



Making a difference...together

**CORE AREA WASTEWATER TREATMENT PROJECT BOARD**  
Notice of Meeting on **Tuesday, November 15, 2016 @ 10:00 a.m.**  
Meeting Room 488, 625 Fisgard Street, Victoria, BC

Jane Bird (Chair)  
David Howe

Don Fairbairn (Vice Chair)  
Bob Lapham

Jim Burke  
Colin Smith

Brenda Eaton

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**AGENDA**

1. Approval of Agenda and Statement of No Conflict
2. Approval of the October 25, 2016 Minutes
3. Report of the Chair
4. Presentations/Delegations
5. Document Control/Flow & Procedures (*Deferred from last meeting*)
6. October Budget Update
7. Correspondence – October 2016
8. New Business
9. Motion to close the meeting in accordance with the *Community Charter*, Part 4, Division 3, 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; (m) a matter that, under another enactment, is such that the public may be excluded from the meeting; and 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.
10. Adjournment

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*To ensure quorum, advise Denise Dionne 250.360.3129 if you are unable to attend.*



Making a difference...together

**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board  
Held Tuesday, October 25, 2016 in Meeting Room 107, 625 Fisgard Street, Victoria, BC**

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**Present: Members:** D. Fairbairn (Vice Chair), J. Burke, D. Howe, R. Lapham, C. Smith  
**CRD Staff:** L. Hutcheson, Interim Project Manager; D. Telford, Senior Manager, Environmental Engineering; A. Orr, Senior Manager, Corporate Communications; N. Chan, Chief Financial Officer, Financial Services; K. Quale, Communications Coordinator, Corporate Communications; Agnes Piotrowski, Financial Advisor, Financial Services; D. Dionne, Senior Administrative Assistant, Legislative & Information Services (recorder)  
**Regrets:** J. Bird (Chair), B. Eaton

The meeting was called to order at 10:00 a.m.

**1. Approval of Agenda and Statement of No Conflict**

The members stated they did not have a conflict of interest with any of the agenda items.

**MOVED** by D. Howe, **SECONDED** by B. Lapham,  
That the agenda and Supplementary agenda be approved as circulated.

**CARRIED**

**2. Approval of the October 18, 2016 Minutes**

**MOVED** by C. Smith, **SECONDED** by D. Howe,  
That the minutes of the meeting held October 18, 2016 be approved.

**CARRIED**

**3. Report of the Chair**

Vice Chair Fairbairn reported that Chair Bird is meeting with DND staff and Harbour Resource Partnerships this morning and noted that he and the Chair have been busy meeting with Project stakeholders.

He advised that there will be an informal Project kick-off meeting with KPMG and Stantec on Wednesday, October 26, 2016.

The Chair continues to meet with Esquimalt representatives to facilitate the acquisition of the Development Permit.

**4. Presentations/Delegations**

**4.1. Norma Brown, Item 2, Approval of the October 18, 2016 Minutes**

N. Brown addressed the Project Board speaking to the Mcloughlin Point harbor entrance and the importance of preserving the waterfront walkway for the benefit of Esquimalt residents, by constructing a low-profile pump station that would maintain the harbor views. (Speaker notes on file.)

**5. Document Control/Flow & Procedures**

The staff report was added to the agenda package just prior to the meeting.

Vice Chair Fairbairn proposed that the item be deferred to the next meeting to provide the Project Board the opportunity to review the report.

Discussion ensued with the following noted:

- Currently correspondence received for the Project Board is bundled and attached to the agenda for its review. The Chair then decides which pieces to forward to the Capital Regional District (CRD) Board for its information.
- Project Board correspondence received from the public, requesting a response or action, is not currently being responded to and with the Project moving forward there should be a system in place to manage public inquiries.
- Staff are processing Project Board correspondence through the CRD's internal correspondence system and filing according to its Records Classification System.

**MOVED** by D. Howe, **SECONDED** by C. Smith,  
That Agenda Item 5, Document Control/Flow & Procedures be deferred to the next meeting.  
**CARRIED**

**6. Draft Request for Proposals – Stakeholder & Communications Specialist**

L. Hutcheson advised that staff anticipate the Request for Proposals (RFP) will be issued next week.

Discussion ensued with the following requested:

- That the position would report to the Project Director be added to the second paragraph.
- That the Consultant's role be clarified in terms of developing a media strategy and that CRD Corporate Communications staff would provide internal support and local media relations.
- Ensure that the scope of the agreement is adequately described and consistent with the agreement scoring.

**MOVED** by B. Lapham, **SECONDED** by D. Howe,  
That the Draft Request for Proposals – Stakeholder & Communications Specialist, be revised and issued.

