

**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Thursday, March 5, 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;

Regrets: B. Eaton

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

The meeting was called to order at 9:30 am.

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 C. Smith, **SECONDED** by D. Howe,

That the circulated agenda be approved.

CARRIED

3. Safety Minute

D. Clancy provided a safety moment about hand safety in the work place, noting that over 51% of all workplace injuries reported in Canada are injuries to hands and fingers. Hand injuries can be prevented with early awareness of hazards, appropriate protective equipment and paying attention to the work. Hand safety is a standing issue at the monthly contractor safety meeting.

4. Approval of the January 9, 2020 Meeting Minutes.

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

That the minutes of the January 9, 2020 meeting be approved.

CARRIED

5. Report of the Chair

The Chair reported that he along with Project Team Members D. Clancy, and E. Scott, and CRD Staff E. Kelch, and D. Elliott attended a burning ceremony at Todd Inlet with the WSÁNEĆ Nation.

The Project will be transitioning from the construction phase to commissioning and is preparing to handover the Project to CRD operations. It will be important to work with the CRD in their efforts for operational readiness; and to ensure that the Project Board and Team identify all the obligations that must be met as we complete close out. We will also need to be mindful that there will be different safety risks as we complete construction and commence commissioning.

6. Presentations/Delegations

- No one registered to speak

7. Project Board Business

7.1. Staff Report for Information: Wastewater Treatment Project Q4 2019 Quarterly Report

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

That the Staff Report, Wastewater Treatment Project Q4 2019 Quarterly Report, be received for information and forwarded to the Core Area Liquid Waste Management Committee and CRD Board for information.

CARRIED

7.2. Staff Report for Information: Wastewater Treatment Project January 2020 Monthly Report

MOVED by T. Stanley, **SECONDED** by C. Smith,

That the Staff Report, Wastewater Treatment Project January 2020 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 Q4 2019 Quarterly Report and January 2020 Monthly Report including:

- No changes were made to KPI's over the reporting period:
 - Safety KPI is still yellow, but the TRIF is now trending down through the end of February. Over the January reporting period 17 safety incidents occurred in total comprising: 4 First-aid; 8 Report Only; and 5 Near Miss incidents.
 - Key schedule interface milestones are still on track, the Project Team is working with contracting partners to ensure that any slippage is remedied.
 - There was a significant high potential near miss at the Arbutus Attenuation Tank site on March 4; no injuries were sustained. The crane cable snapped and the boom fell on the drill rig, Work Safe BC was called and the site was shut down, a report will be given once the investigation is complete.
 - Project expenditures to date are within the control budget, \$62 million was provided to the CRD in December from the Province as an early release of funding.
- An update on the construction progress including:
 - the final piece of major equipment will be placed by the end of the month at Mcloughlin Point; the Operations and Maintenance building is enclosed and interior finishing work has commenced; Peter Street is paved;
 - Clover Point: a portion of the new Pump Station will soon be transferred to IWS with the new storm water pumps;
 - the structure at Macaulay Point Pump Station is complete and work has now been internalized; at the same site, repair work was done on an existing utility with the replacement of a coupling on a 900mm pipe;

- at the Residuals Treatment Facility the tanks are all up with the exception of tank 3, work at the site is internalizing with electrical and mechanical work being done;
- asphalt work is in progress along the Clover Force main path; and
- the contractor for Trent Force main has started to issue pre-construction documents and has mobilized to site and started preparing their lay down areas.

City of Victoria staff are taking a recommendation forward to their Council on March 5th seeking approval to coordinate replacing the balustrade along Dallas Road while the CRD's Force main contractor is still completing their work. This would extend the contracts completion date; however, it will not impact the regulatory deadline as the force main work has already been completed.

C. Smith asked if BC Hydro have completed their obligations to the Project; D. Clancy confirmed that our obligations have been fulfilled to provide permanent services to the sites, contractors are working to provide all the information required to have the sites energized.

8. Correspondence

No correspondence received.

9. New Business

9.1. Confirmation of upcoming meeting dates:

1. Next Project Board Meeting: April 6, 2020
2. Next Core Area Liquid Waste Management Committee Meeting: April 22, 2020

10. Motion to Close the Meeting

MOVED by D. Howe, **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)(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 10:04 AM
On motion the meeting adjourned at 12:47PM