

DATE: September 12, 2018

FILE: 5340-01/CVSSLWMP

TO: Chair and Members
Comox Valley Sewage Commission

Supported by Marc Rutten, P.Eng
Acting Chief Administrative Officer

FROM: Marc Rutten, P.Eng
Acting Chief Administrative Officer

M. Rutten

RE: Comox Valley Sewerage System – LWMP Project Team

Purpose

To update the committee on award of the LWMP engineering consultant contract and LWMP project team.

Recommendation from the Acting Chief Administrative Officer

This report is presented for information only.

Policy Analysis

At their June 12, 2018 meeting the Comox Valley Sewage Commission passed the following motion:

THAT the Comox Valley Sewage Commission approve the Comox Valley Sewerage System Liquid Waste Management Plan oversight committees (steering, technical advisory, and public advisory) structure and membership outlined in this staff report and appendixes dated June 6, 2018.

At their August 14, 2018 meeting the Comox Valley Sewage Commission passed the following motion:

THAT the first meeting of the Public Advisory Committee (PAC) meeting be delayed until after the election on October 20, 2018, and that staff provide the commission with background on any PAC applicants.

THAT the Comox Valley Sewage Commission approve the revised Comox Valley Sewerage System Liquid Waste Management Plan Public Advisory Committee Terms of Reference as attached to the staff report dated August 9, 2018.

THAT the commission rise and report on the revised Comox Valley Sewerage System Liquid Waste Management Plan Public Advisory Committee Terms of Reference as attached to the staff report dated August 9, 2018.

Executive Summary

The provincial Liquid Waste Management Planning (LWMP) process is designed to allow BC communities to develop their own solutions for managing liquid waste while meeting provincial regulatory requirements. The strategy provided in the plan must ensure the management and disposal of treated waste is sufficiently protective of public health and the environment. Public and stakeholder consultation is a key component of plan development to ensure that multiple interests have been considered and that the LWMP is supported by the community.

The LWMP process has strong consultative, technical and environmental components. These components overlap significantly and require a diverse project team to help guide and deliver the process. The Comox Valley Regional District (CVRD) is combining internal and external resources into a comprehensive project team to ensure successful delivery of the planning process.

The LWMP process will be led by Kris La Rose, Senior Manager of Water and Wastewater Services, with support from Paul Nash as LWMP project coordinator. Paul Nash is a sole proprietor of his business Alpine Water & Energy. Over the past several years Paul has worked as project coordinator for construction of the Sechelt wastewater treatment plant, and completion and submittal of the Cumberland stage two LWMP. Paul will help coordinate the technical team and consultative meetings, draft staff reports, maintain the project schedule, and assist in review of deliverables while Kris will retain overall strategic direction and be the primary media contact for the planning process.

Paul’s first task was to coordinate development of a request for proposals (RFP) for engineering consulting services which was released on July 6, 2018 and closed on August 2, 2018. Proposals were received from WSP and McElhanney, and evaluated by Kris La Rose, Scott Hainsworth (CVRD Manager of Operating and Capital Procurement), and Paul Nash. Staff are planning to award the contract to WSP based on:

- Superior LWMP qualifications and experience for both the firm and key personnel including recent LWMP processes for the Regional District of Kootenay Boundary, District of Tofino, and Town of Ladysmith;
- Focused methodology based on the scope of work in the RFP with consideration to work that’s been completed to date;
- A well detailed schedule that conforms to the objectives of the CVRD;
- A focus on risk management with the incorporation of a risk registry; and
- Lowest cost to the CVRD.

On the consultative side, the CVRD have engaged an outside communications consultant, Zinc Strategies, to support internal communications resources to guide development of the outreach materials, public open houses, advisory committee meetings, and generally ensure the public is engaged throughout the process and provincial standards for LWMP consultation are followed to ease provincial review of the plans once submitted.

Given the crucial role the Technical and Public Advisory Committees will play in guiding developing of the LWMP, and the wide and varying perspectives represented on the committees, a professional facilitator is being engaged to ensure that each of the members voices are heard, and meeting objectives are achieved.

Prepared by:

K. La Rose

Kris La Rose, P.Eng
Senior Manager of
Water/Wastewater Services

Stakeholder Distribution (Upon Agenda Publication)

None	✓
------	---