**CARRIED**

**7. Correspondence – October 4, 2016**

The Project Board discussed implementing a news clipping service to monitor and maintain media relations regarding the Core Area Sewage Treatment Project.

**MOVED** by J. Burke, **SECONDED** by C. Smith,  
That the October 4, 2016 Correspondence be received for information.

**CARRIED**

8. **New Business**

None

9. **Motion to close the meeting in accordance with the *Community Charter, Part 4, Division 3*, 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; 90(1)(c) labour relations or other employee relations; (m) a matter that, under another enactment, is such that the public may be excluded from the meeting; and 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.**

10. **Adjournment**

**MOVED** by D. Howe, **SECONDED** by J. Burke,  
That the meeting be adjourned at 10:46 a.m. on October 25, 2016

**CARRIED**

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDER





**REPORT TO CORE AREA WASTEWATER TREATMENT PROJECT BOARD  
MEETING OF TUESDAY, OCTOBER 25, 2016**

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**SUBJECT**     **Document Management and Control Process**

**ISSUE**

To seek approval of a Document Control Policy for the Core Area Wastewater Treatment Project Board ("Project Board").

**BACKGROUND**

In September 2016 the Capital Regional District (CRD) Board approved the Business Case and related recommendations developed by the Project Board for the Core Area Waste Water Treatment Project (the "Project"). The Project Board is continuing its work under Terms of Reference approved by the CRD Board and relevant CRD Bylaws. Under the CRD Core Area Wastewater Treatment Project Board Bylaw No. 1, 2016, the Project Board has the broad mandate of administering all aspects of the management of the Project. Under the Terms of Reference and the Bylaw, the Project Board is responsible for providing direction on Project matters including the development of a decision-making framework, appropriate project controls and reporting procedures.

The Project Board has not adopted formal policies and procedures relating to document control.

**RECOMMENDATION**

*Alternative 1*

That the Core Area Wastewater Treatment Project Board adopt the Document Control Policy attached as Appendix A for the Core Area Wastewater Treatment Project.

*Alternative 2*

That the matter be referred to staff for additional information.

**IMPLICATIONS**

The Project Board should establish document control procedures to ensure:

1. proper control and management of all Project-related documents;
2. the requirements of the *Freedom of Information and Protection of Privacy Act* are met; and
3. efficient communication is maintained between the Project Board and the CRD Board, CRD staff and contractors.

**CONCLUSION**

The adoption of a document controls policy would facilitate the ongoing management of Project-

**Core Area Wastewater Treatment Project Board – October 25, 2016**  
**Document Management and Control Process**

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related records and documents in accordance with legislation and best practices.

**RECOMMENDATION**

That the Core Area Wastewater Treatment Project Board adopt the Document Control Policy attached as Appendix A for the Core Area Wastewater Treatment Project.

|               |   |
|---------------|---|
| Submitted by: | Brent Reems, MA, LLB, Senior Manager Legislative & Information Services |
|---------------|---|

Attachment: Appendix A – Document Control Policy



## CAPITAL REGIONAL DISTRICT

CORE AREA WASTEWATER TREATMENT PROJECT BOARD  
POLICY

|            |  |            |
|------------|--|------------|
| Section    | Core Area Wastewater Treatment Project Board |            |
| Subsection | Policies                                     | (policy #) |
| Title      | DOCUMENT CONTROL                             |            |

**1. POLICY**

This policy governs the Core Area Wastewater Treatment Project Board (the “Project Board”) document control procedures.

**2. PURPOSE**

To define the responsibilities and describe the methods and systems used to ensure proper control of all documents.

**3. SCOPE**

This policy applies to all documents related to the Project Board’s administration of the Core Area Wastewater Treatment Project (the “Project”).

**4. GENERAL**

- 4.1 The main function of Document Control is to manage and maintain the flow and distribution of correspondence, drawings, specifications, reports and other Project and program documents between consultants, contractors, the Project Board and CRD staff in a timely manner.
- 4.2 the CRD Records Classification System (“RCS”) is a protocol based on the Local Government Management Association’s file retention system. RCS determines the classification, retention and disposal of documents. The Project Board will adhere to CRD policy by employing this methodology for document control and making adjustments where necessary to address the unique needs of the Project.
- 4.3 SharePoint and Prolog Converge are software packages used to assist in the management of documents. As it relates to Document Control, Prolog will be utilized by external consultants and contractors for documents and collaboration and SharePoint will be used internally.
- 4.4 Document Control will be located at the Project Office where all Project Board and Project files will be maintained. All originals of Project documents will be filed in the central Project files, in the appropriate file as per the latest File Index. Copies may be retained in personal reference or action files for follow-up. Original contracts will be stored in a fire safe cabinet.

