



CORE AREA WASTEWATER TREATMENT PROJECT BOARD

Notice of a Meeting on **Thursday, June 28, 2018 at 9:00 a.m.**

Boardroom, 6th floor, 625 Fisgard Street, Victoria, BC

Don Fairbairn (Chair)

Brenda Eaton (Vice-Chair)

Dana Hayden

David Howe

Bob Lapham

Colin Smith

Tim Stanley

AGENDA

1. Approval of Agenda and Statement of No Conflict

Motion:

That the Agenda be approved.

2. Safety Minute

3. Approval of the May 31, 2018 Meeting Minutes.

Motion:

That the minutes of the May 31, 2018 meeting be approved.

4. Report of the Chair

5. Presentations/Delegations

6. Project Board Business

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

Motion:

That the Staff Report, Wastewater Treatment Project Monthly Report – May 2018, be received for information and forwarded to the Core Area Liquid Waste Management Committee and CRD Board for information.

7. Correspondence

8. New Business

- 8.1. Confirmation of upcoming Meeting Dates:

- Next Project Board Meeting: Thursday, July 26, 2018
- Next Core Area Liquid Waste Management Committee Meeting: October 10, 2018

9. Motion to Close the Meeting

Motion:

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.

10. Adjournment

To ensure quorum, advise Rachel Mattiuz 250.360.3267 if you are unable to attend.



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Thursday, May 31, 2018 in the Boardroom, 625 Fisgard Street, Victoria, BC**

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

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 C. Smith, **SECONDED** by B. Eaton,
That the agenda be approved as circulated.

CARRIED

2. Safety Moment

E. Scott provided a safety moment on heat stress and provided a handout to the Project Board for information, highlighting the following:

- High humidity, history of heat illness, medications, recent alcohol consumption (24 hours), poor airflow, and physical labour are all factors increasing heat stress;
- signs and symptoms of heat stress are progressive, including shallow breath, increased breathing rate, weak or rapid pulse, clammy and cool skin, sweating, fatigue and dizziness;
- treatment includes going to cooler environment, laying the person down, and not undertaking strenuous activities; and
- drinking lots of water, wearing loose-fit clothing and taking frequent rests are ways to avoid heat illness.

3. Approval of the April 27, 2018 Meeting Minutes

MOVED by D. Howe, **SECONDED** by T. Stanley,
That the minutes of the April 27, 2018 meeting be approved.

CARRIED

4. Report of the Chair

The Chair reported the following:

- Confirmed he attended the Victoria Council Meeting at which approval was provided for the 50% design for the Clover Point Pump Station and Clover Forcemain;
- the pipe pull was highly successful and completed before schedule;
- acknowledged the passing of and the funeral for Chief Thomas;
- in May, a community appreciation event, the Niagara Street BBQ was held in conclusion of the pipe pull; and
- noted the quarterly report was presented to the CALWMC on May 9.

5. Presentations/Delegations,

There were no presentations or delegations.

6. Project Board Business

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

E. Scott provided a summary presentation on the Monthly Report and reported on the following:

- Key performance indicators, noting that the Esquimalt Liaison Committee helps to mitigate any issues with regards to the revised traffic management plan in Esquimalt. An alternate truck route has been coordinated for the summer during school break. It is a temporary variation of the traffic management plan resulting from a community request and the Project is willing to accommodate;
- signage regarding sewage upgrade projects unrelated to the CAWTP is currently posted in Highlands and the surrounding area. To minimize community confusion between the municipality work and the conveyance system work of the CAWTP, staff are willing to meet with the Highlands/Saanich community to provide a Project outline and update, similar as to how staff recently met with Willis Point representatives. A Technical Working Group exists with Saanich staff, and any questions they receive related to the Project are directed to CAWTP staff, and the PMO office will do the same when receiving Saanich inquiries;
- as a result of the report-only safety incident occurring in April, the PMO office received a letter dated May 10 sent by counsel acting for the guardian of the injured minor, directed to the CRD and the City of Victoria. PMO Staff has acknowledged receipt of the letter and has informed HRP of same. Staff attempted to reach out to the guardian of the minor after the incident, but staff were unable to make direct contact other than voicemails left between the Project Team and the guardian;
- there were no contingency or program reserve draws over the reporting period;
- key permits with changed status over the reporting period;
- two environmental incidents that occurred during the reporting period, neither of which had adverse effects on the environment as they were appropriately addressed when they occurred;
- participation in HRP's earth day event removing invasive species at McLoughlin Point;
- summary of: construction progress at McLoughlin Point; design and construction progress on Clover Point Pump Station; progressing the design and construction planning of Macaulay and Residuals Treatment Facility; and Residual Solids Conveyance Line and Clover Force Main – progression of design (by design consultants) and progressing the procurement for those construction contractors;
- HRP hosted a BBQ for James Bay residents on May 1; and
- two-page brochure released outlines why the Project is being built and how the wastewater will be treated to clarify what the Project will achieve.

