and responses from the Project Board.*

The Project Board discussed the recommendation from the CALWMC and agreed to communicate back to the committee that future Quarterly Reports will include section 11.3 and include what stakeholder issues have been raised and what the response from the Project Board was to those issues.

7.1.2. Additional Motion: That the CRD Board request that the Core Area Wastewater Treatment Project Board:

1. *Explore a Change Order with Harbour Resource Partners to ensure that enforceable performance Standards are in place upon completion of the McLoughlin Point waste-water treatment plant to ensure that odour levels do not to exceed 2 Odour Units.*

D. Clancy spoke to the item and advised that staff have reviewed the odour issue and based on information received from Harbour Resource Partners (HRP) and an independent peer review, the Odour Units (OU) noted in the contract are an appropriate level for this project. Staff recommend staying with the current performance criteria and not try to change the existing contract.

The Project Board discussed the item and staff responded to questions, the following was noted:

- 5 OU is already considered not discernable and that this is not expected to be the daily high.
- There will be considerable costs associated with implementing a change to the contract at this point.
- The Project Board will provide a formal response to the CALWMC declining the request and the response will include a summary of the rationale for declining the request, including the repercussions associated with a change order from a costs and risks perspective.

2. *Report back to the Core Area Liquid Waste Management Committee on the advisability and cost of reducing operating Noise levels when measured at the McLoughlin Point property line to 55 Decibels.*

D. Clancy spoke to the item noting it is a similar risk to the above request. A third party conducted the modelling for the current level at McLoughlin which is 60 Decibels. Staff recommend not seeking to change to the contract.

The Chair further noted that the Project Team retained a noise consultant directly to measure the existing levels and the incremental changes and provided a report back to the Project Team.

Staff were asked to include a summary of that analysis and the rationale for the engagement of the consultant as part of preparing the Project Board's response to the CALWMC.

3. *Continue and improve consultation with James Bay, Victoria West, Fairfield and Downtown residents on mitigation of construction and long-term impacts from*

*conveyancing infrastructure, the McLoughlin Point waste-water treatment and the Clover Point Pump Station.*

E. Scott spoke to the item and noted that the Project Team intends to continue to build relationships, and that significant engagement has been undertaken to date. She noted that as the WTP progresses and additional information becomes available more details will continue to be provided.

The Project Board support the request and the approach outlined.

- 4. Closely monitor geotechnical issues along the Dallas Road waterfront and advise the Core Area Liquid Waste Management Committee of any issues that arise and solutions.*

D. Clancy spoke to the item and noted that the issues along that corridor will be monitored. The Project Team will undertake a baseline of the current conditions. The Project Team is planning to undertake geotechnical investigations of the existing conditions. The Project Team will coordinate with CRD staff and report back any findings or concerns.

The Chair advised that the James Bay Neighbourhood Association and Fairfield Gonzales have expressed their concerns about the impact of the Dallas Road works on the bluffs and the seawall itself. The Chair committed that the team undertaking the investigations review work will include specialists in the appropriate technical areas (e.g. engineering and environmental).

She also committed to include a detailed list of all those that participate in the initial review of the baseline as well as any review of possible solutions and any impacts that those may have and that the list will include a summary of the individuals and their expertise.

The Project Board support the request and the approach outlined.

- 5. Explore a Green Shores certification for the Clover Point Pump Station*

E. Scott spoke to the item and advised that the Project Team has looked into the Green Shores Certification noting that it is a voluntary certification program run by the Stewardship Centre for BC. There are certain aspects of the certification that could be applicable. Staff recommend looking at the Project schedule, cost and other risk aspects to determine if there is anything that can be done within the existing schedule to comply with the Green Shores Certification. Barring that, a formal certification process will be reviewed.

**10:37 J. Burke left meeting**

**10:40 J. Burke returned to the meeting**

**MOVED** by D Fairbairn, **SECONDED** by D. Howe,

That the Project Board, through staff, prepare a response to the Core Area Liquid Waste Committee, with respect to its motions arising out of the April 12, 2017 meeting, in accordance with the direction provided at this meeting, including declining the request on Items 1 and 2, acceding to the requests on Items 3, 4 and 5 and that such response include the underlying rationale of the Project Board.