4.5 A File Index, which is fully flexible and able to expand at any level as the need arises, will be maintained for Project documents. An up-to-date File Index will be maintained in a central location. The File Index will also be available electronically in SharePoint.

**5. PROCEDURES**

5.1 The Procedures set out in Appendix A will be followed in relation to Document Control.

|                    |  |              |  |
|--------------------|--|--------------|--|
| Approval Date:     |  | Approved By: |  |
| 1. Amendment Date: |  | Approved By: |  |

Attachments

Appendix A – Records Management, Document Control and Distribution

## Appendix A – Records Management, Document Control and Distribution

### Objective

To define the responsibilities and describe the methods and systems used to ensure proper control of all project documents.

#### 1. Responsibility

- 1.1 Responsibility for document control and filing will be the Document Control staff delegated by the Project Director.
- 1.2 The main function of Document Control is to manage and monitor the flow and distribution of correspondence, drawings, specifications, reports and other project documents between the consultants, contractors, CRD, and stakeholders in a timely manner.
- 1.3 The Document Control staff will maintain the file index and all files for the Project.
- 1.4 SharePoint and Prolog Manager are document management software packages that will be used on the Project. SharePoint for internal and Prolog for use by external consultants and contractors for documents and collaboration (i.e. drawings, RFI's etc.)

#### 2. File Index

- 2.1 The CRD RCS file system will be adhered to. The file index is intended to be fully flexible with the ability to expand at any level as the need arises.
- 2.2 All changes or additions to the Project files or Project File Index will be approved by the Project Director prior to implementation by support staff.
- 2.3 The support staff will maintain an up-to-date File Index in a central location within the Project Office. Revised and updated versions will be issued on a regular basis as the need arises depending on the frequency of additions or changes.

#### 3. Project Files

- 3.1 All originals of documents will be scanned and filed in the central Project Files, in the appropriate file, as per the latest File Index. Copies may be retained in personal reference or action files for follow up.
- 3.2 Copies of all outgoing correspondence must also be filed as per the latest File Index. Electronic copies must be stored on SharePoint under the applicable file code.
- 3.3 The central Project Files will be located in the Project Office.
- 3.4 The Project Files are for the benefit of the Project and will be archived by the CRD at the conclusion of the Project and as such, may be the subject of periodic audits to ensure they are being properly maintained.
- 3.5 The documents filed in each file folder of the Project Files should be filed in sequence, by date, in descending order with earlier documents toward the end of the file.

#### 4. Document Distribution

##### 4.1 E-mail

4.1.1 E-mail correspondence are considered as formal documents of communication. E-mails received or sent from or to outside parties engaging in any communication on specified topics must be electronically filed in the Project files, and follow formal procedures. Formal responses will be followed up with acceptable form of written correspondence.

##### 4.2 Correspondence

4.2.1 The Project Office files maintained will follow the established CRD RCS Project File Index. These files are to be accessible for review or audit by the CRD, and must not be removed from the Project Office.

4.2.2 Circulation copies are intended for information and must be dealt with and passed on to the next person as quickly as possible. If further study or action is necessary, another copy should be made and the file copy will continue in circulation and be filed in the Project Files as soon as possible upon completion.

4.2.3 The original and circulation copy of incoming correspondence must be returned to the prime subject file after action is complete to replace the unmarked copy.

4.2.4 Outgoing correspondence will be copied to the Document Control staff person delegated by the Project Director for filing and retention. The correspondence will be copied to the Project Director where appropriate.

##### 4.3 Incoming Correspondence

4.3.1 All incoming correspondence, including faxes are stamped by the support staff with the Project date stamp and a routing stamp is attached. The routing stamp must not be applied to the following incoming documents:

- Contracts and Purchase Orders (unless there is a copy letter)
- Correspondence marked “Confidential” or “Personal”.

These documents will have the date stamp only applied and put in the addressee’s mail box.

4.3.2 The original document will be:

- Assigned a file code and cross reference file if required.
- Marked with distribution names as predetermined based on the document type.
- Copied and distributed, either electronically or a paper copy.
- Checked off showing that copies have been made and distributed.
- Placed in the basket for filing. Note that the original copy is filed in the source file and a copy in the subject file

4.3.3 The addressee will confirm action required and any additional distribution, and either return to Document Control for further copy and distribution or if further copy and distribution is performed then the original marked up document will be returned to Document Control for filing. If the addressee is the Project Board or a member of the Project Board, Document Control staff will work with the addressee to confirm action required and any additional distribution.

