



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board  
Held Thursday, February 28, 2019 in Room 488, 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 9:00 a.m.

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

**MOVED** by D. Hayden, **SECONDED** by B. Eaton,  
That the circulated agenda be approved.

**CARRIED**

2. Safety Moment  
D. Clancy provided the safety minute “Complacency in the Workplace”.  
Discussion ensued on a number of safety-related topics, including with respect to crane operating and maintenance practices, airbags in construction equipment and contractors’ drug and alcohol policies.

3. Approval of the January 31, 2019 Meeting Minutes

**MOVED** by C. Smith, **SECONDED** by D. Howe,  
That the minutes of the January 31, 2019 meeting be approved.

**CARRIED**

4. Report of the Chair  
The Project Board Chair commented on the ongoing work of the Project Team to refresh the forecast to complete the Project.

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

6. Project Board Business

- 6.1. Staff Report for Information: Wastewater Treatment Project Monthly Report – January 2019

D. Clancy reviewed the January 2019 Monthly Report and summarized the KPI status of the Project. He noted that the cost KPI for the Project overall changed from yellow to orange in January due to higher than budgeted proposal prices received for two contracts, primarily as a result of inflation in the Victoria construction market in labour and material costs.

A review of January safety incidents was provided.  
Discussion ensued on the owner’s and contractor’s responsibilities with respect to site safety.

**MOVED** by T. Stanley, **SECONDED** by R. Lapham,

That the Staff Report, Wastewater Treatment Project Monthly Report – January 2019 be received for information and forwarded to the Core Area Liquid Waste Management Committee and CRD Board for information.

**CARRIED**

7. Correspondence

There was no correspondence.

8. New Business

8.1. Confirmation of upcoming Meeting Dates:

- Next Project Board Meeting: Thursday, March 28, 2019, although it was noted that this date may be amended to an April date in order to allow Ernst & Young to report out on their independent Project review.
- Next Core Area Liquid Waste Management Committee Meeting: Wednesday, April 17, 2019

9. Motion to Close the Meeting

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

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 10:45 a.m.

On motion the meeting adjourned from its closed session at 2:20 p.m.

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CHAIR

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RECORDER