



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Thursday, March 29, 2018 in the Boardroom, 625 Fisgard Street, Victoria, BC**

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

The meeting was called to order at 8:59 a.m.

1. Approval of Agenda and Statement of No Conflict

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

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

CARRIED

2. Safety Minute

D. Clancy provided the safety minute regarding effective communication, noting that with four active construction contracts and up to six by mid-summer, it is critically important to have clear and concise communication between contractors, workers and Project staff.

3. Approval of the February 23, 2018 Meeting Minutes

MOVED by C. Smith, **SECONDED** by D. Howe,
That the minutes of the February 23, 2018 meeting be approved.

CARRIED

4. Report of the Chair

The Chair reported the following:

- The Project Team continued significant work efforts over February and March, focusing on community engagement and the ongoing relationships with the Township of Esquimalt, City of Victoria and District of Saanich.
- The Chair attended a number of meetings related to the amendment of the Development Permit for the McLoughlin Point Wastewater Treatment Plant and the Macaulay Point Development Permit application. Both applications were successful.
- The Project Team continues to do a good job of engaging with the community.
- The ongoing work on Niagara Street has resulted in press coverage which has been very positive. The progress to date is noteworthy.
- He noted that the Project Team will be presenting the 50% design review for approval at the City of Victoria in April.
- The Project Team and Project Board members were invited to a burning ceremony with the Songhees and W̱SÁNEĆ (Saanich) Nations. The ceremony was to advise the ancestors of the Project and ask for their blessing. The Chair expressed his appreciation to the Chiefs and all the coordinators and participants of the ceremony.

5. Presentations/Delegations

There were no presentations or delegations.

6. Project Board Business

6.1. Staff Report for Information: Wastewater Treatment Project Monthly Report – February 2018

The Project Team provided a presentation on the Monthly Report. Questions and discussion ensued on the following items:

- The two Safety incidents, one near-miss and one high-potential near-miss that occurred over the reporting period. The Project Team advised the Project Board on the corrective actions taken and the steps the contractors have in place to manage safety.
- That the Project Team consider including preventative safety activities, a summary of the number of safety meetings held and what the Team is engaged in around prevention. Formalize as part of the monthly reporting.
- Reviewed McLoughlin Point WWTP Progress. The Project Team provided an update on the contamination excavation noting that excavation is nearly finished and that there may be some minor contaminated material that comes up with the pile activities.
- Discussion ensued around the Macaulay Point Pump Station and the Project Team noted that, while the end point for Macaulay has pushed out by four months based on the design that was accepted as part of the tender packaged, it doesn't affect the schedule. The completion regime was reconfigured on the Macaulay contract, tying everything to the operational target which allows wastewater to flow to McLoughlin Wastewater Treatment Plant when it is required. The four months is provided on the backend to allow the contractor time to demo the old building.
- The Project Team advised that they have already submitted for the initial Development Permit for Macaulay Point Pump Station which will allow early works to begin. Once the 100% design is received they will submit for the full Development Permit. There may be a need to submit for a secondary demolition permit and the Project Team will take this into account.
- In response to a request from the Project Board, at its February 23, 2018 meeting the Project Team provided more details on the Macaulay Point Pump Station within the presentation.

MOVED by D. Hayden, **SECONDED** by D. Howe,
That the Staff Report, Wastewater Treatment Project Monthly Report – February 2018,
be received for information and forwarded to the Core Area Liquid Waste Management
Committee and CRD Board for information.

CARRIED

7. Correspondence

7.1. Correspondence January 20, 2018-February 23, 2018

MOVED by B. Eaton, **SECONDED** by D. Hayden,

That correspondence dated from January 20, 2018-February 23, 2018 be received for information.

CARRIED

8. New Business

8.1. Confirmation of upcoming Meeting Dates:

- **Next Project Board Meeting: Friday, April 27, 2018**
- Next Core Area Liquid Waste Management Committee Meeting: May 9, 2018

9. Motion to Close the Meeting

MOVED by D. Howe, **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) (g)** litigation or potential litigation affecting the municipality; **(k)** negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and **(m)** a matter that, under another enactment, is such that the public may be excluded from the meeting.

CARRIED

10. Adjournment

The Project Board moved to closed session at 10:01 a.m.

The Project Board rose from its closed session at 1:40 p.m. without report.

On motion the meeting adjourned at 1:40 p.m.

CHAIR

RECORDER