



Making a difference...together

MINUTES OF A MEETING OF THE SAANICH PENINSULA WASTEWATER COMMISSION
Held Thursday, March 19, 2020 in the Saanich Peninsula Wastewater Treatment Plant Meeting Room, 9055 Mainwaring Road, North Saanich, BC

PRESENT: Commissioners: G. Orr; M. Weisenberger
By Phone: P. Wainwright (Chair); R. Barnhart (Vice Chair); D. Kelbert; Z. King (9:18 a.m.); C. McNeil-Smith; R. Windsor

Staff: T. Robbins, General Manager, Integrated Water Services; Stephen Henderson, Manager, Real Estate Services; D. Dionne (recorder)

ALSO PRESENT: M. Underwood; Eymond Toupin, Director of Infrastructure Services, District of North Saanich

REGRETS: M. Doehnel

The meeting was called to order at 9:02 a.m.

1. APPROVAL OF AGENDA

MOVED by Commissioner Orr, **SECONDED** by Commissioner Weisenberger,
That the March 19, 2020 Agenda be approved as circulated.

CARRIED

2. ADOPTION OF MINUTES

MOVED by Commissioner McNeil-Smith, **SECONDED** by Commissioner Weisenberger,
That the minutes of the January 16, 2020 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

Chair Wainwright advised that M. Thompson has resigned from due to his involvement in other Capital Regional District (CRD) committee and commission business. He noted that the Town of Sidney is in the process of recruiting a replacement.

4. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

5. GENERAL MANAGER'S REPORT

5.1. COVID-19 Essential Service Preparations (Verbal)

T. Robbins advised that the COVID-19 virus is not known to survive in wastewater systems.

He provided an update on what the Capital Regional District (CRD) is currently doing in relation to maintaining essential service and staffing levels. He advised that the COVID-19 outbreak could result in operational staff being unable to work and he outlined some of the measures being taken:

- Enhanced cleaning of essential service workplaces including common touch points, work spaces, washrooms, fleet vehicles, tools and equipment.

- The activation of an Emergency Operations Centre.
- Essential services staffing levels are being tracked on a daily basis and Policies are being reviewed for any amendments required to assist staff.
- Identifying minimum staffing levels for each work location and monitoring on a shift by shift basis.
- Identifying key essential staff.
- Monitoring daily staff leave/absences by 9 a.m. then tracking against the essential services.
- Critical operations staff (Goldstream/Japan Gulch Treatment Centre) are receiving cross training in order to maintain essential service operations with a 50% redundancy in staffing by next week.
- Redeployment of staff where staff have experience in other areas.
- Staff are contacting retired or former CRD staff to see if there is interest in returning temporarily to help during the crisis.
- The CRD has received approval from BC Water & Waste Association to provide in-house chlorine handling training which should see staff achieve certification within the next two weeks.
- Maintaining weekly contact with chemical suppliers to be prepared for any supply chain issues that may arise, and ensuring 30 days of chemical supplies is maintained on site to continue operations.
- Wastewater operators have been instructed to wear half masks in areas of potential exposure.

Chair Wainwright acknowledged the challenges for staff and efforts people are making to ensure essential services are maintained.

Staff responded to questions regarding the CRD's interactions with the First Nations Health Authority (FNHA) and the dissemination of information. Staff advised that Island Health has requested that an Emergency Response Procedure be submitted and the CRD could make this submission available to FNHA as well.

MOVED by Commissioner Orr, **SECONDED** by Commissioner Weisenberger,
That the COVID-19 Essential Services Preparation verbal report be received for information.

CARRIED

6. COMMISSION BUSINESS

6.1. T'sawout Wastewater Servicing Update (Verbal)

T. Robbins reported that Staff are progressing conversations with T'swaout First Nation staff to work through information with respect to wastewater servicing options. CRD has requested receipt of a formal request from T'sawout staff to undertake this work. Staff are working with the District of Central Saanich and the T'sawout First Nation to understand capacity requirements and are reviewing the financial implications related to service participation.

Staff responded to a question regarding capacity noting that it is anticipated that the required capacity could be accommodated.

MOVED by Commissioner Barnhart, **SECONDED** by Commissioner Weisenberger,
That the T'sawout Wastewater Servicing verbal update be received for information.

CARRIED

7. NEW BUSINESS

There was no new business.

8. ADJOURNMENT

MOVED by Commissioner McNeil-Smith, **SECONDED** by Commissioner Barnhart,
That the Saanich Peninsula Wastewater Commission meeting be adjourned at 9:29 a.m.

CARRIED

Chair

Secretary