

**COMOX VALLEY SEWERAGE SYSTEM LIQUID WASTE MANAGEMENT PLAN,
SEWER EXTENSION SOUTH ADDENDUM****PUBLIC ADVISORY COMMITTEE****Background**

The communities of Royston and Union Bay rely on on-site septic systems for wastewater management; these systems are at risk of failure, causing impacts to the local environment, and posing potential public health risks. Sewer servicing proposals for these Electoral Area A communities have a long history, with studies dating back several decades. In 2015, a nearly completed stage 2 Liquid Waste Management Plan (LWMP) identified discharge of treated effluent at the existing Cape Lazo location as the leading option for management of south region liquid waste. At the time, this option consisted of building a stand-alone wastewater treatment facility in the south region, and conveying treated effluent from this facility for discharge at the Cape Lazo outfall.

After a proposal based on this option failed to find the support of the electors in 2016, extensive collaboration with the Comox Valley Sewage Commission has resulted in the current project concept whereby untreated wastewater from the south region would be conveyed into the existing Comox Valley Sewer Service (CVSS) infrastructure for treatment at the Comox Valley Water Pollution Control Centre, and discharge at the Cape Lazo outfall. Efforts continue on several fronts to advance this proposal, termed the Sewer Extension South Project.

Concurrent to these efforts, the CVSS is part way through a LWMP process with consideration to three components of the service – conveyance, treatment, and resource recovery. Following a successful AAP process last year, work is now underway to upgrade or replace a significant portion of existing CVSS conveyance infrastructure, based upon the preferred conveyance option from the LWMP process. The final Stage 1 & 2 report outlining the preferred options for conveyance, treatment and resource recovery is in development for submission to the province in summer 2022.

The CVRD is now embarking on an addendum to the CVSS LWMP to consider sewer servicing options for the south region. This addendum once complete and approved will become part of the overall LWMP for the entire CVSS service area, which will include those parts of Electoral Area A anticipated to be serviced by the Sewer Extension South project.

Role of the Committees and the PAC

While the responsibility for the management of the LWMP ultimately rests with the CVRD Board of Directors, the Steering Committee, Technical Advisory Committee (TAC) and Public Advisory Committee (PAC) will assist in this responsibility by providing input, perspective, specific expertise and recommendations. Members of these committees are expected to participate in meetings and assist with:

- Identifying goals and challenges;
- Generating and reviewing ideas to meet them; and
- Working towards consensus solutions.

To assist with communication and understanding of the process, committee members will be sent the meeting agenda packages and meeting notes for all three committees. All meetings are envisioned to be joint TAC-PAC meetings, and the CVRD may combine the two committees into one if it proves advantageous to do so.

The PAC is an advisory group whose primary role is to represent “community interests” – the people, areas and environments that are served and potentially impacted by the south addendum, and provide advice to the Steering Committee accordingly. The PAC will:

- Consider community goals as represented by major planning documents (OCP’s, Sustainability Plans, etc);
- Consider public opinion and feedback related to the LWMP on behalf of the Steering Committee;
- Provide feedback on documents provided by the CVRD Project Staff and/or the Consultant;
- Have the authority to provide input and recommendations to the Steering Committee on matters pertaining to the LWMP.

Role and Responsibilities of PAC Members

The role of PAC members is to develop and maintain a broad understanding of the issues and implications for stakeholders, residents and the environment in order to make appropriate recommendations to the Steering Committee. It is also the responsibility of the PAC members to review and become familiar with the Sewer Extension South project, how it fits within the CVRD’s LWMP process and the function of the CVSS itself.

Participating in the PAC is both a privilege and an obligation. Members have an important liaison role with the responsibility to represent and inform the organizations or communities they have been selected to represent. They are expected to bring their own perspectives to the table, but must be prepared to provide to, and disseminate from the committee, the full range of perspectives, including those with which they may disagree.

It is intended that recommendations to the Steering Committee will be made by consensus, though there may be some that are recorded as non-consensus. A consensus recommendation may include the identification of a specific interest or concern to be noted in the record but not as a limiting factor. A non-consensus recommendation will be made if, after adequate deliberation, the member(s) is/are still not in accord with other members. The non-consensus party must provide a written submission for the record, outlining the rationale for the non-consensus recommendation, within one week of the distribution of the draft meeting notes.

Membership

The CVRD will seek and invite representation from key public, community, business, and stewardship stakeholders with interests in the project area (see attached list of invited public, community, business, and stewardship stakeholders). The total number of representatives will be at the discretion of the CVRD. Appointment of local resident representatives will be performed by the Electoral Area Services Committee to ensure the accountability of the process. A list of representatives will be attached once committee membership is finalized.

Members will submit one alternate for approval of the whole at the first meeting or immediately to CVRD Project Staff upon resignation of the primary or alternate, with the exception of resident representatives who may provide an alternate only if one is available.

Termination of a member that is falling short of his/her obligations, not considered to be actively participating, or is not abiding by the code of conduct (below) will be at the discretion of the CVRD.

The PAC will stand for the duration of the LWMP addendum process, which is expected to be approximately one to two years. At the completion of the LWMP addendum, the Sewer Extension South Addendum PAC will be dissolved and combined with the CVSS LWMP PAC for development of the final Stage 3 CVSS LWMP. Upon completion of the CVSS LWMP, a plan monitoring committee will be struck, and some PAC members will be encouraged to stand, to ensure continuity.

