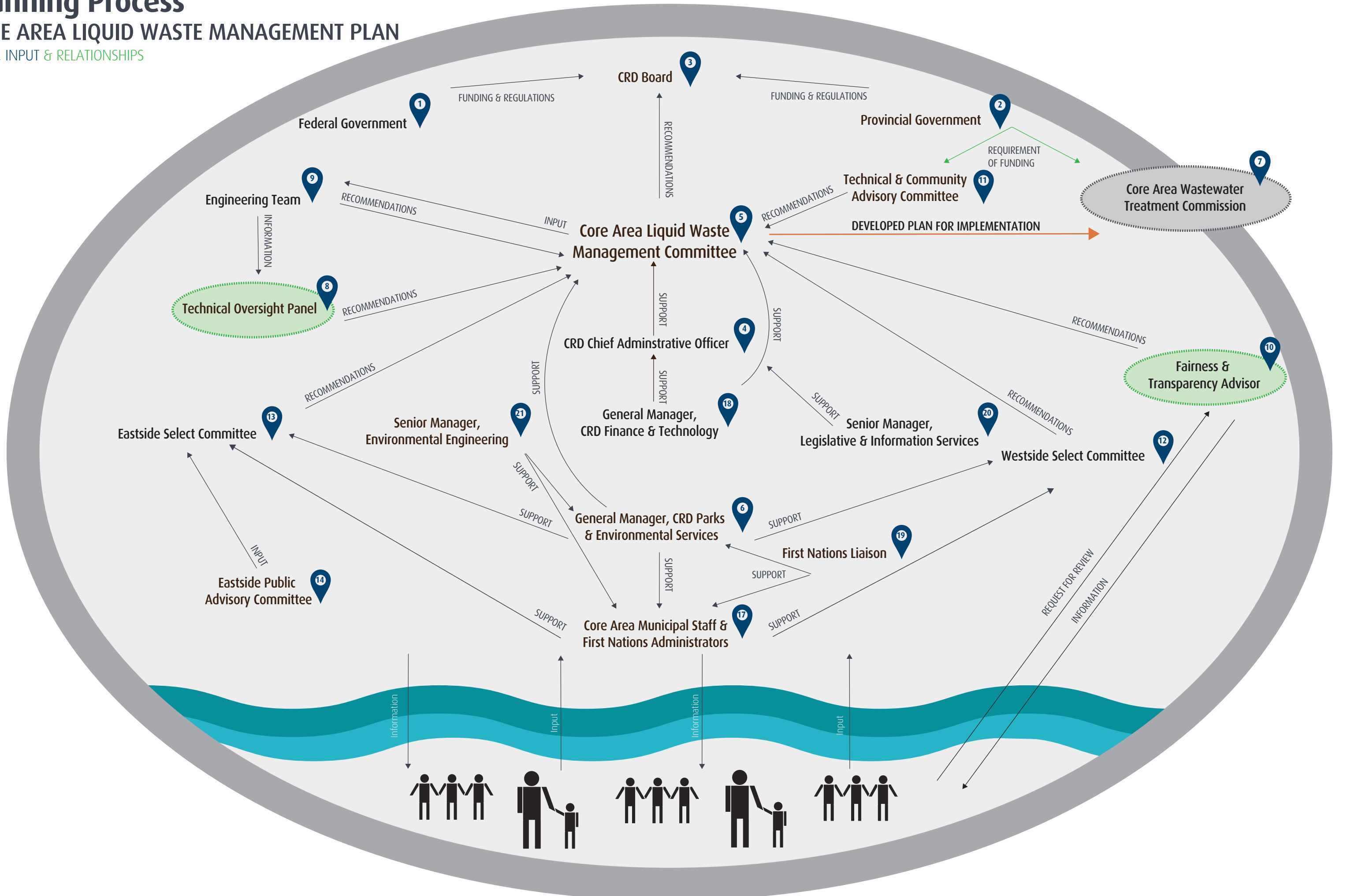


# Planning Process

## CORE AREA LIQUID WASTE MANAGEMENT PLAN

ROLES, INPUT & RELATIONSHIPS



# Planning Process

## CORE AREA LIQUID WASTE MANAGEMENT PLAN

### ROLES, INPUTS & RELATIONSHIPS

**1) Federal Government** – In 2012, the federal government passed a law requiring all high-risk Canadian cities to provide secondary sewage treatment by 2020 at the latest. The CRD's Core Area was considered to be in the high-risk category. The federal government agreed to contribute up to \$253 million towards the project out of three different funding programs: Building Canada Fund (\$120 million), Green Infrastructure Fund (\$50 million) and 3P Canada (\$83.4 million).

