



**Minutes of a Meeting of the Core Area Wastewater Treatment Project Board
Held Tuesday November 26, 2019 in Room 652, 6th Floor, 625 Fisgard Street, Victoria, BC**

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

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

The meeting was called to order at 9:06 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 D. Howe, **SECONDED** by B. Eaton,
That the circulated agenda be approved.

CARRIED

3. Safety Minute

Dave Clancy provided a safety minute about safety during the holiday season, and the top 5 reported injuries that can impact people's holidays and cause injuries including: fires, burns, cuts and falls.

4. Approval of the October 31, 2019 Meeting Minutes.

MOVED by R. Lapham, **SECONDED** by T. Stanley,

That the minutes of the October 31, 2019 meeting be approved.

CARRIED

5. Report of the Chair

The Chair noted that the Project Team will report progress on the Project since the October Project Board meeting under agenda item 7.1; there were no items to report outside of that.

6. Presentations/Delegations

- No one registered to speak

7. Project Board Business

7.1. Election of Wastewater Treatment Project Board Vice-Chair

The Project Board Chair thanked Brenda Eaton for her service as the Vice-Chair and nominated Dana Hayden to serve in the role of Vice-Chair for a one year term, effective immediately.

MOVED by B. Eaton, **SECONDED** by T. Stanley,

That Dana Hayden act as elected Vice-Chair of the Core Area Wastewater Treatment Project Board, effective immediately.

CARRIED

7.2. Staff Report for Information: Wastewater Treatment Project October 2019 Monthly Report

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

That the Staff Report, Wastewater Treatment Project October 2019 Monthly 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 October 2019 Monthly Report including:

- There were no changes to the KPI's over the reporting period:
 - The safety KPI for the Project and the conveyance system remains yellow. Over the reporting period nine safety incidents occurred, comprising three near-miss, and six report-only incidents. Two of the report-only incidents were related to altercations between aggressive drivers and traffic control personnel; we have made traffic control safety a priority in project safety meetings.
 - One minor environmental incident occurred over the period at McLoughlin Point: there was a sediment release into a storm water drain. Sediment controls were put in place, and there were no adverse effects on the environment.
 - The schedule included in the monthly report was updated to reflect the construction and commissioning timing for the different components of the project.
- An update on the construction progress including: glazing of the operations and maintenance building is in progress and major equipment installation is underway at the McLoughlin Point site; completion of structural concrete at Macaulay Point; cladding on major buildings, and major equipment has been installed at the Residuals Treatment Facility.
- The tender process for Trent Forcemain is in its final stages and the contract is expected to be awarded shortly.

B. Eaton inquired about the Ministry of Environment meeting referenced in the monthly report. E. Scott noted that the application for the Municipal Wastewater Registration has been submitted and that the meeting was to review questions from the Ministry of Environment's initial review of the submitted materials.

D. Hayden suggested to adjust the Residual Solids Conveyance Line progress map to make clear that construction of the pump stations is ongoing.

8. Correspondence

Letters received from the WSÁNEĆ Leadership Council and the response from the Project Board Chair and CRD CAO were included in the agenda for information for the Project Board.

9. New Business

9.1. Confirmation of upcoming Meeting Dates:

1. Next Project Board Meeting: January 9, 2020
2. Next Core Area Liquid Waste Management Committee Meeting: TBC- January 2020

10. Motion to Close the Meeting

MOVED by D. Hayden, **SECONDED** by B. Eaton,

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 9:40
On motion the meeting adjourned at 11:50