



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board  
Held Wednesday, May 19, 2021 in the McLoughlin Point Wastewater Treatment Plant  
Multipurpose Room, 337 Victoria View Road, Victoria, BC**

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

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

**Guest:** Greg Lewis, Norton Rose Fulbright

\*EP= Electronic Participation

The meeting was called to order at 12:06 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 D. Howe, **SECONDED** by T. Stanley,  
That the Agenda be approved.

**CARRIED**

3. Safety Minute

D. Clancy provided a safety minute about reverse parking into parking spots, reminding the Project Board that one in seven parking accidents involves vehicles backing out of parking spots and highlighted the safety benefits of reversing in.

4. Approval of the April 22, 2021 Meeting Minutes.

**MOVED** by D. Hayden, **SECONDED** by B. Eaton,  
That the minutes of the April 22, 2021 meeting be approved.

**CARRIED**

5. Report of the Chair

The Chair reminded the Project Board of the importance that has been placed throughout Project delivery on proper oversight and accountability; alignment with the CRD; and transparency regarding Project decisions.

The Chair recognized the current and past Project Board members, noting that four members have been involved with the Project since before the establishment of the Project Board. The Chair also recognized the valuable support and advice that Greg Lewis has provided to the Project Board and Project Team.

6. Presentations and Delegations

No registrations/delegations

7. Project Board Business

7.1. Staff Report for Approval: CRD Wastewater Treatment Project: Project Completion

**MOVED** by T. Stanley, **SECONDED** by C. Smith,  
The 'CRD Wastewater Treatment Project: Project Completion Report' attached as Appendix A to the staff report be approved and forwarded to the CRD Board for information.

**CARRIED**

E. Scott and D. Clancy provided an overview of the Project Completion Report including: an assessment of the Project's performance against the goals established by the CRD Board; the status of the Project's key performance indicators at Project completion; variances in the Project's scope, schedule, and cost from the baseline plans prepared by the Project Board and/or Project Team; and an outline of Project successes and challenges, with a focus on the the co-operation of multiple parties and governance bodies that have been critical to the delivery of the Project, including:

- The commitment of the Project's contractors to safety as the Project's top priority;
- The Project Board's oversight and governance;
- The dedication of the Project Team to the achievement of the Project's goals;
- The full support of the CRD, and the integration of CRD departments in Project delivery;
- The input and engagement of the Project's First Nations partners;
- The collaboration and cooperation of host municipalities, funding partners and regulatory authorities;
- The engagement of community and neighbourhood associations which assisted in the identification of concerns, allowing the Project to respond or adjust plans as appropriate;
- The willingness of transit and other service providers to coordinate with our contractors to work around impacted areas while continuing to provide service to the community; and
- The patience of the CRD's residents, commuters, businesses and stakeholders, particularly those most impacted by the Project's construction and operations.

D. Howe enquired about costs incurred prior to the establishment of the Project Board, and whether any of these were included in the forecast total Project cost of \$766.7M.

D. Clancy advised that the total Project cost includes \$41million of costs incurred before May 2016. D. Clancy noted that before the Project Board was established the CRD evaluated the costs incurred in planning wastewater treatment for the core area, and determined that \$41M of costs incurred before May 2016 were of value to the Project, of which approximately \$12.5M were associated with the construction of the Craigflower Pump Station, which was built between 2013 and 2015.

B. Eaton enquired about the cost of the amenities that were part of the Project, and how they are accounted for in the forecast total Project cost.

E. Scott advised that the cost of amenities provided as part of the Project are included within the Project component most closely-related to the amenity.

7.2. Staff Report for Approval: Wastewater Treatment Project Governance Transition Report

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

The 'Wastewater Treatment Project Governance Transition Report' attached as Appendix A to the staff report, be approved and forwarded to the CRD Board for information.

**CARRIED**

E. Scott and D. Clancy provided an overview of the Project's Governance Transition Report, summarizing the Project-related commitments and activities that extend beyond May 2021 and are transitioning from the Project to the CRD. E. Scott noted that the Project budget includes committed funds to fulfil the outstanding obligations, including for the resources required to oversee the close-out of the construction contracts.

D. Clancy provided a summary of the work remaining to close-out the Project's construction contracts and advised the Project Board that transition meetings had been held and more were planned over the next few days between relevant Project Team and CRD staff to facilitate a successful transition.

8. Correspondence

9. New Business

A presentation was made by the Project Board thanking Dave Clancy and Elizabeth Scott for all of their efforts to deliver the Project on schedule and within the Project's approved budget.

10. Motion to Close the Meeting

**MOVED** by C. Smith, **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) (g) litigation or potential litigation affecting the municipality.

**CARRIED**

11. Adjournment

The Project Board moved to closed session at 2:02 PM  
On motion the meeting adjourned at 2:21 PM

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CHAIR

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RECORDER