



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

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

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

D. Clancy introduced the following new Project Team members:

- David Tuckwell, Quality Manager
- Alan Wardell, Construction Scheduler
- Kevin Simpson, Environmental, First Nations and Regulatory Manager

1. Approval of Agenda and Statement of No Conflict

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

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

CARRIED

2. Safety Minute

D. Clancy led the safety minute regarding parking protocols. He identified the dangers of backing out of parking spots, noting the many blind spots. He advised that the Project's policy will require staff to back into parking spots so that they can clearly see what is in front of them as they pull out. This will be policy in the safety management plan.

3. Approval of the May 2, 2017 Meeting Minutes

MOVED by R. Lapham, **SECONDED** by D. Howe,
That the minutes of the May 2, 2017 meeting be approved.

CARRIED

4. Report of the Chair

The Chair reported on these items:

- The Project is moving forward and activity has begun at both the Ogden Point and McLaughlin Point sites.
- The Project Team continues to improve community engagement.
- She noted that the Project is linear, and there will be a staggered series of plans and discussions, which will dictate when community discussions for each project component will take place.
- The 24-hour public information line has been receiving calls and the process of referring calls to the various construction managers for response is working well.

5. Presentations/Delegations

There was one delegation.

Barney Hiney of RJH Services addressed the Project Board, noting that his company submitted a proposal for the Integrated Resource Management (IRM) Request for Proposals and asked what the status was. The Chair advised that this falls under the Integrated Resource Management Advisory Committee and that he would need to address them at their next meeting of June 28, 2017.

6. Project Board Business

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

The Chair clarified for the Project Board that the April monthly report was compiled in May and presented in June due to:

- financial reporting closing at the end of the month
- the Project Board meetings being held at the beginning of the month
- there isn't sufficient time between financial month end and the Project Board meeting to compile the financial report

She noted that it is confusing and asked the Project Team to consider that, if there are activities, in particular communications and engagement activities, that occur in May that are worth noting with the April report, to please do so.

D. Clancy and E. Scott presented the information in the report. The Project Board discussed the report and provided the following comments:

- Staff were asked to consider, as part of the Schedule section of the monthly report, incorporating an eight-week look ahead of potential significant activities that are ongoing in the four week period after financial month end and the upcoming four week period. It is important to link the April report to what is being focused on in the current and upcoming months.
- The font size on the Cost Management and Forecast tables should be increased to make it more reader friendly.
- The Project Team should remain aware of the challenges of a linear project and availability of information when planning its stakeholder and engagement for the indicative design for the conveyance route in Saanich. The community will have concerns about the Project's commitment to aligning the indicative design with the District of Saanich's planned upgrades to trail-ways and sidewalks.
- The Project Team should clarify Risk No. 4. It is important to understand that this risk is related specifically to the various touchpoints of senior levels of government and the Capital Regional District (CRD) around their expectations as funders and permitting agencies.
- The Chair outlined the process of how the Project Board manages requests from other levels of government, CRD Committees and the CRD Board. She noted that formal requests that are received via motion, are responded to formally at a Project Board meeting as laid out in Agenda Item 7 below. The resolution and response will then be included in the monthly report. Less formal questions or requests will be responded to by e-mail through the CRD's Corporate Officer.

- Responses to other CRD Committee or Board requests, that cannot wait to be dealt with in the Monthly Report, will be submitted by the Project Board Chair via the CRD's Corporate Officer and then will be included for information in the Monthly Report.
- Regarding the Green Shores Certification, the Project Team was asked to review what other municipalities have pursued in this regard.
- The Project Board should respond in writing, through the CRD's Corporate Officer, to other non-formal or verbal actions received from other CRD Committees or the CRD Board.

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

Be it RESOLVED that:

1. 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.

CARRIED

6.2. Staff Report for Information: Summary of Documents Related to Topics of Interest: Odour, Seabed Pipeline, Bluffs / Shorelines, Geotechnical and Noise Topics

E. Scott spoke to the staff report, noting that the Project Team prepared a Summary Report of the many reports that were undertaken as part of the CRD's wastewater treatment planning in an effort to alleviate any confusion between the applicability and inapplicability of the various historical and current reports to the current Project. The list in the Summary Report will be reviewed regularly and updated as necessary. There are a number of reports in the City of Victoria archive. Staff are working with the City to get links to those reports for easy access by the public and to clarify their relevance or otherwise to the Project. The Summary Report is available on the CRD's website.

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

Be it RESOLVED that:

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

CARRIED

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

7.1. Motions from City of Victoria Council Meeting, May 11, 2017

1. That Victoria Council request that the Project Board put in place risk mitigation measures to protect the Dallas Road Bluffs during construction including but not limited to:
 - a. Assembling an interdisciplinary team to study and address the protection of the bluffs.

- b. As part of the detailed design of the conveyancing, include a plan for the preservation of the bluffs.
 2. That Victoria City Council request the Project Board to report out to the public at one of their regular community meetings, to the James Bay Neighbourhood Association and to Victoria City Council on the measures outlined in Item 1.
8. Correspondence
- 8.1. Correspondence received May 2017
 - 8.2. Project Board's Response to the City of Victoria's April 13 and May 11, 2017 Council Meeting resolutions
 - 8.3. Project Board Chair's e-mail response to questions from the Core Area Liquid Waste Management Committee's May 10, 2017 Meeting
 - 8.4. **Late Item:** June 1, 2017 letter from City of Victoria, Mayor Helps
 - 8.5. **Late Item:** June 2, 2017 letter from the District of Saanich's Bicycle and Pedestrian Mobility Advisory Committee
- MOVED** by R. Lapham, **SECONDED** by D. Fairbairn,
That the correspondence, as attached to this agenda, be received for information. **CARRIED**
9. New Business
- There was no new business.
10. **MOVED** by D. Fairbairn, **SECONDED** by D. Howe,
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 of Privacy Act. **CARRIED**
11. Adjournment
- On motion the Project Board adjourned its meeting at 10:20 a.m. and moved into closed session.
- The Project Board rose from its closed session at 1:56 p.m. without report.

CHAIR

RECORDER