



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Thursday September 30, 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; C. Smith

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

The meeting was called to order at 1:00pm.

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 D. Howe, **SECONDED** by T. Stanley,
That the circulated agenda be approved.

CARRIED

3. Safety Minute
E. Scott gave a presentation on Field level Risk Assessments (FLRA). FLRAs are safety assessments that are done regularly at the beginning of the day and if procedures or operations change and can be done by any individual to physically inspect the worksite or identify any hazards or risks. All of our prime contractors utilize either electronic or paper versions.
D. Fairbairn commented on the Project's safety reporting and acknowledged how comprehensive the reporting is and the importance of reporting.

4. Approval of the July 25, 2019 Meeting Minutes.
MOVED by C. Smith, **SECONDED** by R. Lapham,
That the minutes of the July 25, 2019 meeting be approved.

CARRIED

5. Report of the Chair
The Chair reported on the following:
 - Acknowledged how much progress has been made since we last met.
 - Commented on the high level of detail and transparency and frequency with which The Project Team reports
 - Members of the Project Board and the Project team met with the W̱SÁNEĆ Leadership Council this morning as part of ongoing engagement.

6. Presentations/Delegations
 - No one registered to speak.

7. Project Board Business

7.1. Staff Report for Information: Wastewater Treatment Project July 2019 Monthly Report

MOVED by B. Eaton, **SECONDED** by D. Hayden,

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

CARRIED

E. Scott provided an overview of the July and August 2019 Monthly Reports

- Key Performance Indicators have remained stable, with safety continuing to be of prime importance.
- Regarding the environment key performance indicator, the incident at Colquitz Creek, and plans going forward to do a review and complete lessons learned with the contractors.
- Provided an update on progress of the different components of the Project; substantial progress has been made since the Project Board last met with the Clover Forcemain installation reaching completion and the cycle track progress well underway; structural steel is being installed at the RTF; work at all the pump stations along the Residual Solids Conveyance Line is now underway.

7.2. Staff Report for Information: Wastewater Treatment Project August 2019 Monthly Report

MOVED by D. Hayden, **SECONDED** by B. Eaton,

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

CARRIED

7.3. Staff Report for Approval – Updated Project Charter for the Wastewater Treatment Project

MOVED by B. Eaton, **SECONDED** by C. Smith,

The Wastewater Treatment Project's updated Project Charter attached as Appendix A to this staff report, be approved

E. Scott advised the Project Board that the Project Charter was originally approved in 2017 and updated again in 2018. The updates for 2019 were made to reflect the refinement of the approved change to the Projects scope and budget.

8. Correspondence

No correspondence was received during the period.

9. New Business

9.1. Confirmation of upcoming Meeting Dates:

1. Next Project Board Meeting: Thursday October 31, 2019
2. Next Core Area Liquid Waste Management Committee Meeting: October 16, 2019

10. Motion to Close the Meeting

MOVED by D. Howe, **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)(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 1:38
On motion the meeting adjourned at 2:40