



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board  
Held Tuesday, July 4, 2017 in the Boardroom, 625 Fisgard Street, Victoria, BC**

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**Present:** **Members:** J. Bird (Chair); D. Fairbairn (Vice Chair); J. Burke; B. Eaton; D. Howe; R. Lapham; C. Smith  
**CRD Staff:** D. Clancy, Project Director; E. Scott, Deputy Project Director; D. Dionne (recorder)  
**Also in Attendance:** S. Singh, Bennett Jones LLP

The meeting was called to order at 9:04 a.m.

1. Approval of Agenda and Statement of No Conflict

The members stated they had no conflict of interest with the agenda items.

**MOVED** by C. Smith, **SECONDED** by J. Burke,  
That the agenda be approved as circulated.

**CARRIED**

2. Safety Minute

D. Clancy led the safety minute regarding preplanning and implementation relating to a traffic management at a construction site:

- A subcontractor was conducting geotechnical drilling in a high traffic area (Mile 0).
- The Project was compliant with applicable permits, and had traffic controllers and signage on site, these precautions were inadequate when considering the popularity of the site for pedestrians and vehicles.
- The site was shut down, work reconfigured and two more flaggers added. Full time safety inspectors were added to monitor the site.
- Work has continued with no further incidents.
- Senior construction manager is on site for daily toolbox meetings as well two Capital Regional District (CRD) site inspectors.
- Preplanning and implementation was an issue and corrections were made, especially where the subcontractors may not have local knowledge of the area

Director Burke commented that a “Step Back” procedure for site safety is often useful. The procedure requires a review the big picture to ensure the plans will work once all the pre-planning is complete.

D. Clancy introduced the following new Project Team members:

- Jacqueline Weston, Wastewater Treatment Plant Project Manager
- Peter Lutzmann, Conveyance Project Manger

D. Clancy outlined their respective credentials and experience. He noted that the Community and Engagement Manager recruitment is in progress. The Chair welcomed the new staff members noting the importance of their experience with public projects and their community engagement backgrounds.

3. Approval of the June 6, 2017 Meeting Minutes

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

That the minutes of the June 6, 2017 meeting be approved.

**CARRIED**

4. Report of the Chair

The Chair reported on the following:

- The management team for the Project is essentially in place.
- Construction is just beginning on the Project, with construction related disruption following. Over the coming weeks the Project's communications tools that are in place will be tested.

D. Clancy advised that some procedures have been implemented to ease the disruption with Ogden Point works. The pile driving occurs for 25 minute periods. The noise wall is effective. The driving begins again today at 8:30 a.m. and is scheduled for a short day of driving, it then takes a day and a half to weld the next section. The Contractors look for opportunistic times to conduct the work to reduce the impact on the public.

5. Presentations/Delegations

There were no presentations or delegations.

6. Project Board Business

6.1. Staff Report for Information: Monthly Project Report – May 2017

D. Clancy and E. Scott presented the information in the monthly report, responded to questions from the Project Board.

In response to a question regarding permitting responsibility, D. Clancy advised that the CRD and contractors are each responsible for certain permits. Harbour Resource Partners (HRP) is responsible for the McLoughlin site permits as defined in the Project Agreement and the CRD is assisting where appropriate.

In response to a question regarding escalation process for potential permitting issues relating to HRP, D. Clancy advised that the Project Team is reviewing:

1. HRP's schedules on weekly basis for milestone dates; and,
2. Applications and information HRP is providing to the permitting agencies prior to submission.

In response to the Project Board's request for an update on the Building Permit, D. Clancy advised that HRP is responsible for obtaining the Building Permit and the CRD facilitated the permit's receipt. There was a significant amount of work required to satisfy the Township of Esquimalt. Staff were able to cooperatively work with the Township to receive the permit. Discussions with the Township are already in process for the second phase of the Building Permit.

The Chair requested that, for the June monthly report:

- The table on page 6 be updated to reflect the Building Permit status.
- Is clear that the first part of the permit was received and there is a second phase to be obtained.

To ensure that the Project Team has advance warning of any delay in that process, the Chair also requested that staff obtain a timetable and potential requirements from the Township for the second phase of the Building Permit approval.

In response to a question as to whether the other four permits have been obtained, D. Clancy confirmed receipt of the following:

McLoughlin Point Harbour Crossing

- Transport Canada Licence (works access)
- Transport Canada Facility Alteration Permit

McLoughlin Point Outfall

- Transport Canada Facility Alteration Permit
- Transport Canada Licence (works access)

E. Scott confirmed that the Project tracks its permits in a master document. She noted that the Environmental, Regulatory and First Nations manager is reviewing the document to ensure it is comprehensive and staff will bring the full spreadsheet to the Project Board for information once his review is complete.