4.3.4 Incoming Invoices will be:

- Stamped with a received date stamp only
- Inserted in a folder marked “For Approval”
- Forwarded to Accounts Payable for action

- 4.3.5 Incoming Cheques will be:
- Stamped with project date stamp
  - Forwarded to the Accounting Department
- 4.3.6 Incoming Courier Deliveries will be:
- received at reception and forwarded to Document Control for distribution.
- 4.3.7 All incoming correspondence will be forwarded to Document Control staff for filing and retention.

## **5. Outgoing Documents and Correspondence**

### **5.1 Outgoing Correspondence**

- 5.1.1 Templates for letters, faxes and memos are found the Project SharePoint library.
- 5.1.2 All outgoing correspondence from the Project Office must be coded with the file number (including cross-file numbers as appropriate) from the CRD RCS Project File Index. Where appropriate, an additional in-house circulation copy will be made for distribution.
- 5.1.3 The originator will be responsible for the accuracy of coding and identification of personnel for circulation and copies.
- 5.1.4 All outgoing correspondence will be forwarded to Document Control staff for filing and retention.

### **5.2 Outgoing Letters**

- 5.2.1 The originator will ensure all attachments (if any) are included, copy to distribution, including one full copy to Document Control before sending out the document.
- 5.2.2 All correspondence will be stored in SharePoint in the applicable library.
- 5.2.3 All outgoing correspondence will be forwarded to Document Control staff for filing and retention.

### **5.3 Outgoing Faxes**

- 5.3.1 Depending on the urgency, faxes can be sent by the originator, the administrative assistant or Document Control. Urgent faxes should be sent by the originator or administrative assistant.
- 5.3.2 Faxes will be marked by the Faxed Stamp and transmission number noted on the stamp.
- 5.3.3 Confirmation notices will be filed in Document Control for reference.
- 5.3.4 Original fax will be placed in the filing basket for coding, logging and filing.

### **5.4 Outgoing Emails**

- 5.4.1 All relevant emails will be stored in SharePoint in the applicable library.
- 5.4.2 All relevant emails will be forwarded to Document Control staff for filing and retention.

### **5.5 Outgoing Memos**

- 5.5.1 Memos will be used primarily for internal correspondence or informal outgoing correspondence.
- 5.5.2 Originator will type memo, copy and distribute, including one copy to Document Control filing basket for coding, logging and filing.

5.5.3 All outgoing memos will be forwarded to Document Control staff for filing and retention.

#### 5.6 Outgoing Couriers

5.6.1 Single item deliveries by courier should be avoided where possible.

5.6.2 The Project Office will be organized with an “out mail” tray system, where outgoing correspondence will be accumulated for deliveries in larger batches, via courier, on no later than a weekly basis.

5.6.3 When rush courier deliveries of urgent documents are required, documents should be accumulated, thus consolidating courier shipments.

#### 5.7 Transmittals

5.7.1 Transmittals must accompany all documents such as drawings, specifications, reports and studies sent from the Project Office.

5.7.2 The transmittal shall indicate the following:

- The firm and person to whom the documents are being sent;
- What documents are enclosed;
- The purpose intended (i.e., for review, for approval, etc.);
- The name of the originator; and
- The file number.

5.7.3 A file copy of the transmittal and accompanying documents will be retained in the Project files.

5.7.4 A copy of all outgoing transmittals (without attachments) must also be filed in the chronological outgoing transmittal binder.

### **6. Drawings, Shop Drawings and Submittals**

6.1 The flow of drawings, shop drawings and submittals will be dependent on the terms defined in the specific contracts.

6.2 The project manager identified in a contract will ensure that the approval of vendor submittals and shop drawings are carried out expeditiously. Accurate records of all drawings and specifications including revisions and shop drawings for each contract must be maintained.

#### 6.3 Responsibilities

6.3.1 It will be the responsibility of the project manager (identified in a contract) to:

- Establish the quantity and quality of drawing prints and other submittals which are required in order to satisfy the approval process.
- Ensure each Consultant, Contractor/Project Co., maintains a vendor submittal/shop drawing control register.
- Identify vendor submittal and shop drawing requirements for each contract package associated with the Project.
- Oversee all expediting functions, whether they be submissions or re-submissions from vendor/contractors/Project Co. or reviews/approvals from Consultants in accordance with the Project Schedule and contract documents.
- Expedite the issuance of change documentation, from the Consultants, covering scope of work additions and/or deletions resulting from the review of vendor/contractor submittal data.
- Review with the vendor/contractor and inform the consultants, the overall project schedule to establish schedule dates for the submission and approval of vendor/contractor data and monitor to ensure adherence to the schedule.



