

Monthly Report to the CRD from the Fairness and Transparency Advisor

August - September 2015

This report provides a summary of the FTA's activities for the Core Area Sewage Treatment Project for the period from **August 15th to September 25th**.

FTA Activities

The FTA term began in mid-August.

Establishing Procedures for Complaints and Own-Initiative Investigations

The FTA established the process for the review of complaints and own-initiative investigations, as well as the role of the FTA as it relates to the provision of advice. These procedures were then presented to the Committee for approval. Subsequently, the FTA created public web content concerning the FTA role and the scope of the FTA's mandate.

Monitoring Role

The FTA corresponded with CRD staff in order to organize and undertake monitoring activities, including attending the meetings of the various committees providing governance to the Project.

As a separate undertaking, the FTA then proceeded to review and monitor upcoming meetings of the various committees, flagging any issues requiring review / meeting attendance. These monitoring and review duties will be ongoing throughout the FTA's term.

Other Activities

Other activities included the attendance at meetings and a presentation given to the Technical Oversight Panel on September 15 on the role of the FTA and key fairness considerations. This presentation was also delivered to Urban Systems at a meeting on September 22. Both presentations provided an overview of the FTA's role, mandate, and procedures.

Complaints

A significant aspect of the FTA's mandate and role is to screen and (if eligible) review submitted complaints regarding the wastewater planning process. The table below summarizes the FTA's activities in this capacity.

August - September 2015 Complaints Statistics

Number of applications received	1
Number of "eligible" complaints	1
Number of decisions rendered	1

As indicated in the table, one complaint was received, screened and reviewed (in part) during this reporting period. A summary of this complaint and the FTA's decision are provided below.

Summary of Complaint #392051

The FTA received notice of complaint no. 392051 ("the complaint") on Thursday September 17 upon which the FTA proceeded with screening of the complaint. The complainant submitted 4 main questions regarding the process undertaken in awarding a contract to Urban Systems. The FTA determined one

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question posed by the complainant was eligible for review, as the other questions posed by the complainant were related to procurement, which is beyond the scope of the FTA's mandate.

The FTA's screening decision was posted to the CRD website on September 18.

The complainant's eligible question asked:

Did the CALWMC act in good faith in awarding a contract to Urban Systems in apparent contradiction of the public statements made to engage an independent consultant for this phase of the project work?

Summary of findings:

On the totality of the evidence, the FTA found that, in awarding a contract to Urban Systems for Options Costing and Feasibility Analysis, the CRD acted in good faith, acted properly and transparently, and followed its criteria.

The final decision on the complaint was posted to the CRD website on Friday September 25.

Activities Summary

Provided in the table below is a summary of the FTA's Project hours devoted to each of the abovementioned tasks.

August – September 2015 Activities

Activity	Hours Worked
Setting up procedures	61.7
Monitoring	5
Meetings	22
Complaints	68.3
Other admin	44.5
Total	201.5

The total amount billed to date for this work (spanning the period of August 15th to September 25th) is **\$41, 580.50**, excluding all applicable taxes.