The Chair requested staff continue to keep a high level summary in the Monthly Report and, for clarity, note that it is a high level summary tracking the more significant permits, and not a comprehensive list of the permits.

D. Clancy advised that T. Robins and S. Hallatt met with the Saanich Leadership Committee last week to provide a project overview and extend an offer for a follow up meeting with the Project Team. D. Clancy to follow up with T. Robins and S. Hallatt on the outcome of the meeting.

The Chair requested that going forward, the 60 Day Look-ahead activities be categorized by subject.

**10:17 Director Burke left the meeting**

The Chair acknowledged the correspondence with the James Bay Neighbourhood Association (JBNA) noting that, until the Stakeholder and Engagement Manager is in place, she continues to correspond in this regard. She also noted that they are getting close to finalizing Terms of Reference with the JBNA and a follow up meeting is scheduled for next week.

**10:19 Director Burke rejoined the meeting**

**MOVED** by D. Howe, **SECONDED** by R. Lapham,  
That the Project Board approve the following resolution:

**RESOLVED that:**

1. The Wastewater Treatment Project Monthly Report – May 2017 be received for information.

**CARRIED**

**MOVED** by B. Eaton, **SECONDED** by D. Howe,  
That the Project Board approve the following resolution:

2. The Wastewater Treatment Project Monthly Report – May 2017 be forwarded to the Core Area Liquid Waste Management Committee and Capital Regional District Board for information.

**CARRIED**

7. Business arising from other Governments, including the CRD Board, CRD Committees and member Municipalities:

- 7.1. June 2, 2017 letter from the District of Saanich's Bicycle and Pedestrian Mobility Advisory Committee

*That the Bicycle and Pedestrian Mobility Advisory Committee write to the CRD Wastewater Treatment Project Board to inquire about the proposed sewer pipeline conveyance route as it travels through Saanich, and the proposed consultation timeline for this project.*

The Project Team is working with the District of Saanich for a solution to integrate the Project's construction work on the roads in that municipality with the overall design work and transportation network administered and designed by the District.

Staff recommend drafting a letter for the Chair's signature, providing a project update including the status of the project, communications and engagement activities thus far and the methods of engagement going forward.

The Chair and Project Team members met with the CAO of Saanich to provide an update on the Technical Working Group, and it was agreed that they would provide Saanich Council with a follow up presentation.

**MOVED** by B. Eaton, **SECONDED** by R. Lapham,  
That the Project Board approve the following resolution:

**RESOLVED that:**

The Core Area Wastewater Treatment Project Board receive this correspondence for information.

**CARRIED**

8. Correspondence
- 8.1. Correspondence received June 2017

**MOVED** by B. Eaton, **SECONDED** by R. Lapham,  
That the Project Board approve the following resolution:

**Be it RESOLVED that:**

The Core Area Wastewater Treatment Project Board receive this correspondence for information.

**CARRIED**

9. New Business

10. Project Board Meeting Schedule: Updated dates and co-ordination with CALWMC meetings

The Project Board confirmed moving its meetings from the first Tuesday of the month to the fourth Thursday of the month, and that:

- There will be no August meeting;
- There will be a September 5 meeting due to Core Area Liquid Waste Management Committee meeting in September and to bridge that gap between the July meeting and the beginning of the quarterly meeting schedule;
- The Project Board will begin its new meeting schedule the fourth Thursday of September, September 28; and
- Going forward the Project Board will meet on the fourth Thursday of the month.

**MOVED** by B. Eaton, **SECONDED** by D. Howe,  
 That the Project Board approve the following resolution:

**Be it RESOLVED that:**

The Core Area Wastewater Treatment Project Board meet on September 5, 2017 and amend its meeting schedule to the fourth Thursday of the month beginning on September 28, 2017 as follows:

Project Board Meeting Date (Fourth Thursday of the month)	Standing Project Report	Project Report Reporting Period	Project Report to be Presented to CALWMC (meets Quarterly; second Wednesday of Nov, Feb, May & Aug)
September 5, 2017	Monthly Quarterly Monthly	June 2017 April - June 2017 July 2017	November 8, 2017
September 28, 2017	Monthly	August 2017	November 8, 2017
October 26, 2017	Quarterly	July - September 2017	November 8, 2017
November 23, 2017	Monthly	October, 2017	February 14, 2017
January 25, 2018	Monthly & Quarterly	November 2017 & October - December 2017	February 14, 2017
February 22, 2018	Monthly	January 2018	May 9, 2018
March 22, 2018	Monthly	February 2018	May 9, 2018

**CARRIED**

11. **MOVED** by D. Howe, **SECONDED** by B. Eaton,  
**Motion to close the meeting 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, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

12. Adjournment

On motion the Project Board adjourned its meeting at 10:31 a.m. and moved into closed session.

The Project Board rose from its closed session at 2:25 p.m. without report.

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CHAIR

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RECORDER