



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Wednesday, September 26, 2018 in Room 488, 625 Fisgard Street, Victoria, BC**

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; R. Mattiuz (recorder)

The meeting was called to order at 9:05 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
D. Clancy provided the safety moment "The Great Shakeout 2018" relating to earthquake safety and the annual province-wide earthquake drill scheduled for October 18.

3. Approval of the July 26, 2018 Meeting Minutes
MOVED by D. Howe, **SECONDED** by B. Eaton,
That the minutes of the July 26, 2018 meeting be approved.

CARRIED

4. Report of the Chair
The Chair reported the following:

It is a busy time for everyone both personally and Project-related as the season shifts from summer to fall with family responsibilities and the transition of the many components of the Project from procurement phase into construction phase.

5. Presentations/Delegations:
There were no presentations or delegations.

6. Confirmation of upcoming Project Board Dates

Thursday, October 25, 2018
Monday, November 26, 2018
Thursday, January 31, 2019
Thursday, February 28, 2019
Thursday, March 28, 2019
Friday, April 26, 2019

Friday, May 31, 2019
Thursday, June 27, 2019
Thursday, July 25, 2019
Monday, September 30, 2019
Thursday, October 31, 2019
Tuesday, November 26, 2019

MOVED by D. Hayden, **SECONDED** by B. Eaton,
That the above-noted Project Board meeting dates be approved.

CARRIED

7. Project Board Business

7.1. Staff Report for Information: Wastewater Treatment Project Monthly Report – July 2018

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

CARRIED

7.2. Staff Report for Information: Wastewater Treatment Project Monthly Report – August 2018

D. Clancy and E. Scott provided a summary presentation of the August monthly report including:

- safety performance, including an outline of four incidents that occurred over the reporting period and confirmed the Project protocol, investigation and classification of safety incidents on the construction sites;
- cost management, forecast and budget expenditures;
- changes in the status of key permits;
- construction activities; and
- communications and engagement activities.

Discussion ensued on safety management, contingency, reserve and the process of reporting on contingency draws.

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

CARRIED

7.3. Staff Report for Approval –Project Management Plan (PMP)

E. Scott reviewed the Project Management Plan, noting the Project Team have been implementing the approaches laid out in the PMP and refining the PMP, since the start of 2017. The PMP is being brought forward to the Project Board for formal review and approval at this time but the Project Team has been coordinated in its implementation of the approaches outlined and general Project chartering sessions have been held to achieve this.

Discussion ensued and the Project Board confirmed the Project scope.

MOVED by C. Smith, **SECONDED** by T. Stanley,
That the Staff Report, Project Management Plan be approved.

CARRIED

8. Correspondence

9. New Business

9.1. Confirmation of upcoming Meeting Dates:

- Next Project Board Meeting: Thursday, October 25 2018
- Next Core Area Liquid Waste Management Committee Meeting: October 10, 2018

10. Motion to Close the Meeting

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

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 11:35 a.m. without report.

On motion the meeting adjourned at 11:45 am.

CHAIR

RECORDER