- 6.3.2 The vendor/contractor/Project Co. will be responsible to:
- Review the contract documents for the quantities of the various submittals/shop drawings to be provided
  - Prepare a listing and schedule of submissions for all submittals/shop drawings.
  - Prepare and submit shop drawings and approval information, in a timely manner, so as not to delay his own manufacture or fabrication schedule and thus the overall Project Schedule.
  - Notify the project manager of problems with submittals and/or comments/approvals received from the Consultant, which may affect scope/cost/time or quality of the work of its Contract.
- 6.3.3 The Owner's Consultant will be responsible for:
- Assisting the contract project manager in defining the contract document requirements for submittals/shop drawings.
  - The timely review and return to the vendor/contractor/Project co. of submittals and/or shop drawings clearly indicating the status of the document or item.
  - Notifying the project manager, where his or her comments/approval may affect the scope of work of a contract package, such that a change may be necessary.
  - Updating Project drawings and specifications to adequately reflect the latest requirements as per the approved vendor/contractor submittals and shop drawings.
  - Coordination of input, from any of its sub consultants, to the approvals process for submittals and shop drawings.
  - Maintaining an up-to-date vendor submittal/shop drawing control register.
  - Copying the project manager on all transmittals between the vendor/contractor and the Consultant.

#### 6.4 Submittals

- 6.4.1 The following is a list of submittal types expected on the Project:
- Shop drawings, catalogue cuts, samples or data sheets
  - Tests and reports
  - Maintenance data and operating instructions
  - Material samples
  - Construction record drawings
  - Design Drawings
  - Operational Manuals
  - Maintenance Manuals
  - Various Plans (Safety, Quality, Noise, Communications etc.)



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**REPORT TO CORE AREA WASTEWATER TREATMENT PROJECT BOARD  
MEETING OF TUESDAY, NOVEMBER 15, 2016**

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**SUBJECT**     **Business Case Development – Budget Amendment**

**ISSUE**

To provide the Core Area Wastewater Treatment Project Board (Project Board) with a monthly budget update and a proposed amendment to extend the budget to November 30, 2016.

**BACKGROUND**

At its August 4, 2016 meeting, the Project Board received and approved the budget for the Business Case Development phase for the period of June to October 2016. The Project Board requested that a detailed budget update for the Business Case Development phase, with actual expenses and commitments, be provided to the Project Board on a monthly basis.

The Business Case Development budget of \$2.025 million was planned for the period of June to October 2016 with most contracts and commitments budgeted to the end of Business Case Development at September 2016. The Project Board continues work on the Project and continues to enter into new contracts/commitments into periods extending beyond October 2016. As a result, the existing budget requires an amendment to accommodate for additional expenses incurred in October and November 2016.

**FINANCIAL IMPLICATIONS**

Funding for the development of the business case is being drawn from the Core Area Wastewater Treatment capital budget. The Budget for the Business Case Development is \$2.025 million and approximately \$275,446 remains unspent and uncommitted.

Work on the Project continues and new contracts/commitments extend beyond October 2016. The proposed budget amendment is based on estimated expenses to be incurred to November 2016, at which time the control budget will be effected for December 2016 and beyond.

**CONCLUSION**

Due to the accelerated pace of work on the Project, invoicing received from some of the suppliers and consultants may lag. An updated budget with actual expenses and outstanding commitments to October 31, 2016 is provided to the Project Board as Appendix A.

A proposed amendment for anticipated expenditures to November 30, 2016 is provided to the Project Board as Appendix B.

**RECOMMENDATION**

That the Core Area Wastewater Treatment Project Board receive this budget update for information and approve the proposed budget amendment.

|               |   |
|---------------|---|
| Submitted by: | Larisa Hutcheson, P.Eng., Interim Project Director and General Manager,<br>Parks & Environmental Services |
|---------------|---|

LH:dd

Attachment: Appendix A – Business Case Budget

Attachment: Appendix B – Business Case Budget amendment

**CORE AREA LIQUID WASTE MANAGEMENT PROJECT  
Business Case Development  
as at October 31, 2016**

|   | <b>PROPOSED<br/>BUDGET</b> | <b>ACTUAL</b>    | <b>COMMITTED</b> | <b>TOTAL</b>     | <b>REMAINING</b> |
|---|----------------------------|------------------|------------------|------------------|------------------|
| <b>Project Oversight (Project Board)</b>        | 450,000                    | 433,769          | -                | 433,769          | 16,231           |
| <b>Communications</b>                           | 105,000                    | 32,390           | 29,593           | 61,982           | 43,018           |
| <b>Feasibility and Costing Analysis</b>         | 450,000                    | 337,778          | 73,603           | 411,381          | 38,619           |
| <b>Business Case review</b>                     | 100,000                    | 75,630           | -                | 75,630           | 24,370           |
| <b>Partnerships BC</b>                          | 345,000                    | 218,267          | 126,733          | 345,000          | -                |
| <b>Project Management<br/>(Staff and Wages)</b> | 275,000                    | 60,178           | -                | 60,178           | 214,822          |
| <b>Miscellaneous and Legal</b>                  | 300,000                    | 360,825          | 788              | 361,614          | (61,614)         |
| <b>CALWMP Total</b>                             | <b>2,025,000</b>           | <b>1,518,838</b> | <b>230,716</b>   | <b>1,749,554</b> | <b>275,446</b>   |