MOVED by B. Eaton, **SECONDED** by T. Stanley,
That the Staff Report, Wastewater Treatment Project Monthly Report – April 2018, be received for information and forwarded to the Core Area Liquid Waste Management Committee and CRD Board for information.

CARRIED

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7. Correspondence

7.1. April 27, 2018 Letter from Project Board Chair to Tsartlip First Nation

MOVED by D. Howe, **SECONDED** by D. Hayden,
That the correspondence be received for information.

CARRIED

8. New Business

8.1. Confirmation of upcoming Meeting Dates:

- Next Project Board Meeting: **Thursday, June 28, 2018**
- Next Core Area Liquid Waste Management Committee Meeting: October 10, 2018

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) (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 9:50 a.m.
The Project Board rose from its closed session at 1:10 p.m. without report.

On motion the meeting adjourned at 1:10 p.m.

CHAIR

RECORDER



**REPORT TO CORE AREA WASTEWATER TREATMENT PROJECT BOARD
MEETING OF THURSDAY, JUNE 28, 2018**

SUBJECT **Wastewater Treatment Project Monthly Report – May 2018**

ISSUE

To Provide the Core Area Wastewater Treatment Project Board with the Monthly Report for May 2018.

BACKGROUND

On May 25, 2016 the Regional Board of the CRD:

- i) Adopted by resolution the Core Area Wastewater Treatment Project Board Terms of Reference (Project Board Terms of Reference) for the purposes of establishing principles governing the Core Area Wastewater Treatment Project (the Wastewater Treatment Project or the WTP);
- ii) Established the Core Area Wastewater Treatment Project Board (Project Board) under Bylaw 4109 (the CRD Core Area Wastewater Treatment Board Bylaw No. 1, 2016) for the purposes of administering the Core Area Wastewater Treatment Project; and
- iii) Delegated certain of its powers, duties and functions to the Project Board under Bylaw 4110 (the CRD Core Area Wastewater Treatment Project Board Delegation Bylaw No. 1, 2016).

On September 14, 2016 the Regional Board of the CRD:

- i) Received the final report of the Project Board with respect to its recommendation for the CAWTP, dated September 7, 2016 (the Final Report); and
- ii) Approved the business case attached as Appendix 1 (the Business Case) to the Final Report.

The Business Case established the CAWTP control budget (the Control Budget) of \$765 million.

DISCUSSION

The Core Area Wastewater Treatment Project Board (the Project Board) Terms of Reference requires, amongst other things: that the Project Board provide the CRD Board with monthly progress reports and a comprehensive quarterly report on the Project.

The monthly report for the period of May 2018 is attached as Appendix A.

RECOMMENDATION

That the Core Area Wastewater Treatment Project Board approve the following resolution:

Core Area Wastewater Treatment Project Board – June 28, 2018
Wastewater Treatment Project Monthly Report – May 2018

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RESOLVED that:

The Staff Report, Wastewater Treatment Project Monthly Report – May 2018, be received for information and forwarded to the Core Area Liquid Waste Management Committee and CRD Board for information.



Elizabeth Scott, Deputy Project Director
Wastewater Treatment Project



Dave Clancy, Project Director
Wastewater Treatment Project
Concurrence

Attachments: 1

Appendix A: Wastewater Treatment Project Monthly Report – May 2018

ES:rm