PAC Representatives to the TAC

The LWMP guidelines suggest each committee elect a chairperson to administer the committee. The committee shall elect the chairperson and alternate from amongst its members at the inaugural meeting. The role of the chairperson or alternate is to represent the PAC in discussions with the TAC, the Steering Committee, the CVRD Board and Project Staff, as needed. The proposed approach to hold all meetings as combined TAC-PAC meetings is intended to work towards the LWMP guidelines objective of forming linkages between committees to maximize cooperation. From time-to-time, the chairperson or alternate may also be responsible for in responding to media requests on behalf of the PAC.

Code of Conduct

During meetings, public events, and other activities related to the LWMP project, all participants of the committee will endeavour to conduct themselves as follows:

- Support an open and inclusive process;
- Disclose any potential conflicts of interest;
- Treat others with courtesy and respect;
- Listen attentively with an aim to understand;
- Speak in terms of interests versus positions;
- Where a member is espousing a favored position or course of action, they must fully and honestly disclose the reasons for their positions;
- Be open to outcomes, not attached to outcomes;
- Focus on service provision; and
- Share and discuss ideas from a professional perspective.

Members are responsible for coming prepared to meetings and to liaise with groups or organizations to which they are accountable or have a fiduciary responsibility.

Members are responsible for attending all meetings. If an occasion arises in which members are unable to participate in person, their appointed alternate should attend on their behalf.

Communications with the General Public

PAC members may find themselves from time liaising with the general public, and must do so in accordance with the code of conduct outlined above.

The committee meetings will be closed to the public, however the meeting notes will be made available to the public unless it was agreed to in advance that a particular discussion was to be confidential, in which case, the meeting notes will not be made widely available. Confidential topics at committee meetings may fall under Section 90 of the *Community Charter*.

The responsibility to respond to public comment rests with CVRD Project Staff and the CVRD Board, unless otherwise indicated.

Contact with the Media

Any contact with the media regarding issues related to the work of this committee shall be handled by the CVRD Project Staff or the committee representative. The latter only applies if there is agreement by the CVRD Project Staff and committee. If the matter under questioning by the media deals with CVRD Board policy around issues related to the work of this committee, the matter shall be referred to the CVRD Board Chair. The CVRD Chief Administrative Officer and the communication department will provide assistance and/or guidance to those persons responding to the media.

Frequency of Meetings

Meetings will be expected to occur both on an ongoing basis (for example, monthly, or at key milestones) and as required to address pressing LWMP process issues that arise. It is expected that approximately five committee meetings will be held over the course of the LWMP addendum process. PAC meetings will normally be held at the CVRD offices during business hours, with an option for committee members to attend virtually via Zoom. The committee members will also be expected to participate in public consultation activities, which may include separate meetings, open houses, webinars or less formal gatherings.

Committee Administration

CVRD Project Staff and the Consultant will be responsible for managing, scheduling and facilitating all meetings, with the assistance of a professional facilitator, and for providing administrative support.

CVRD Staff will ensure the agenda and all material are provided to the members prior to the meeting. Items of new business should be brought to the attention of CVRD Staff prior to the meeting, for consideration and distribution to group members in advance of the meeting; the inclusion of such items will be at the discretion of CVRD Project Staff.

The CVRD Project Staff will appoint a recording secretary for the purposes of preparing meeting notes. The record shall reflect the meeting purpose, key points from the discussion of agenda items, and the ensuing recommendations or action items.

The draft meeting notes will be distributed to committee members for review prior to being finalized. The final meeting notes will be provided to the CVRD Board, the CVRD Project Staff, and the Steering Committee, the TAC and the PAC. Where the Board feels it is necessary, the PAC representative may be asked to meet with and brief the Board on particular items or issues.

Resources

Direct meeting expenses, such as costs related to the provision of a meeting facility, snacks, beverages, photocopying and other related activities will be covered and coordinated by CVRD Project Staff. Committee members will be responsible for their own travel expenses.

Honorarium

In acknowledgement of the volunteer nature of many of the representatives on the PAC, and to encourage participation through to the end of the process, committee members will be entitled to claim an honorarium of \$125 per PAC meeting. Committee members will be required to submit a claim in writing or via email to receive the honorarium.

Member List

Organization	Representative	Alternate
Electoral Area A (Baynes Sound - Denman/Hornby Islands)	Daniel Arbour	Ian Munro
Association for Denman Island Marine Stewards	Melanie Hewson	Theresa Clinton
BC Shellfish Growers Association	Nico Prins	Malcolm Cowan
Comox Valley Chamber of Commerce	Andrew Gower	
Comox Valley Conservation Partnership	Caitlin Pierzchalski	Jennifer Sutherst
School District 71	Ian Heselgrave	
Underwater Harvesters Association	Mike Atkins	

Resident Members - Location	Name
Craigdarroch	Norm Prince
Craigdarroch	Rosanne Steinke
Royston	Tabitha Donkers
Royston	Ken Newman
Union Bay	Jim Elliott
Union Bay	Ryan Lymburner