| <p align="center"><b>CORE AREA LIQUID WASTE MANAGEMENT PROJECT<br/>DRAFT AMENDMENT TO PROJECT BOARD BUDGET<br/>(to November 30, 2016)</b></p> |                             |                             |   |
|---|-----------------------------|-----------------------------|---|
|   | <b>BUDGET<br/>(JUN-OCT)</b> | <b>BUDGET<br/>AMENDMENT</b> | <b>REVISED BUDGET<br/>(TO NOV 30, 2016)</b> |
| <b>Project Oversight (Project Board)</b>  | 450,000                     | 40,000                      | 490,000                                     |
| <b>Communications</b>   | 105,000                     | -                           | 105,000                                     |
| <b>Feasibility and Costing Analysis</b>   | 450,000                     | 250,000                     | 700,000                                     |
| <b>Business Case review</b>   | 100,000                     | -                           | 100,000                                     |
| <b>Partnerships BC</b>  | 345,000                     | 320,000                     | 665,000                                     |
| <b>Project Management (Staff and Wages)</b>   | 275,000                     | -                           | 275,000                                     |
| <b>Miscellaneous and Legal</b>  | 300,000                     | 280,000                     | 580,000                                     |
| <b>CALWMP Total</b>   | <b>2,025,000</b>            | <b>890,000</b>              | <b>2,915,000</b>                            |

**From:** [arthur.nodzak](#)  
**To:** [cawtpb](#)  
**Subject:** resign now  
**Date:** Tuesday, October 18, 2016 8:54:52 PM

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Dear Project Board Members,

This project is a triumph of virtue-signalling over objective science.

By any reasonable scientific measure, the ocean outfall in Juan de Fuca Straight is not a significant risk to human health or the environment. Despite this, the classification scheme in the regulation identifies Victoria as requiring the most urgent action in the legislation, which is compliance by 2020.

The classification scheme is ridiculous and completely arbitrary. It was never challenged by the craven morons who govern this city. And now the witless electors will be burdened with a \$1,000,000,000 bill for a system that solves no problem.

I advise you to resign and save yourselves from being soiled by this useless and extremely costly project.

Sincerely,  
Arthur Nodzak

**From:** [James](#)  
**To:** [cawtpb](#)  
**Subject:** Hi Crd can you take a check for our business? 17:40:51  
**Date:** Monday, October 17, 2016 2:36:31 AM

---

Hi Crd,

I am sorry to trouble you,we have watertreatment accessories and systems,

We want to be your honest and beneficial partner,

Kindly check it:

<http://ruifich.en.alibaba.com>

If you mind this,send me a blank reply back to inform me,Sorry!

Sincerely  
Ruifich

10/17/2016

**From:** [RICK GONDER](#)  
**To:** [cawtpb](#)  
**Subject:** Re: Confirmation Email  
**Date:** Monday, October 17, 2016 4:09:10 PM

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Thanks for that. Id be interested to hear feedback.

Rick Gonder  
2615 Cranmore Rd  
Victoria BC  
Canada, V8R2A1  
(250) 744-8610  
[rick21142@shaw.ca](mailto:rick21142@shaw.ca)

On Oct 17, 2016, at 3:59 PM, cawtpb <[cawtpb@crd.bc.ca](mailto:cawtpb@crd.bc.ca)> wrote:

Hello Mr. Gonder,

Your message has been received and it along with other correspondence directed towards the Project Board is included for review by the project board as part of the agenda for tomorrows meeting.

Kristin Quayle, MA | Corporate Communications  
Capital Regional District | 250.360.3623 | [kquayle@crd.bc.ca](mailto:kquayle@crd.bc.ca)

<[image001.png](#)> <[image002.png](#)> <[image003.png](#)>

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**From:** RICK GONDER [<mailto:rick21142@shaw.ca>]  
**Sent:** Sunday, October 16, 2016 8:27 PM  
**To:** Webdesk <[Webdesk@crd.bc.ca](mailto:Webdesk@crd.bc.ca)>  
**Subject:** Re: Confirmation Email

Hello  
Over one month ago, I sent you the message included below. I assume my questions were discussed at the Committee level and would appreciate a response.  
Thanks

