



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Monday, November 26, 2018 in Room 652, 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; N. Chan, CRD CFO,
A. Piotrowski, Finance Manager, R. Mattiuz (recorder)

Also in attendance: Greg Lewis, Norton Rose Fulbright

The meeting was called to order 10:02 a.m.

The Project Board Chair moved Item 6.2 to Item 5 on the Agenda.

1. Approval of amended Agenda and Statement of No Conflict
The members stated they had no conflict with the agenda items.

T. Stanley identified that he has a contract with Ernst & Young and the Project Board intends to discuss activity during this meeting by Ernst & Young. T. Stanley stated that he doesn't see a conflict and the Project Board Chair confirmed and he deemed it not a conflict.

MOVED by B. Eaton, **SECONDED** by D. Hayden,
That the agenda be approved as amended by the Project Board Chair at the start of the meeting.

CARRIED

2. Safety Moment
D. Clancy provided the safety moment "Working Around Water" and noted that it applies to the Project in that the McLoughlin site is on the ocean edge, with workers working in and around the tsunami walls, among other things.

3. Approval of the October 25, 2018 Meeting Minutes

MOVED by B. Eaton, **SECONDED** by C. Smith,
That the minutes of the October 25, 2018 meeting be approved.

CARRIED

4. Report of the Chair
The Project Board Chair noted that communication has been ongoing since the last meeting with the WSÁNEĆ Leadership Council, which D. Fairbairn and B. Lapham attended. D. Fairbairn has met with members of the provincial government (officials, not elected representatives) associated with the Project's ongoing efforts to create a strong relationship with the WSÁNEĆ Leadership Council. The Project Board Chair acknowledged that the Project Team has been working diligently to complete procurements and award on time. Challenges as a Board and as a Team include ensuring construction contracts are conducted in a manner that is safe, with respect to both our employees and to the public.

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

It was agreed to cover item 6.1 on the agenda after item 6.2.

6. Project Board Business

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

This item was discussed after item 6.2.

D. Clancy and E. Scott provided a summary presentation of the October 2018 Monthly Report including:

- safety performance – a monthly safety meeting with safety representatives from all active sites has been initiated;
- review of safety incidents occurring in October including a high-potential near-miss blasting incident at the Macaulay site. Discussion ensued on blasting protocol and staff confirmed that the blaster had followed protocol as per WorkSafeBC standards/safety procedures. Staff noted that the Project Team approves the safety plans of each contractor when they begin construction activity and are held to those plans. If the contractor is not adhering and there is unsafe activity, the Project Team will notify the contractor as well as WorkSafeBC. The Project Team/CRD still has the right to seek regulatory intervention as well as the ability to stop work. The Project Board Chair noted the importance of realizing as owner, what we must do each day, to mitigate the risk of unsafe behavior of our contractors;
- cost management, forecast and budget expenditures were in-line with what was expected;
- changes in the status of key permits including the receipt of the DFO Authorization for the Outfall;
- construction activities; and
- communications and engagement activities including two community open houses for the Residual Solids Conveyance Line occurring November 27 and 28 in Saanich.

MOVED by D. Howe, **SECONDED** by R. Lapham,
That the Staff Report, Wastewater Treatment Project Monthly Report – October 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 Information: Declaration of Related Party Transactions

This item was discussed before item 6.1 on the Agenda

N. Chan summarized the staff report “Declaration of Related Party Transactions” and noted that as the CRD financial statements are prepared in accordance with the Public Sector Accounting Board, there is a requirement for a declaration of related transactions. It is required that members of the Project Board, as a part of the CRD’s financial statement preparation, complete the declaration after year end and return it to the financial team by January 11, 2019.

MOVED by C. Smith, **SECONDED** by R. Lapham,
That the Staff Report, Declaration of Related Party Transactions, be received for information.

CARRIED

N. Chan and A. Piotrowski left the meeting at 10:16 a.m.

7. Correspondence

8. New Business

8.1. Confirmation of upcoming Meeting Dates:

- Next Project Board Meeting: Thursday, January 31, 2018
- Next Core Area Liquid Waste Management Committee Meeting: 2019 – Dates TBD

9. 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

10. Adjournment

The Project Board moved to closed session at 10:55 a.m.

The Project Board rose from its closed session at 11:30 a.m. without report.

On motion the meeting adjourned at 11:30 a.m.

CHAIR

RECORDER