



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Thursday, November 30, 2017 in the Boardroom, 625 Fisgard Street, Victoria, BC**

Present: **Members:** D. Fairbairn (Vice Chair/Acting Chair); D. Howe; R. Lapham; B. Eaton; T. Stanley
Regrets: C. Smith
CRD Staff: D. Clancy, Project Director; E. Scott, Deputy Project Director; D. Dionne (recorder)
Also in Attendance: S. Singh, Bennett Jones LLP

The meeting was called to order at 9:00 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 B. Eaton,
That the agenda be approved as circulated.

CARRIED

2. Safety Minute

D. Clancy provided a Safety Minute regarding safe winter driving preparations:

- Recommend winter tires and Teflon based windshield wipers;
- Remove snow and ice off of all windows prior to driving;
- Keep a full tank of gas;
- Keep a small candle in a can in the car in case you must sleep in the car;
- When driving slow down and leave more room between you and the car in front;
- Reminder that bridges and overpasses freeze first; and
- Reminder that road salt takes 20 to 30 minutes to take effect in temperatures averaging minus ten Celsius.

3. Approval of the October 26, 2017 Meeting Minutes

MOVED by C. Smith, **SECONDED** by D. Howe,
That the minutes of the October 26, 2017 meeting be approved.

CARRIED

4. Report of the Chair

The Vice Chair reported that, with the resignation of Jane Bird, he will be Acting Chair until a new Chair is appointed by the Capital Regional District (CRD) Board. He acknowledged Jane's leadership, strength, character and all that was achieved under her leadership.

A decision on the role of Project Board Chair will be made at the December 13, 2017 CRD Board meeting. The CRD Board may decide to conduct a new search for the new chair, which could take more time.

The Vice Chair welcomed Director Stanley to the Project Board, and his experience and background was outlined. R. Mattiuz was introduced as new Secretary to the Project Board and welcomed in her new role of assisting the Project Board and staff.

The Vice Chair reported that the Quarterly Report was presented to the Core Area Liquid Waste Management Committee (CALWMC) on November 8, 2017 and was well received. The Committee requested a response to a question related to the budgets and estimates dates used to develop the overall control budget.

5. Presentations/Delegations

There were no presentations or delegations.

6. Project Board Business

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

The Project Team presented:

- Updates on the Wastewater Treatment Plant (WWTP), Residuals Treatment Facility (RTF) and the Conveyance System;
- An overview of the Monthly Project Dashboard – Key Performance Indicators (KPI), one minor first aid incident was highlighted;
- Updates on engagement activities for the month which included four public meetings and the following upcoming public meetings:
 - December 14, 2017 with City of Victoria to present design proposal and receive input; and
 - Public input meetings with James Bay Neighbourhood Association and Fairfield Gonzales Communities, January 10 and 11, 2018.

The Project Board and Project Team discussed the meetings and upcoming meetings.

The Project Team are familiar with the James Bay Neighbourhood Association's (JBNA) ideas to improve the Dallas Road and Douglas Street interchange. There have been discussions at the monthly JBNA meetings and with the City of Victoria. Ultimately the decision to proceed and take action is with the City of Victoria, however some collaboration opportunities are being discussed between the City of Victoria and the Project Team.

The Project Team advised that the permit registry will be brought forward at the next meeting and that they have biweekly meetings with the Ministry of Environment regarding key permits. The Project Team is mindful of what will happen when Christa Zacharias-Homer, as the Project's key contact in the Ministry of Environment for the Municipal Wastewater Registration, moves to her next role. It was suggested that, if appropriate, the Project Team discuss with the Ministry the potential for extending C. Zacharias-Homer's role or finding a suitable replacement.

In response to a question regarding the Monthly Project Dashboard slide, the Project Team advised that the yellow lights under Cost reflect the overall costs (e.g. inflation, contamination and the Clover Point overage). The Project Team is mindful of inflation until construction contracts are finalized. The recommendation is to leave those at yellow for now to stay on the side of caution. The Project Team is confident it can still deliver within budget.

The Project Team is not anticipating any further contamination from the drill rig process but anticipate further contamination at the McLoughlin and Ogden Point sites.

The Project Team are working with CRD staff on the possibility of installing a camera on site. There are privacy and confidentiality concerns and an evaluation process to meet provincial policy requirements, including requirement to potentially receive onsite personnel approval to post their photos publically. The Project Team was asked to present its findings once known.

MOVED by D. Howe, **SECONDED** by T. Stanley,

That the Staff Report, Wastewater Treatment Project Monthly Report – October 2017, be received for information and forwarded to the Core Area Liquid Waste Management Committee and CRD Board for information.

CARRIED

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

Director Lapham advised that at the November 8, 2017 CRD Board meeting, Sydney Mayor, Steve Price, was elected as Chair and View Royal Mayor, David Screech, was elected as Vice Chair. He further noted:

- That the new CRD Board must appoint standing committees, this process is under way and will be announced at the December 13, 2017 inaugural CRD Board meeting;
- The CRD is going through its budget process and the Region is experiencing a lot of growth which is impacting operations globally;
- The Region is seeing the lowest unemployment rate in the country; and
- Budget approval will be complete by the end of March 2018.

8. Correspondence

- 8.1. Correspondence October 21 to November 24, 2017

There was no correspondence.

9. New Business

- 9.1. Confirmation of Next Project Report and Meeting Dates

- **Next Project Board Meeting: January 25, 2018**
- Next Project Reports:
 - WTP Monthly Report – November 2017
 - WTP Quarterly Report – October to December 2017
- Next Core Area Liquid Waste Management Committee Meeting: February 14, 2017

10. Motion to Close the Meeting

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

That the Core Area Wastewater Treatment Project Board meeting be closed in accordance with the Community Charter, **Part 4, Division 3, 90(1)(m)** a matter that, under another enactment, is such that the public may be excluded from the meeting.

CARRIED

11. Adjournment

The Project Board moved to closed session at 9:54 a.m.

The Project Board rose from its closed session, on December 20, 2017 at 11:57 a.m. without report.

On motion the meeting adjourned at 11:57 a.m.

CHAIR

RECORDER