
**REPORT TO CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE
MEETING OF WEDNESDAY, 05 SEPTEMBER 2007**

SUBJECT **CORE AREA AND WEST SHORE WASTEWATER TREATMENT – APPROVAL OF PROJECT MANAGER POSITION**

PURPOSE

To approve the hiring of a project manager on a contract basis to manage the planning, development and procurement of core area and West Shore wastewater treatment.

BACKGROUND

The first phase of planning for core area and West Shore wastewater treatment involved several consultants working with the Core Area Liquid Waste Management committee and the Technical and Community Advisory committee to develop *The Path Forward*, which is a strategic direction for the project.

The entire process was managed by staff from the Environmental Services department, with the general manager acting as project manager.

With the submission of the treatment strategy, along with the Core Area Liquid Waste Management Plan amendment, to the minister of environment, the project is now entering the second phase, which includes further project planning and development. Components presently underway are:

- siting process
- business case and financial analysis
- resource recovery and beneficial use

With these projects underway, the position of project manager has evolved to the point where it demands a full-time individual.

It is anticipated that a project manager would be a contract position; however, it is desirable to have the same person see the project through the 10-year period until completion of construction.

The duties of the individual would include:

- reporting, meetings and project control
- scheduling and programming
- consultant appointments
- confirmation of project technical performance requirements
- brief and quality control of contracts
- capital budgeting
- financial management
- cash flow
- contract management

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Considering the unique skill set required for this position, the use of a placement consultant is highly recommended. The extremely tight job market in Western Canada will limit the availability of potential candidates; however, a placement consultant will seek out qualified individuals.

ALTERNATIVES

1. That the Core Area Liquid Waste Management committee recommend to the Board the hiring of a project manager for the core area and West Shore wastewater treatment project and that this position be approved as a contract position.
2. That Capital Regional District staff continue to manage the project on a part-time basis.

FINANCIAL IMPLICATIONS

The cost of the project manager would be funded from the capital project, as the position would be dedicated entirely to the project.

The annual estimated salary and benefits for the contract position may be in the range of \$100,000 to \$125,000. The cost of a placement consultant is anticipated to be \$30,000 to \$40,000.

SUMMARY/CONCLUSIONS

It is proposed that a placement consultant be engaged to assist in hiring a project manager for the core area and West Shore wastewater treatment project. The position would be a contract position with the desire to have the same individual manage the process from planning until completion of construction.

RECOMMENDATIONS

That the Core Area Liquid Waste Management committee recommend to the Board the hiring of a project manager for the core area and West Shore wastewater treatment project and that this position be approved as a contract position.

Dwayne Kalynchuk, PEng
General Manager, Environmental Services

Kelly Daniels
CAO Concurrence

COMMENTS

DK:cp