**2) Provincial Government** – In 2006, an environmental report commissioned by the Ministry of Environment noted the contamination of seabed sites close to CRD outfalls where wastewater is discharged. As a result, the CRD was mandated by the province to plan for and initiate secondary wastewater treatment for the region. Provincial funding agreements provide a maximum of \$248 million towards the project.

**3) Capital Regional District Board (CRD Board)** – The CRD Board is responsible for selecting final site locations and securing lands for wastewater treatment facilities, obtaining the rezoning of lands, approving the architectural design for facilities, and approving funding agreements and the budget. The CRD Board is responsible for delivering the project outlined in the Vision.

**4) CRD Chief Administrative Officer** – The CAO oversees all administrative operations and staff, ensures CRD Board policies are implemented, oversees the operations and functions of the CRD, and aligns the organization to achieve strategic priorities set by the Board. This includes working with federal and provincial staff to coordinate funding agreements and providing advice to the CRD Board regarding potential risks and opportunities for the CRD Board.

**5) Core Area Liquid Waste Management Committee (CALWMC)** – A standing committee of the CRD Board, the CALWMC consists of Directors from municipalities and First Nations participating in the Core Area Liquid Waste Management Plan (CALWMP). The committee is responsible for overseeing the CALWMP and making recommendations to the CRD Board about the CALWMP and certain aspects of the Core Area Wastewater Treatment Program.

**6) General Manager of Parks & Environmental Services** – The GM of Parks & Environmental Services provides general direction and leadership to CRD staff and advises the CALWMC and the Eastside and Westside Wastewater Treatment and Resource Recovery Select Committees regarding the technical and legal aspects of the CALWMP and the wastewater treatment planning process. The General Manager's role is also to provide information to the Core Area Municipalities' CAOs and First Nations Administrators.

**7) Core Area Wastewater Treatment Program Commission (the Commission)** – As part of the funding negotiations with the Province, the CRD was required to establish an independent non-political governance body to manage, implement and commission the Core Area Wastewater Treatment Program. The Commission governs the implementation and operation of the Wastewater Treatment Program and oversees the procurement process for all components of the Program. The Commission operates autonomously of the CALWMC and Regional Board however, the Commission is required to seek CRD Board and funder approval on predetermined items as detailed in the CRD Commission bylaw. Several steps have been taken to scale back operations and reduce costs as the CRD continues its planning work to find a new solution to wastewater treatment. The Commission remains in place waiting to implement whatever system of wastewater projects the CRD Board decides upon, and is approved by the Province.

**8) Technical Oversight Panel (ToP)** - The role of the Technical Oversight Panel is to review the costing and feasibility studies developed by the Engineering Team during the planning phase of the project and to ensure that the studies for the wastewater treatment options include the necessary due diligence. The Technical Oversight Panel will also advise on how to best engage the private sector in this phase of the project. Fundamental to providing independent technical oversight and confirming due diligence is to ensure that the engage-

ment of the private sector in this phase of the project and the innovative solutions that may come forward is informed by, not necessarily bound by (as per the ToP Terms of Reference), decisions to date regarding sites, option sets, timelines, definitions of treatment and other potential limitations on analysis and costing.

The role of the ToP does not include public consultation, media interaction, land acquisition and rezoning, contract management or direction of the Engineering Team. The ToP receives information from and liaises with the Engineering Team (Urban Systems and Carollo Associates), and provides feedback and recommendations to the CALWMC. The Chair of the ToP reports to the CALWMC biweekly. The ToP liaises with the Eastside and Westside Select Committee.

**9) Independent Engineering Resources** - The Independent Engineering Team's role is to conduct the Feasibility and Costing Analysis (Urban Systems partnered with Carollo) for the CALWMP Wastewater Treatment System. The Engineering Team is also working with the Westside Select Committee to do a more detailed analysis on the Westside flows. The team provides information to and liaises with the ToP, and reports to and receives direction from the CALWMC. Additional external resources may be required for staff to prepare the LWMP amendment. The team is assessing the feasibility of a regional and sub-regional system in the Core. The team is also looking at a distributed system option based on the potential sites put forward from the Eastside Select Committee and Westside Select Committee.

**10) Fairness and Transparency Advisor (FTA)** - The FTA's role is to act as a point of contact for the public to submit complaints regarding the process of costing the options, working with the host jurisdiction(s) and preparing an amendment to the LWMP and to ensure that the process is fair, transparent, impartial and objective. The FTA is independent of the CRD. The FTA's role is to investigate appropriate complaints and report to the Board, through the CALWMC, the results of an investigation, to help strengthen the fairness, transparency or objectiveness of the process followed. The FTA is to provide monthly status reports to the CALWMC. The role of the FTA does not restrict the public from going to other sources for complaints and requests to review processes, such as the office of the Ombudsperson.