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**From:** "Rick Gonder" <[rick21142@shaw.ca](mailto:rick21142@shaw.ca)>  
**To:** "Rick Gonder" <[rick21142@shaw.ca](mailto:rick21142@shaw.ca)>  
**Sent:** Wednesday, September 14, 2016 6:54:56 PM  
**Subject:** Fwd: Confirmation Email

Rick Gonder



2615 Cranmore Rd  
Victoria BC  
Canada, V8R2A1  
(250) 744-8610  
[rick21142@shaw.ca](mailto:rick21142@shaw.ca)

Begin forwarded message:

**From:** <[WebDesk@crd.bc.ca](mailto:WebDesk@crd.bc.ca)>  
**Date:** September 9, 2016 at 1:28:19 PM PDT  
**To:** <[Rick21142@shaw.ca](mailto:Rick21142@shaw.ca)>  
**Subject:** Confirmation Email

Thank you for contacting the CRD. For your reference, the following is a copy of the email you submitted.

This is an automated response.

.....

**Your Name:**  
Rick Gonder

**Your Email Address:**  
[Rick21142@shaw.ca](mailto:Rick21142@shaw.ca)

**Message:**  
Two CRD Directors encourage us to ask questions and have provided this email as the place to ask the questions. I'm an Oak Bay resident and have the following questions re barge transits between Rock Bay and Mcglochan Point during the construction phase.

- 1: Are you aware there is no barge terminal at either location?
- 2: Are you aware that due to tides and depth, tug transits in Rock Bay may be restricted?
- 3: Have you taken into consideration that Rock Bay was subject to a multi year remediation and your proposed use may be subject to approval from Transport Canada, Fisheries and First Nations?
- 4: Have you taken into consideration that extreme weather in the outer harbour may make it difficult for tugs & barges to transit to and from the construction site?
- 5: Are you aware that two tugs are required for all barge transits in the harbour?

Thanks in advance for answering my questions.

---

Submitted at: 9/9/2016 1:28:19 PM  
Submitted via: <https://www.crd.bc.ca/contact-us?r=wwproject-board>  
User Agent: Mozilla/5.0 (iPhone; CPU iPhone OS 9\_3\_5 like Mac OS X)  
AppleWebKit/601.1.46 (KHTML, like Gecko) Version/9.0 Mobile/13G36  
Safari/601.1  
User Host Address: 24.69.84.41

This message is intended only for the use of the individual or entity named above, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or their employee or agent responsible for receiving the message on their behalf your receipt of this message is in error and not meant to waive

privilege in this message. Please notify us immediately, and delete the message and any attachments without reading the attachments. Any dissemination, distribution or copying of this communication by anyone other than the intended recipient is strictly prohibited. Thank you. Please consider the environment before printing this email.

**From:** [Kristin Quayle](#)  
**To:** [cawtpb](#)  
**Subject:** FW: Contact Us - Submission  
**Date:** Monday, November 07, 2016 11:29:27 AM

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**From:** [thorhenrich16@gmail.com](mailto:thorhenrich16@gmail.com) [<mailto:thorhenrich16@gmail.com>]

**Sent:** Monday, November 07, 2016 11:25 AM

**To:** Webdesk <[Webdesk@crd.bc.ca](mailto:Webdesk@crd.bc.ca)>

**Subject:** Contact Us - Submission

The following message was received through the form at 'https://www.crd.bc.ca/contact-us'. Neither the name nor the e-mail address can be confirmed as accurate.

.....

**Your Name:**

Thor Henrich

**Your Email Address:**

[thorhenrich16@gmail.com](mailto:thorhenrich16@gmail.com)

**Message:**

Concerning the new Sewage Treatment Plan, please explain 1) what will occur specifically at each facility: Macaulay Point, Clover Point, Mclaughlin Point, and Hartland Resource Recovery Centre , 2) the design and location of the Outfall, and 3) a comparison of water contaminants before and after sewage treatment.

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Submitted at: 11/7/2016 11:24:40 AM  
Submitted via: <https://www.crd.bc.ca/contact-us>  
User Agent: Mozilla/5.0 (Macintosh; Intel Mac OS X 10\_9\_5) AppleWebKit/601.7.8 (KHTML, like Gecko) Version/9.1.3 Safari/537.86.7  
User Host Address: 24.69.73.125

**From:** [jjs@telus.net](mailto:jjs@telus.net)  
**To:** [cawtpb](mailto:cawtpb)  
**Subject:** Contact Us - Submission  
**Date:** Thursday, October 20, 2016 2:55:54 PM

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The following message was received through the form at 'https://www.crd.bc.ca/contact-us?r=wwproject-board'. Neither the name nor the e-mail address can be confirmed as accurate.

.....

