



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Monday April 6, 2020 in the Center for Engagement, 625 Fisgard Street, Victoria, BC**

Members: D. Fairbairn (Chair) (EP); D. Hayden (Vice-Chair) (EP); T. Stanley (EP).

D. Howe (EP); C. Smith (EP); B. Eaton (EP); R. Lapham;

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

*EP= Electronic Participation

The meeting was called to order at 9:03 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 D. Hayden, **SECONDED** by B. Eaton,
That the circulated agenda be approved.

CARRIED

3. Safety Minute

D. Clancy provided a safety moment about social distancing and limiting the number of close contacts that we have in an effort to flatten the curve and limit the impact on the health care system. Stay home when possible and avoid non-essential travel.

4. Approval of the March 5, 2020 Meeting Minutes.

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

That the minutes of the March 5, 2020 meeting be approved.

CARRIED

5. Report of the Chair

The Chair reiterated that safety is the Project's number one priority, and reported that the Project Team Leadership have been focusing on the health and safety of the Project Team and ensuring that the Project Contractors are meeting their obligations.

The Chair expressed his gratitude that people are able to work and to maintain the health and safety standards and he acknowledged that the Project Team has transitioned to remote work and has maintained the level of productivity required to continue progress work on the Project.

6. Presentations and Delegations

No registrations/delegations

7. Project Board Business

7.1. Verbal Update for information - action taken re COVID 19 and potential Project impacts

D. Clancy reported that the Project Team and Project Contractors are monitoring the status of COVID-19 and its impacts:

- Construction is ongoing at all 22 active sites, with all sites following the guidelines of the Provincial Health Officer;
- The majority of the Project Team is now working remotely with a small number working from the office;
- The Project Contractors are increasing the number of handwashing stations, the cleaning of common areas, and reduced the number of in-person meetings. In addition large in-person meetings that are necessary are being conducted in spaces where it is easier to maintain social distancing;
- Screening of workers and visitors for symptoms of COVID-19 is being undertaken;
- At some of the larger Project sites shift changes have been made to allow for increased physical distance between workers;
- Where distance cannot be maintained due to the nature of the work, workers are wearing masks;
- Many contractors have advised that they are beginning to see cost and schedule impacts, including labour availability, work modifications and some supply chain delays, with technical and commissioning services being impacted in some cases.
- Training sessions are being conducted remotely.
- The Project Team continues to monitor the situation and the Project contractors.

D. Howe inquired about the cost implications of the delays. D. Clancy advised that we have only received notices of potential delays with no firm costs attached at this point.

D. Fairbairn asked about the risks to the Project meeting the budget and time constraints. D. Clancy affirmed that based on the current progress he is still confident that the work program can be completed such that the Project meets the regulatory deadline for treatment, and that the budget can be maintained, however we are not able to quantify the total cost implication at this time.

C. Smith asked about the screening program at McLoughlin Point. D. Clancy confirmed that pre-screening is conducted: a Worksite Entry Questionnaire needs to be completed and reviewed before workers or visitors are allowed entry to the site.

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

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

That the Staff Report, Wastewater Treatment Project February 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 February 2020 Monthly Report including:

- No changes were made to the KPIs over the reporting period:
 - The safety KPI remains yellow and the Total Recordable Incident Frequency has decreased. Over the February reporting period 13 safety incidents occurred: 6 Report-Only 4 First Aid and 3 Near Miss incidents.
 - We are monitoring that all Project contractors are implementing precautions related to COVID-19.
 - A summary of a near miss incident that occurred after the reporting period was provided, in which an energized cable was inadvertently cut during screen relocation. Corrective actions included a safety stand down to review the incident, and a toolbox talk. A two-step confirmation of cable isolation was implemented. The new procedure was followed for subsequent screens and they were completed without incident.
- Regarding schedule, over the next few months some of the interim milestones might change as a result of impacts from the current public health emergency, but based on current progress we remain on-track to meet the regulatory deadline.
- Project expenditures to date are within the control budget: total expenditures to-date are \$490 million, being 63% of the budget.
- D. Clancy provided an update on construction progress including progress made to-date (after the reporting period of February 2020) :
 - McLoughlin Point WWTP: HRP has moved to split shifts to support increased social distancing; structural concrete is 97% complete with the final pour scheduled for April 2020.
 - Clover Point Pump Station: the concrete pours are complete; work has started on re-locating the screens, all screens have been put in their places, the old station discharge header has been demolished and installation of the new discharge header.
 - Macaulay Point Pump Station: major equipment is being installed; backfilling of the structure is ongoing; and siding is being installed.
 - Residuals Treatment Facility: Digester 2 has been filled with water for hydrostatic testing; mechanical and electrical work is ongoing throughout the site.
 - Clover Forcemain: 20 staff are divided into 2 crews with one working on the cycle track and the other doing landscaping and seeding; Victoria City Council approved the work to the balustrade and it will be completed by Windley but it will not impact the critical path of the Project as the forcemain work is complete.
 - Residuals Solids Conveyance Line: a small amount of forcemain installation is left to complete; the majority of the work remaining is associated with restoration of the road and the installation of valve chambers. Final road restoration work will resume once the temperature

is above ten degrees. Tie-in work with the highway crossing is being coordinated with the Ministry of Transportation and Infrastructure.

- Residuals Solids Pump Stations and Bridge Crossings: work is ongoing at all three pump station sites, and installing the last section of centrate pipe on Marigold road crossing Colquitz Creek.
- Arbutus Attenuation Tank: seven secant piles remain to be poured, and work has started on installing struts.
- Trent Forcemain: work on sanitary relocations will be completed overnight in an effort to limit the impact to residents during the public health emergency, so that their water supply isn't interrupted during the day.
- Communications: in March there have been a number of inquiries related to the status of construction and why it is continuing during the public health emergency. Responses note that construction has been designated as an essential service and that the Project Team and Contractors are implementing the Provincial Health Officer's guidance and following the direction of the provincial government.

T. Stanley inquired if there have there been any confirmed COVID-19 cases amongst the Project Team and Project Contractors. D. Clancy confirmed that there have been none associated with the Project.

C. Smith asked about the technical memo that the Ministry of Environment asked for related to the Municipal Wastewater Registration (MWR) application. E. Scott confirmed that the MWR application was submitted last year, and the memos were prepared to answer questions the Ministry had regarding the Environmental Impact Statements that were submitted as part of the application.

C. Smith enquired about one of the near miss incidents report in the February 2020 Monthly Report related to a Traffic Control Person struck by a company vehicle: he asked if there was follow up with the driver. D. Clancy advised that the company that owned the vehicle was notified of the Safety Incident with the TCP but we are not privy to whether the driver's company took any follow-up action.

D. Fairbairn inquired about the status of the MWR and Operating Certificate. E. Scott replied that applications have been submitted to the Ministry of Environment and are under their review. The Ministry have asked questions that the Project Team have responded to. The First Nations consultation period is underway; once that is complete the public notification period will commence and following that we are hoping to receive the authorizations in Q2 2020.

8. Correspondence

8.1 Letter received from WSÁNEĆ leadership dated March 13, 2020

R. Lapham noted that the CRD had responded to the March 13, 2020 letter.

9. New Business

9.1. Confirmation of upcoming meeting dates:

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

R. Lapham noted that the CRD has cancelled all the standing committee meetings due to the public health emergency. Agenda items are being sent directly to the CRD Board for their information and included in the consent agenda.

10. Motion to Close the Meeting

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

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 9:51 AM
On motion the meeting adjourned at 12:02 PM