**CARRIED**

7.2. Matters arising from the April 12, 2017 Integrated Resource Management Advisory Committee

7.2.1. Advanced Integrated Management Next Steps

7.2.2. Motion from the meeting: That the Integrated Resource Management Advisory Committee recommend to the Environmental Services Committee:

1. *That the Integrated Resource Management Work Plan as amended be submitted to the Minister of Environment by May 31, 2017; and*
2. *That this report be forwarded to the Core Area Liquid Waste Management Committee, the Saanich Peninsula Wastewater Commission and the Core Area Wastewater Treatment Project Board for information.*

**10:41 D. Howe left meeting**

**MOVED** by C. Smith, **SECONDED** by J. Burke,  
That the Project Board receive the included staff report, as referenced in 7.2.2, for information.

**CARRIED**

Director Lapham noted that the Integrated Resource Management Advisory Committee (IRMAC) will be expecting a response to its referral to the CRD Board, including a response to information it forwarded from its April 12 closed meeting to the Project Board's May 2 closed meeting and the following motion was put:

**MOVED** by B. Lapham, **SECONDED** by B. Eaton,  
That the Project Board receive any correspondence received from the Integrated Resource Management Advisory Committee, for information, and that staff be directed to provide a response acknowledging receipt.

**CARRIED**

**10:43 D. Howe returned to the meeting**

7.3. City of Victoria Resolutions – April 13, 2017 Council Meeting

7.3.1. Resolution Regarding Green Shores Certification of Clover Point Pump Station:

*THAT Council requests that the Core Area Wastewater Treatment Project Board:  
Seek Green Shores Certification of the Clover Point Pump Station, reflecting*

*(a) proximity of the site to the marine shoreline*

*(b) opportunities for marine and terrestrial ecological restoration arising from several decades of use of the site and seabed for wastewater conveyancing,  
and*

*(c) the mandate of the federal land grant to the City of Victoria emphasizing use of the land for parks and greenspace purpose .*

The Chair noted that these items are similar to the items requested by the CALWMC in Item 5 above and a response will be covered as part of Item 5 and will be communicated directly to the City of Victoria.

*AND THAT Council directs staff to pursue Green Shores Certification in discussions with the CRD relating to design of the Clover Point Pump Station and associated works.*

The Project Board committed, in Item 5 of 7.1.2 above, and the Chair noted that the motion is unclear who is directed to pursue the certification: the City of Victoria or the CRD. The Project Board noted that the CALMC motion was to "explore" Green Shores Certifications, which the Project Board has acceded to.

7.3.2. Resolution Regarding Mitigation of Impacts of McLoughlin Point Wastewater Treatment Plant:

*BE IT RESOLVED THAT Council requests that the Core Area Wastewater Treatment Project Board:*

- 1) Negotiate a Change Order with Harbour Resource Partners to ensure that enforceable Performance Standards are in place upon completion of the McLoughlin Point wastewater treatment plant to ensure that odour levels do not to exceed 2 Odour Units.*
- 2) Report back to the Core Area Liquid Waste Management Committee and the public on the advisability and cost of reducing operating Noise levels when measured at the McLoughlin Point property line to 55 Decibels.*
- 3) Continue and improve consultation with James Bay, Victoria West, Fairfield and Downtown residents on mitigation of construction and long-term impacts from conveyancing infrastructure, the McLoughlin Point wastewater treatment and the Clover Point Pump Station.*
- 4) Closely monitor geotechnical issues along the Dallas Road waterfront and advise the public and Core Area Liquid Waste Management Committee of any issues that arise and solutions.*

*AND BE IT FURTHER RESOLVED THAT Council directs staff to forward this resolution to the Core Area Wastewater Treatment Project Board, the Capital Regional District Board and the Provincial Minister of Environment.*

The Project Board noted that the resolutions above are similar to the motions passed by the CALWMC in Item 7.1.2 above, and any differences should be noted. The Project Board directed staff to respond directly with the response to the CALWMC and note that the response would be posted on the public website.

**MOVED** by, D. Howe, **SECONDED** by, D. Fairbairn,

That staff provide a response, in accordance with the direction provided in this meeting, to the City of Victoria, on matters arising from its April 13, 2017 Council meeting.

**CARRIED**

**8. Correspondence**

8.1. Correspondence received April 2017

**MOVED** by, B. Lapham, **SECONDED** by, D. Fairbairn,  
That the April 2017 correspondence be received for information.

**CARRIED**

**9. New Business**

There was no new business.

- MOVED** by, B. Eaton, **SECONDED** by, D. Fairbairn,
- 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; **(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 of Privacy Act*; **(m)** a matter that, under another enactment, is such that the public may be excluded from the meeting.**

**CARRIED**

**11. Adjournment**

On motion the Project Board adjourned its meeting at 10:56 a.m. and moved into closed session.

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CHAIR

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RECORDER