



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Friday, April 26, 2019 in Room 652, 6th Floor, 625 Fisgard Street, Victoria, BC**

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

Regrets: D. Howe

CRD Staff: D. Clancy, Project Director, E. Scott, Deputy Project Director; D. Toso (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 R. Lapham, **SECONDED** by T. Stanley,
That the circulated agenda be approved.

CARRIED

2. Safety Moment
D. Clancy provided the safety minute on cycling safety and noted the benefits of using the “Dutch Reach” to check for cyclists before opening your car door.

3. Approval of the April 12, 2019 Meeting Minutes
It was noted that the minutes should be amended as two motions (to amend the original motions to agenda items 6.2 and 6.5) were incorrectly noted in the draft minutes as being moved by D. Fairbairn, when they were moved by T. Stanley.

MOVED by T. Stanley, **SECONDED** by D. Hayden, that the motion be amended to “That the draft minutes of the April 12, 2019 meeting be amended by making the following changes, and that the minutes so amended be approved:

- That the motion to amend the original motion to item 6.2 was moved by T. Stanley;
and
- That the motion to amend the original motion to item 6.5 was moved by T. Stanley.

CARRIED

MOVED by C. Smith, **SECONDED** by D. Hayden on the amended motion,

That the draft minutes of the April 12, 2019 meeting be amended by making the following changes, and that the minutes so amended be approved:

- That the motion to amend the original motion to item 6.2 was moved by T. Stanley;
and
- That the motion to amend the original motion to item 6.5 was moved by T. Stanley.

CARRIED

4. Report of the Chair
The Project Board Chair reported the following:
 - there was good engagement at the Core Area Liquid Waste Management Committee’s April 17, 2019 meeting regarding the refinements to the Project’s scope and the requested increase to the Project’s budget;
 - the budget request is anticipated to be brought before the CRD Board in June or July; and
 - safety continues to be the greatest value for the Project.

B. Eaton joined the meeting at 9:11 a.m.

5. Presentations/Delegations:

There were no presentations or delegations.

6. Project Board Business

Staff Report for Information: Wastewater Treatment Project Q1 2019 Quarterly Report (January – March 2019)

D. Clancy and E. Scott reviewed the Wastewater Treatment Project Q1 2019 Quarterly Report (January – March 2019) and provided information on the following:

- the safety KPI for the Project overall was changed from green to yellow. Over the reporting period three recordable incidents occurred, increasing the total recordable incident frequency to 1.2. With the increase in workforce and work sites there has been an increase in the number of safety incidents. The Project Team continues to work with and ensure that all of the Prime Contract partners maintain safety as their number one priority. As part of an overall review of the Project the Project Board engaged an independent safety management firm to review the Project's safety management. The firm found that the systems that the Project has in place meet or exceed industry health and safety standards and regulatory requirements, and provided recommendations which the Project Team are implementing.
- cost key performance indicator for both the conveyance system and the project overall were changed to red, as a result of ongoing and increasing cost pressures (primarily as a result of escalation experienced on the conveyance components of the Project) and the receipt in the reporting period of a refreshed estimate for the conveyance components remaining to be procured;
- summary of contingency draws, key permits received, Project schedule, construction and communications activities.

Discussion ensued on the implementation of the firm's recommendations: D. Clancy reported on the implementation of the recommendations in the safety management review and noted that all recommendations have either been implemented or are in the process of being implemented. The Project Board requested that the project team report back in 3-4 months' time whether there has been an improvement in contractor fulfillment of their quality control role.

It was noted that a few items included in the Project's Q1 2019 Quarterly Report happened in April after the end of the reporting period, and that any activities included in the monthly or quarterly reports outside of the reporting period should be noted as such.

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

That the Staff Report: Wastewater Treatment Project Q1 2019 Quarterly Report (January – March 2019) be received for information and forwarded to the Core Area Liquid Waste Management Committee and CRD Board for information.

CARRIED

7. New Business

7.1 Confirmation of upcoming Meeting Dates:

- Next Project Board Meeting: Friday, May 31, 2019
- Next Core Area Liquid Waste Management Committee Meeting: Wednesday, July 17, 2019

8. 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 Section 90 (1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting.

CARRIED

9. Adjournment

The Project Board moved to closed session at 9:45 a.m.

CHAIR

RECORDER