



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Thursday April 30, 2020 CRD Boardroom, 625 Fisgard Street, Victoria, BC**

Members: D. Fairbairn (Chair) (EP); D. Hayden (Vice-Chair) (EP); T. Stanley (EP); D. Howe; 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 9:07 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 T. Stanley,

That the circulated agenda be approved.

CARRIED

3. Safety Minute

D. Clancy provided a safety moment about the National Day of Mourning. On April 28th the country took a moment to remember those who lost their lives or were injured at work; across the country flags on federal buildings flew at half-mast and at 11am a moment of silence was observed.

4. Approval of the April 6, 2020 Meeting Minutes.

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

That the minutes of the April 6, 2020 meeting be approved.

CARRIED

5. Report of the Chair

The Chair reported that in these extraordinary times the Project Team has made the adjustments necessary to address safety and the challenge of working remotely; the Project Board should be confident that they have not missed a beat through this time of transition. The Chair expressed gratitude to the Project Team, and to R. Lapham and the CRD while they adjust to the current public health crisis and for their support for the Project.

Finally, the Chair expressed appreciation of the Project's contractors, whose primary concern has been for the health and safety of their employees, and their hard work to maintain the quality of the work and the quality of the staff doing the work, as construction has been designated as an essential service.

6. Presentations and Delegations

No registrations/delegations

7. Project Board Business

7.1. Staff Report for Information: Wastewater Treatment Project Q1 2020 Quarterly Report

MOVED by D. Howe, **SECONDED** by D. Hayden,

That the Staff Report, Wastewater Treatment Project Q1 2020 Quarterly 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 Q1 2020 Quarterly Report including:

- Over the reporting period the COVID-19 public health emergency began to have impacts on the Project:
 - The Project Team and Project contractors are actively monitoring the status of the COVID-19 public health emergency and are taking additional precautions to protect our staff, contractors, and the public.
 - Construction is ongoing at all of the Project's sites in accordance with guidelines established by the Provincial Health Officer.
 - While construction is ongoing, the public health emergency is impacting construction progress and may delay some interim project milestones, such as the transition to commissioning. However, based on current progress the Wastewater Treatment Project remains on schedule to meet the regulatory deadline for treatment by the end of 2020.
- No changes were made to the KPIs over the reporting period:
 - The safety KPI for the Project and the conveyance system remains yellow and the Total Recordable Incident Frequency decreased. Over the quarter 48 safety incidents occurred with no reportable incidents.
 - The BC Government has designated construction as an essential service, and issued guidelines for construction sites to minimize the risks of COVID-19 transmission or illness. All Project contractors have implemented additional precautions to ensure the health and safety of their workers.
 - The Project Team will continue to monitor contractors' compliance with the direction of the government as the situation evolves.
 - Many contractors have advised that they are beginning to see cost impacts from the COVID-19 public health emergency. Impacts include labour availability, work modifications to comply with provincial guidelines, and delays to the delivery of equipment and supplies. It is too early to determine the cost impact to the Project, but if construction continues at

the current pace the Project Team remain confident that the Project cost will be within the Project's \$775M budget.

- Project expenditures to date are within the control budget: total expenditures to date are \$505 million, comprising 65% of the budget.
- An update on construction progress including progress made to date (after the reporting period of Q1 2020):
 - McLoughlin Point WWTP: workers have been split into two shifts: day and night; cladding on two of four structures is in progress; permanent power was established last week; the north tower crane was removed; and tie-in to the Macaulay Forcemain is complete.
 - Clover Point Pump Station: the expanded part of the pump station was put into service which allows work to be completed on the existing part of the station; and the forcemain pressure test and tie in has been completed.
 - Macaulay Point Pump Station: all major equipment has been placed; ongoing work continues on the outside cladding; BC Hydro work is in progress; and the tower crane has been taken down.
 - Residuals Treatment Facility: all major equipment is on site; process mechanical and electrical work is in progress; all buildings are complete including the external cladding; and work has been internalized across the site.
 - Clover Forcemain: work along Dallas Road continues including line painting of the road and demolition of the balustrade as part of the City of Victoria's work.
 - Residuals Solids Conveyance Line: linear portion has 100m remaining to be installed; valve chamber installation and road restoration is ongoing at five sites.
 - Residuals Solids Pump Stations and Bridge Crossings: 300m of the return line remains to be installed; work is ongoing at all three pump stations; and valve chambers are being installed along the line.
 - Arbutus Attenuation Tank: the final secant pile has been completed; construction of the valve chamber is underway; and excavation inside the secant piles will commence shortly.
 - Trent Forcemain: one crew is working on valve chamber installation and another crew is installing a water main at Memorial Crescent.
 - Communications: over the quarter four construction notices and an information bulletin were issued, and three information sheets were updated; inquiries focused on construction timelines and timelines for restoration; some questions were received about construction during the public health emergency.

D. Howe enquired about the impacts of COVID-19 on the Project's budget and schedule.

D. Clancy responded that it is too early to know what the cost impacts of the COVID-19 pandemic will be, but if construction continues at its current pace we are confident that we will complete the project within the control budget. As we are well advanced in the work program,

supply chain impacts should not be too disruptive as the remaining equipment will be coming from within Canada. From a labour perspective we are being impacted by a turnover of workers across different sites. Financially, as we have received some of our funding early this has created some space in the overall budget which will offset some of these costs.

D. Hayden asked if there is a Force Majeure type clause in the funding agreements with our funding partners, such that if there is an issue with the schedule we might have the possibility of requesting relief. E. Scott responded that the driver of the schedule is the regulatory requirement, and it is not anticipated to be amended. For the funding agreements, we are on track to receive the committed funding, and have received a substantial portion from both federal and provincial partners. The remaining funding is tied to functional completion of the facilities, and we are confident that the timelines to receive the funding will be met.

8. Correspondence

9. New Business

9.1. Confirmation of upcoming meeting dates:

1. Next Project Board Meeting: May 26, 2020
2. Next Core Area Liquid Waste Management Committee Meeting: July 22, 2020

10. Motion to Close the Meeting

MOVED by B. Eaton, **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 9:43 AM
On motion the meeting adjourned at 11:11 AM