



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Thursday, July 26, 2018 in the Boardroom, 625 Fisgard Street, Victoria, BC**

Members: D. Fairbairn (Chair); B. Eaton (Vice Chair); D. Hayden; D. Howe; C. Smith; T. Stanley; R. Lapham

CRD Staff: D. Clancy, Project Director, E. Scott, Deputy Project Director; R. Mattiuz (recorder)

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 with the agenda items.

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

CARRIED

2. Safety Moment

D. Clancy provided the safety moment “Our Hands at Work” relating to the use of gloves on the jobsite as a best practice.

3. Approval of the June 28, 2018 Meeting Minutes

MOVED by B. Eaton, **SECONDED** by R. Lapham,
That the minutes of the June 28, 2018 meeting be approved.

CARRIED

4. Report of the Chair

The Chair reported the following:

- Thank you to B. Eaton for chairing June 28 meeting; and
- acknowledgement of the Project’s scope and the participation of all involved.

5. Presentations/Delegations:

There were no presentations or delegations.

6. Project Board Business

6.1. Staff Report for Information: Wastewater Treatment Project Quarter 2 Report – April to June 2018

D. Clancy and E. Scott provided a June update summary presentation and reported on the following:

- safety performance, including two incidents;
- cost management, forecast and budget expenditures;
- changes in the status of key permits;
- construction activities; and
- communications and engagement activities, including information regarding the summer truck traffic route in Esquimalt.

MOVED by C. Smith, **SECONDED** by D. Hayden,
That the Staff Report, Wastewater Treatment Project Quarterly Report – April to June 2018, 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 Approval – Revised Communications and Engagement Plan
E. Scott reviewed the revised communications and Engagement Plan, noting the following:

- Plan was revised from that approved by the Project Board last year to account for Project progress;
- the Plan remains live and Staff will bring forwarded updates when and as warranted.

Discussion ensued on the process of communication with local groups (Prospect Lake, Highlands, etc.). It was noted that Staff are planning open house community information meetings. Staff meet with individual community associations at their request when possible.

MOVED by B. Eaton, **SECONDED** by D. Hayden,
That the Staff Report, Revised Communications and Engagement Plan be approved.

CARRIED

7. Correspondence

A letter was received June 18, 2018 from the WSÁNEĆ Leadership Council in response to a letter dated April 27, 2018 that the Project Board Chair sent to the Chief of the Tsartlip Nation.

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

CARRIED

8. New Business

8.1. Confirmation of upcoming Meeting Dates:

- Next Project Board Meeting: Friday, September 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 D. Howe,
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 9:36 a.m.
The Project Board rose from its closed session at 3:00 p.m. without report.
On motion the meeting adjourned August 30, 2018 at 2:30p.m.

CHAIR

RECORDER