



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Thursday, January 25, 2018 in the Boardroom, 625 Fisgard Street, Victoria, BC**

Present: **Members:** D. Fairbairn (Chair); B. Eaton; D. Hayden; D. Howe; R. Lapham; C. Smith; T. Stanley
CRD Staff: D. Clancy, Project Director; E. Scott, Deputy Project Director; R. Mattiuz (recorder), D. Dionne

The meeting was called to order at 9:04 a.m.

1. Approval of Agenda and Statement of No Conflict

The members stated they had no conflict 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 provided a Safety Minute regarding Tsunami Readiness:

- Recent 8.2 magnitude earthquake struck 278 km off the coast of Alaska, triggering an immediate tsunami warning from coast of Alaska down the coast of British Columbia.
- Evacuations and horn sounding took place in some areas, other areas had little to no response.
- He reviewed the three levels of tsunami warning systems – imminent threat, advisory, and watch.
- It is individual responsibility to have an Emergency Prepared Plan, including supplies for three days, to be part of an Emergency Preparedness Kit.
- The Wastewater Treatment Project office will be reviewing the need for its own Emergency Preparedness Kit.
- Discussion ensued on the construction of the Wastewater Treatment Plant (WWTP) and its components in different municipalities and how the different areas fall into the *Emergency Program Act*.

3. Approval of the November 30, 2017 Meeting Minutes

MOVED by D. Howe, **SECONDED** by T. Stanley,
That the minutes of the November 30, 2017 meeting be approved.

CARRIED

4. Report of the Chair

The Chair reported that the key in delivering this program and its projects is creating and sustaining political confidence, contractor and funding partners' confidence and Project Team confidence.

The Chair welcomed Director Hayden to the Project Board, and her experience and background was outlined.

5. Presentations/Delegations

There were no presentations or delegations.

6. Project Board Business

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

MOVED by T. Stanley, **SECONDED** by B. Eaton,
That the Staff Report, Wastewater Treatment Project Monthly Report – November 2017, be received for information and forwarded to the Core Area Liquid Waste Management Committee and CRD Board for information.

CARRIED

6.2. Staff Report for Information: Wastewater Treatment Project Quarterly Report – October to December 2017

The Project Team presented:

- Updates on the Wastewater Treatment Plant (WWTP), Residuals Treatment Facility (RTF) and the Conveyance System;
- An overview of the Quarterly Project Dashboard – Key Performance Indicators (KPI);
- Upcoming engagement activities for January which include meetings with James Bay Neighbourhood Association and the Fairfield Gonzales Association.
- The Project Board and Project Team discussed Dallas Road construction regarding parking, cycle path, cost and schedule.
- The Project Board discussed contingency and areas highlighted in yellow as shown on the Project Dashboard and staff advised on areas including permit scheduling, schedule monitoring and risk mitigation.
- The Project Board discussed the Arbutus Attenuation Tank as an area of public interest and the size of the laydown area. Staff were requested to report back to the Project Board with the hectare size of the laydown area.

MOVED by R. Lapham, **SECONDED** by D. Hayden,
That the Staff Report, Wastewater Treatment Project Quarterly Report – October to December 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

7.1. Motions from the Environmental Services Committee meeting, January 10, 2018

5.1 – 18-022 Integrated Resource Management – Next Steps

Recommendation:

That the Environmental Services Committee recommend to the Capital Regional District (CRD) Board:

1. Conclude the current IRM procurement process.

2. Issuing a Request for Proposals for the beneficial use of dried Class A biosolids produced by the Residuals Treatment Facility as a stand-alone procurement, according to the CRD's land application policy.
3. Pursuing an in-region or near in-region organics (kitchen scraps/yard and garden) processing facility by initiating a new procurement process.
4. Informing the Project Board of the new direction and requesting that any Core Area wastewater treatment project implications be included in the upcoming update report to the Core Area Liquid Waste Management Committee in February.
5. Submitting a revised project plan for the beneficial use of biosolids and the IRM initiative to the province.

7.2. Motions from the CRD Board meeting, January 10, 2018

The Project Board discussed the recommendations from the Environmental Services Committee to the CRD Board, specifically the request for the Project Board to provide information to the Core Area Liquid Waste Management Committee (CALWMC).

The Project Board noted that the CALWMC is seeking more information regarding the class A biosolids disposal process related to the residuals treatment output timing.

Staff were asked to prepare an information report for the February 14, 2018 CALWMC Meeting.

5.3 – 18-022 Integrated Resource Management – Next Steps

Recommendation:

That the Environmental Services Committee recommend to the Capital Regional District (CRD) Board:

That the CRD modify the Integrated Resource Management (IRM) work plan by:

1. Concluding the current IRM procurement process.
2. Issuing a Request for Proposals for the beneficial use of dried Class A biosolids produced by the Residuals Treatment Facility as a stand-alone procurement, according to the CRD's restriction of land application of any product using CRD biosolids as a feedstock.
3. Pursuing an in-region or near in-region organics, (kitchen scraps, yard and garden) processing facility by initiating a new procurement process.
4. Informing the Project Board of the new direction and requesting that any Core Area Wastewater Treatment project implications be included in the upcoming update report to the Core Area Liquid Waste Management Committee in February.
5. Submitting a revised project plan for the beneficial use of biosolids and the IRM initiative to the province.

8. Correspondence

8.1. Correspondence November 24, 2017 to January 19, 2018

- Letter from D. Fairbairn to M. Hicks - 14-Dec-2017
- Email from M. Hicks – 12-Dec-2017

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

That the correspondence be received for information.

CARRIED

9. New Business

9.1. Confirmation of upcoming Meeting Dates

- **Next Project Board Meeting: Friday, February 23, 2018**
- 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 **10:30** a.m.

The Project Board rose from its closed session at **2:00** p.m. without report.

On motion the meeting adjourned at 2:00 p.m.

CHAIR

RECORDER