



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board  
Held Thursday, January 31, 2019 in Room 652, 625 Fisgard Street, Victoria, BC**

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**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 9:02 a.m.

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

**CARRIED**

2. Safety Moment  
D. Clancy provided the safety minute “Working in Inclement Weather Conditions” and noted that it applies to the Project as the risk of workplace accidents is greater in poor weather conditions, such as shorter daylight hours, wet and slippery surfaces and temperature drops. A proactive approach of adhering to the Project’s safety first philosophy and culture is key to mitigating the risks associated with inclement weather conditions.

3. Approval of the November 26, 2018 Meeting Minutes

**MOVED** by C. Smith, **SECONDED** by R. Lapham,  
That the minutes of the November 26, 2018 meeting be approved.

**CARRIED**

4. Report of the Chair  
The Project Board Chair noted this is the first meeting of 2019 and acknowledged continued confidence in the Project being completed on time, but reduced confidence that the full scope of the Project as defined in the Business Case can be delivered within the control budget.

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

6. Project Board Business

- 6.1. Annual Election of Wastewater Treatment Project Board Vice-Chair

**MOVED** by T. Stanley, **SECONDED** by C. Smith,

That Brenda Eaton continue to act as elected vice-chairperson of the Core Area Wastewater Treatment Project Board, to serve at the pleasure of the Project Board or until her resignation.

**CARRIED**

- 6.2. Staff Report for Information: Wastewater Treatment Project Monthly Report – November 2018

- 6.3. Staff Report for Information: Wastewater Treatment Project Q4 Quarterly Report – October – December 2018

D. Clancy reviewed the Q4 2018 Quarterly Report including information in the November 2018 Monthly Report. D. Clancy summarized an annual review in the report of safety statistics from January 2017 to the current date. He confirmed a safety management review will be undertaken in the first quarter of 2019, in which an independent consultant will review safety management procedures and processes.

D. Clancy provided summary information on:

- Cost and budget expenditures;
- Contingency and draws over the reporting period; and
- Permits and regulatory management; including the receipt of DFO approvals for the outfall and stream crossings on the residual line, with the only outstanding permit being the road occupancy permit;

Discussion ensued on traffic management in Esquimalt as a result of concrete pours and D. Clancy confirmed traffic management plans have been flagged and identified and the Project Team is working together with the Esquimalt Liaison Committee to discuss the management of trucks and the best routing.

E. Scott provided an update on the Residuals Treatment Facility noting contractor intent to prepare foundations in the first quarter of 2019.

Discussion ensued on the receipt of notices of concern from Grange Road residents with regards to the tree canopy along Grange Road and the Project Team's efforts to mitigate impact on the trees in the area.

November community information meetings took place in Saanich on November 27 and 28 to provide information on the Residuals Treatment Facility, Residual Solids Conveyance Line and Arbutus Attenuation Tank, and over 114 residents attended.

Discussion ensued on the residents of Grange Road and how the shift in alignment of the RSCL will allow the trees to be preserved. The Project Board Chair noted that when he presented to the Core Area Liquid Waste Management Committee on January 16, residents of Grange Road were present to provide their viewpoint of preserving the trees. The Project Team has engaged with Grange Road residents, responding positively, openly and quickly to alleviate resident concerns in an effort to balance the interests of residents, the interests of Saanich, and the interests of the Project.

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

That the Staff Reports, Wastewater Treatment Project Monthly Report – November 2018, and Wastewater Treatment Project Q4 Quarterly Report – October – December 2018, be received for information and forwarded to the Core Area Liquid Waste Management Committee and CRD Board for information.

**CARRIED**

7. Correspondence

**MOVED** by R. Lapham, **SECONDED** by D. Hayden,

That the following correspondence be received for information:

7.1. December 4, 2018 – Email from B. Weatherston to the Wastewater Treatment Project Board

7.2. December 10, 2018 – Email to B. Weatherston from D. Fairbairn, Chair of the Wastewater Treatment Project Board

**CARRIED**

Discussion ensued on the difference in financial certainty since the last Project Board meeting in November 2018 and the Chair advised nothing has changed with regards to the Project's contractor situations or relationships. D. Clancy confirmed that the Project contractors have not raised an issue or concern over the matter, and that all the contracts are backstopped by security.

8. New Business

8.1. Confirmation of upcoming Meeting Dates:

- Next Project Board Meeting: Thursday, February 28, 2019
- Next Core Area Liquid Waste Management Committee Meeting: On or before Wednesday, April 17, 2019

9. Motion to Close the Meeting

**MOVED** by R. Lapham, **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)(k) and Part 4, Division 3, 90(1) (m).

**CARRIED**

10. Adjournment

The Project Board moved to closed session at 9:55 a.m.  
On motion the meeting adjourned from its closed session at 11:30 a.m. to reconvene the closed session at a later date to be determined.

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CHAIR

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RECORDER