**11) Technical Community and Advisory Committee (TCAC)** - The Technical and Community Advisory Committee is an LWMP requirement of the province, and provides technical and community consultation advice and input to the CALWMC. TCAC assists the CALWMC in making appropriate recommendations to the CRD Board in the following areas: (a) plant design criteria and treatment technology, including opportunities for resource recovery, sludge management, odour control and general plant design criteria, (b) number and location of treatment plants, and (c) timing/scheduling of treatment.

**12) Westside Wastewater Treatment and Resource Recovery Select Committee** - In June 2014, Westside participants (Colwood, Esquimalt, Langford, View Royal, and Songhees Nation) formed the Westside Wastewater and Resource Recovery Select Committee to evaluate Westside treatment options and develop a sub-regional wastewater treatment and resource recovery plan. The member municipalities' role is to provide political input and take feedback from the public and report to the Westside Select Committee. The participating municipalities also have zoning authority. In September 2015, the Esquimalt Nation joined the Westside Select Committee. The Songhees and Esquimalt Nation representatives provide political input to the Westside Select Committee. The Committee reports to the CALWMC and is supported by CRD staff, Westside staff, consultants and a technical working group.

The Westside Select Committee participants initiated the Westside Solutions Project as a way to engage residents to work collectively to identify solutions for wastewater treatment and resource recovery that meet the unique needs of the Westside communities. The Westside option sets consider flow scenarios that include Eastside flows from Vic West and Saanich West. This work, along with the work from the Eastside Select Committee, will inform the Core Area Sewage and Resource Recovery 2.0 project and the amendment to the Liquid

Waste Management Plan.

**13) Eastside Wastewater Treatment and Resource Recovery Select Committee** - In January 2015, Oak Bay, Saanich and Victoria formed the Eastside Wastewater and Resource Recovery Select Committee to engage with their communities and develop wastewater treatment options that meet the needs of the Eastside municipalities. The role of the participating municipalities is to provide political input and take feedback from the public and report to the Eastside Select Committee. The participating municipalities also have zoning authority. The Eastside Select Committee reports to the CALWMC and is supported by CRD staff, participating municipal staff and consultants.

The Eastside option sets consider a regional option, which includes all flows from Eastside and Westside, as well as a sub-regional and distributed option that includes flows from Eastside municipalities only and Eastside Clover Point outfall catchment flows. The Eastside Select Committee's plan, in combination with the work from the Westside Select Committee, will inform the Core Area Sewage and Resource Recovery 2.0 project and could form the basis for an amendment to the CALWMP.

**14) Eastside Public Advisory Committee** - The Eastside Public Advisory Committee takes input from the public and provides guidance to the Eastside Wastewater and Resource Recovery Select Committee on the public consultation process.

**15) Westside Technical Team** - The Westside Technical Team consists of municipal staff, supported by Urban Systems. The technical team provides technical information and input to the Westside Select Committee.

**16) Eastside Technical Team** - The Eastside Technical Team is comprised of municipal staff and supported by Urban Systems and CRD Staff. The Technical Team provides support and input to the Eastside Select Committee.

**17) Core Area CAOs and First Nation Administrators** - The Core Area CAOs and First Nations Administrators are the principle policy advisors to councils, and provide support to the Eastside and Westside Select Committees. The Core Area CAOs and First Nations Administrators receive project-specific information and updates from the CRD's General Manager of Parks & Environmental Services regarding the progress of the CALWMC and the Eastside and Westside Select Committees.

**18) GM of Finance & Technology** - The GM of Finance & Technology is the Chief Financial Officer for the CRD. The GM of Finance and Technology is responsible for the budget and all financial services, information technology and geographic information services (IT & GIS), property and real estate services, insurance and risk management, facilities management, and arts development for the Capital Region.

**19) First Nations Liaison** - The First Nations Liaison serves as a point of contact for First Nations communities involved with the project and provides departmental support and assistance in the areas of service delivery, referral processes, outreach, engagement and relationship building.

**20) Senior Manager, Environmental Engineering (Dan Telford)** - The Sr. Manager of Environmental Engineering supports the GM of Parks and Environmental Services as well as provides support for the Core Area Chief Administration Officers and First Nations Administrators.

**21) Corporate Officer** - The CRD Corporate Officer provides support and procedural advice to the CRD Board and the CALWMC, and is responsible for maintaining the official records of these bodies. The officer also processes requests for records in accordance with the Freedom of Information and Protection of Privacy Act.