



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Thursday, September 28, 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; K. Olsen, Safety Manager; D. Dionne (recorder)

Also in Attendance: S. Singh, Bennett Jones LLP

The meeting was called to order at 9:07 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 C. Smith, **SECONDED** by D. Howe,
That the agenda be approved as circulated.

CARRIED

2. Safety Minute

The Chair invited K. Olsen, Wastewater Treatment Project (WTP) Safety Manager, to present the Safety Minute.

K. Olsen presented on the Traffic Management Plan (TMP) for the WTP, noting that:

- TMP is a key component to site safety.
- Staff review contractor plans which list details such as number of flaggers, signage, and permits required etc. Staff then incorporate the contractor's plan into the overall project plan.
- A Project Team member attends the construction site to answer public's questions and ensure that the TMP is being followed by the contractor. When construction is complete in an area, staff ensure that the area is returned to its pre-construction state.

K. Olsen responded to questions from the Project Board relating to:

- peak construction traffic flows;
- construction start times and municipal restrictions; and
- construction traffic routes, specifically related to diverting away from school zones.

K. Olsen left the meeting 9:17 a.m.

3. Approval of the September 5, 2017 Meeting Minutes

MOVED by R. Lapham, **SECONDED** by D. Howe,
That the minutes of the September 5, 2017 meeting be approved.

CARRIED

4. Report of the Chair

The Chair reported that this is the second Project Board meeting in September, noting that the September 5 meeting was primarily due to there being no meeting in August and that the Project Board felt that waiting until the end of September would be too long between reporting periods. She advised that this is now the beginning of the regular Project Board meeting schedule, being the fourth Thursday of the month going forward.

She also reported on the following:

- Construction – is well underway and, based on updates received, is proceeding generally as planned. She noted that the Project is now moving into an extended period of construction, requiring ongoing and increased focus on communication and engagement as more project construction gets underway.
- Community Engagements – there is another round of public consultation upcoming in the fall, including public realm improvements around Dallas Road, Arbutus Attenuation Tank and the Residuals Treatment Facility. There will be meetings with Saanich community groups including Willis Point. The Chair noted that she is attending the October 16, 2017 Saanich Council meeting to provide an update on construction plans. Discussions with the District of Saanich and the Saanich Technical Working Group (TWG) appear to be going well.

5. Presentations/Delegations

There were no presentations or delegations.

6. Project Board Business

6.1. Staff Report for Information: Monthly Wastewater Treatment Project Report – August 2017

E. Scott presented the August 2017 monthly report in a PowerPoint presentation. These items were highlighted:

- The McLoughlin Point Wastewater Treatment Plant (WWTP) is progressing with the engineering of the WWTP and outfall, drilling of the harbour crossing, and site preparation.
- The Request for Proposals (RFP) for the Residuals Treatment Facility (RTF) is progressing as planned.
- The RFP for the Clover Point Pump Station closed August 16 and submissions were received in response to the RFQ for the Macaulay Point Pump Station.
- The five design-bid-build Conveyance System contracts are in the engineering phase.
 - Kerr Wood Leidal (KWL) were re-engaged to complete the design consultant services for the Arbutus Attenuation Tank;
 - the RFP for design consultant services for the Clover Forcemain closed on August 3, 2017; and
 - the RFP for design consultant services for the Residual Solids Pipes and Pump Stations was issued in August.
- The Project Team continues its communications and engagement with stakeholders, communities and the public. Meetings were held with representatives from the

District of Saanich, Saanich Technical Working Group, the Township of Esquimalt Technical Working Group and the City of Victoria.

In response to questions from the Project Board, E. Scott noted:

- The Project Team is reviewing options for presenting the contingency variance going forward. The options will be brought to the Project Board for discussion. The remaining contingency is anticipated to be sufficient to deliver the Project within the Control Budget.
- In response to questions about schedule delay, E. Scott advised that:
 - Millennia recommended that borehole drilling along the conveyance line be postponed until the archaeological permit was in place. There was no schedule delay and the drilling was rearranged to accommodate.
 - There was an archaeological discovery at Ogden Point which did not have an overall schedule impact.
 - The Ministry of Environment (MoE) requested a single Municipal Wastewater Registration (MWR) rather than separate registrations related to the different Project Components. Staff are meeting weekly with MoE to review the status of the MWR, checking for any risk to schedule and identifying, and if there are any risks, how they can be resolved.
- In response to cost implication questions related to the KWL contract, E. Scott advised that the design is close to complete, with only the code changes review remaining outstanding. The contract price versus the original submitted price are comparable and requiring KWL to adhere to the 2014 pricing would not be reasonable.
- In relation to KWL's review of code changes and reporting costs going forward, the Project Team was requested to be specific about identifying incremental increases and impact of code changes.
- Regarding the two week delay in under harbour drilling, E. Scott advised the risk associated with that work is with Harbour Resource Partners (HRP) and HRP is confident that it will mitigate any schedule impact.

Regarding KWL's role as Engineer of Record to the Clover Point Forcemain and their review of Stantec's indicative design, the Chair noted that all stakeholders, including the community, will be expecting a very diligent review of the indicative design, to ensure appropriate mitigation measures have been identified for the bluffs.

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

Be it RESOLVED:

1. That the Monthly Wastewater Treatment Project Report – August 2017 be received for information; and
2. That the Monthly Wastewater Treatment Project Report – August 2017 be forwarded to the Core Area Liquid Waste Management Committee and CRD Board for information.

CARRIED

7. Correspondence

7.1. Correspondence received September 1 to 22, 2017

MOVED by D. Howe, **SECONDED** by R. Lapham,
That the correspondence received September 1 to 22, 2017 be received for information.

CARRIED

8. New Business

8.1. Confirmation of Next Project Report and Meeting Dates

- Next Project Report: WTP Quarterly Report – July to September 2017
- Next Project Board Meeting: October 26, 2017
- Next Core Area Liquid Waste Management Committee Meeting: November 8, 2017

9. Motion to Close the Meeting

MOVED by B. Eaton, **SECONDED** by C. Smith,
That the Core Area Wastewater Treatment Project Board meeting be closed 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.

CARRIED

10. Adjournment

The Project Board moved to closed session at 9:43 a.m.
The Project Board rose from its closed session at 12:22 p.m. without report.

On motion the meeting adjourned at 12:22 p.m.

CHAIR

RECORDER