



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Thursday July 25, 2019 in Room 652, 6th Floor, 625 Fisgard Street, Victoria, BC**

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

CRD Staff: D. Clancy, Project Director, E. Scott, Deputy Project Director; E. Russell (recorder)

Regrets: C. Smith

The meeting was called to order at 9:01 a.m.

1. Territorial Acknowledgement
Chair Fairbairn provided a territorial acknowledgement

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

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

CARRIED

3. Safety Minute

D. Clancy provided the safety minute on hand safety. Hand injuries are the most commonly reported injury in the workplace and are often avoidable if you are wearing the correct gloves and working at your own pace.

4. Approval of the June 27, 2019 Meeting Minutes.

MOVED by T. Stanley, **SECONDED** by B. Eaton,
That the minutes of the June 27, 2019 meeting be approved.

CARRIED

5. Report of the Chair

The Chair reported on the following:

- D. Fairbairn along with D. Clancy and E. Scott presented the Project's progress and answered questions at the Core Area Liquid Waste Management Committee's most recent meeting; and
- Reiterated the Project's commitment to safety: safety is the Project's most important value and priority, and no other considerations should compromise that: safety needs to remain top of mind when making decisions on the Project.

6. Presentations/Delegations

- No one registered to speak.

7. Project Board Business

7.1. Staff Report for Information: Wastewater Treatment Project Q2 2019 Quarterly Report

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

That the Staff Report, Wastewater Treatment Project Quarterly Report – Q2 2019, be received for information and forwarded to the Core Area Liquid Waste Management Committee and CRD Board for information.

CARRIED

- D. Clancy and E Scott provided an overview of the Q2 2019 Quarterly Report including:
- Safety review: safety is the most important consideration for the Project, in June there were 10 incidents and no recordable injuries;
 - Provided an update on progress of the different components of the Project; at some sites the concrete work is nearing completion and building systems are starting to be installed. The Clover forcemain is 90% complete and well ahead of schedule for completion, and cycle track work has already started; and
 - Project Update #7 was widely-distributed through the Project's e-mail distribution list to keep the public informed of progress.

7.2. Staff Report for Approval – Revised Communications and Engagement Plan

MOVED by B. Eaton, **SECONDED** by T. Stanley,

The Wastewater Treatment Project's Communications and Engagement Plan, attached as Appendix A to this staff report, be approved

E. Scott reminded the Project Board that the Communications and Engagement Plan was first drafted at the beginning of the Project, and was updated in July 2018. It has now been revised again with some minor updates to reflect the current status.

8. Correspondence

E. Scott noted that the Project Team followed-up and advised the writer to contact the specific contractor that they are considering working for.

9. New Business

9.1. Confirmation of upcoming Meeting Dates:

1. Next Project Board Meeting: Monday Sept 30, 2019
2. Next Core Area Liquid Waste Management Committee Meeting: October 16, 2019

10. Motion to Close the Meeting

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

That the Core Area Wastewater Treatment Project Board meeting be closed in accordance with the Community Charter: Part 4, Division 3 90(1)(j) *information that is prohibited or information that if it were presented in a document would be prohibited under section 21 of the Freedom of Information and Protection of Privacy Act*

CARRIED

11. Adjournment

The Project Board moved to closed session at 9:41am
On motion the meeting adjourned at 11:20am