**Your Name:**  
Jacques Sirois

**Your Email Address:**  
[jjs@telus.net](mailto:jjs@telus.net)

**Message:**  
Would love to contact and meet briefly Jane Bird, chair, Core Area Wastewater Treatment Board. Want to send her maps and documents and have positive discussion on Victoria Harbour Migratory Bird Sanctuary (est. Oct. 27, 1923). J. Sirois, chair, Friends of Victoria Harbour Bird Sanctuary. 250-595-4421. Would love to see the bird sanctuary promoted from the roof of the sewage plan. Thanks.

---

Submitted at: 10/20/2016 2:55:47 PM  
Submitted via: <https://www.crd.bc.ca/contact-us?r=wwproject-board>  
User Agent: Mozilla/5.0 (Macintosh; Intel Mac OS X 10\_9\_5) AppleWebKit/601.7.8 (KHTML, like Gecko) Version/9.1.3 Safari/537.86.7  
User Host Address: 154.5.210.27

**From:** [Jacques Sirois](#)  
**To:** [cawtpb](#)  
**Subject:** Message and positive story for Jane Bird, chair, CAWTB  
**Date:** Thursday, October 20, 2016 3:23:47 PM  
**Attachments:** [ATT00001.htm](#)  
[JacquesSirois\\_Naturehood\\_VicBirdSanc\\_logo\\_rev1.pdf](#)  
[ATT00002.htm](#)  
[JacquesSirois\\_MigBirdSIGN\\_rev8.pdf](#)  
[ATT00003.htm](#)  
[JacquesSirois\\_MarbledMurrelet\\_sign\\_rev6.pdf](#)  
[ATT00004.htm](#)

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Dear Kirstin Quayle,

The following may interest you and Jane Bird. Please forward to her.

Dear Jane Bird,

Would it be possible to meet you briefly ? At your convenience. All about birds.... seriously.

I have a very positive story for you, all about Victoria Harbour which has not been this clean in half a century. Are you aware of this ?

Wildlife is coming back. I want you to be aware of this very positive story of national significance.

A sewage plant at McLoughlin Point provides an excellent opportunity to tell this amazing story, and the story of historic Victoria Harbour Migratory Bird Sanctuary. From a viewpoint on the roof !

Thanks,

Jacques Sirois  
tel. 250-595-4421

chair, Friends of Victoria Harbour Bird Sanctuary  
member, Gorge Waterway Initiative (CRD)  
fellow, Royal Canadian Geographical Society

[2016 - centenary of the Migratory Bird Convention](#)

4 items below



**naturehood**  
A NATURE CANADA INITIATIVE  
**VICTORIA HARBOUR BIRD SANCTUARY**  
URBAN WILDLIFE SANCTUARY & WORKING HARBOUR IN THE HEART OF THE SALISH SEA



**nature**  
**CANADA**



# VICTORIA HARBOUR MIGRATORY BIRD SANCTUARY

ESTABLISHED OCTOBER 27, 1923

## Marbled Murrelet

summer (above), winter (below)



J.Fenwick Lansdowne, Birds of the West Coast, Vol. 1, 1976, M.F. Feheley Pub. Ltd., Toronto

Small seabird (auk), fast flyer, frequent diver and hard to see on the water, but fairly common in Cadboro Bay (Ten Mile Point, Jemmy Jones Island), Oak Bay (Turkey Head, Enterprise Channel, Trial Islands) and near Clover Point, Ogden Point Breakwater and McLoughlin Point; sometimes in Victoria Outer Harbour. Some years in winter may occur in the hundreds among the Oak Bay Islands. *Red-listed* in British Columbia, *threatened* in Canada.

In homage to J. Fenwick Lansdowne (1937-2008)

Brought to you by Friends of the Bird Sanctuary, 2016, centennial of the Migratory Bird Convention.



**Migratory Bird Sanctuary** **Refuge d'oiseaux migrants**

Wildlife Service Canada

Service de la faune Canada

**Victoria Harbour Bird Sanctuary, est. Oct. 27, 1923**

Urban wildlife sanctuary, Canadian NatureHood and working harbour



The oldest Migratory Bird Sanctuary on the Pacific coast of Canada, it encompasses 1840 hectares below the high-water mark from Portage Inlet to Ten Mile Point.

It also includes the estuaries of the Colquitz River, Craigflower Creek, Cecelia Cr., Bowker Cr. and others.

Established to control hunting after the Migratory Bird Convention Act of 1917, forgotten and ignored for decades, it features diverse, coastal and marine wildlife.

This wildlife includes birds, fishes, mammals, molluscs, crustaceans, plants and other organisms, including several species at risk, which are unusual in an urban area and a working harbour.

Cleanups, restoration and rewilding at several sites are encouraging several species to stay or recover, creating one of the best assemblages of wildlife in urban Canada.