



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Thursday, January 9, 2020 in Room 652, 6th Floor, 625 Fisgard Street, Victoria, BC**

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

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

The meeting was called to order at 2:02 pm.

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 T. Stanley, **SECONDED** by C. Smith,
That the circulated agenda be approved.

CARRIED

3. Safety Minute
D. Clancy provided a safety moment about maintaining safety awareness over the December January period. The Project Team has been proactively working with contracting partners to try and mitigate the effects of distraction, with a safety meeting encouraging contactors to keep employees focused and aware of their surroundings.
4. Approval of the November 26, 2019 Meeting Minutes.

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

That the minutes of the November 26, 2019 meeting be approved.

CARRIED

5. Report of the Chair
The Chair acknowledged that the Project is entering a transition this year, with components transitioning from construction to operations, and the Project transitioning into close out. There will be a change in focus at the sites where CRD operators will be working alongside contracting partners through the commissioning of the Project and it will be important to ensure that safety is maintained with the different workforces.
The Chair also reported that he alongside CRD Chair Plant and R. Lapham signed the Memorandum of Understanding with the W̱SÁNEĆ Leadership Council on December 5th which is a step in improving the relationship between the Nation and the CRD; the agreement includes capacity funding and anticipates further work on the relationship between the CRD and W̱SÁNEĆ Nation.

6. Presentations/Delegations
 - No one registered to speak

7. Project Board Business

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

MOVED by C. Smith, **SECONDED** by D. Hayden,

That the Staff Report, Wastewater Treatment Project November 2019 Monthly Report, 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 November 2019 Monthly Report including:

- There were no changes made to the KPIs over the reporting period.
 - The safety KPI for the Project and the conveyance system remains yellow. Over the reporting period three recordable safety incidents occurred and the total recordable incident frequency increased from 1.2 at the end of the last reporting period to 1.6. Over the reporting period 12 safety incidents occurred in total, comprising: three lost time recordable, two medical aid and nine report-only incidents
 - There were no environmental incidents.
- An update on the construction progress including: HRP anticipates deconstructing one of the cranes end of January/early February with the second crane removed from site by end of Q1; Pumps, piping and Densadeg and Lamella equipment installation in Primary is ongoing at McLoughlin; pressure testing of forcemain at Clover Point will be done in February; all pumps have been installed and the forcemain has been connected at Macaulay Point Pump station, restoration on Bewdley Avenue and Anson Streets is in progress; at the Residuals Treatment Facility inside work is now underway in most buildings; 85% of the Residual Solids Conveyance Line is complete, anticipating the work on Interurban being complete by the end of January; and Trent Forcemain contract was awarded on January 8th with work to begin in February.
- On December 5, 2019 a signing ceremony was held with the WSÁNEĆ Nations for the Memorandum of Understanding.

C. Smith asked about what the Clover Point Pump Station façade will look like; D. Clancy advised that the area will be converted back into a knoll similar to what it looked like before but with the addition of a plaza on the top and a walkway down to the seawall.

D. Fairbairn asked about the status of the application for the Municipal Wastewater Regulation (MWR) Registration for the project.

E. Scott advised that the applications for both the operating certificate for the Residuals Treatment Facility and the MWR registration for the Project have been submitted. The Project Team have received requests for clarifications from the Ministry of Environment, related to the MWR registration demonstrating that the application is under active review.

7.2 Staff Report for Information: Declaration of Related Party Transactions

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

That the Staff Report, Declaration of Related Party Transactions be received for information.

CARRIED

E. Scott spoke briefly to the report noting that this policy was put in place in 2018 and the Project Board and Project Director, and Deputy Project Director, are required to complete the declaration for the year ending December 31, 2019.

8. Correspondence

No correspondence received.

9. New Business

9.1. Confirmation of upcoming meeting dates:

1. Next Project Board Meeting: January 30, 2020
2. Next Core Area Liquid Waste Management Committee Meeting: January 22, 2020

10. Motion to Close the Meeting

MOVED by T. Stanley, **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 2:40PM
On motion the meeting adjourned at 4:00PM