



# Help us navigate this ship!

**The Village of Lumby's  
Liquid Waste Management  
Plan (LWMP) sets sail this  
spring.**

The LWMP will provide a long-term (20 year) strategy for how the Village plans to manage its sewage treatment system while ensuring watershed sustainability.

Community input is critical to make sure the proposed LWMP strategy is tailored specifically to the needs of our community and watershed.

If you are interested in:

- Watershed sustainability
- Community health and growth
- Municipal financial stewardship

then joining the Village's LWMP Single Advisory Committee may be on your horizon.

The Village is accepting Expressions of Interest for community representatives to join the Single Advisory Committee. If you are interested, please review the [Committee Terms of Reference](#) and complete the brief [Expression of Interest form](#) and forward it to the Village office by fax 250-547-6894 or email [rogerh@lumby.ca](mailto:rogerh@lumby.ca). If you have questions, please call the Village office at 250-547-2171.



## **We Hope You'll Come Aboard!**



title: **VILLAGE OF LUMBY LIQUID WASTE MANAGEMENT PLAN  
GUIDING PRINCIPLES**  
date: May 8, 2012  
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## **Overview**

The following draft guiding principles have been developed specifically for the Village's Liquid Waste Management Plan (LWMP) process to provide committee members with direction in identifying and evaluating alternative responses to dealing with the problems identified.

### **Principle #1 – Tailored Response**

The issues and opportunities for the Village of Lumby are specific to the Village's situation. Therefore, the best approach in developing a LWMP is to identify the aspects which are specific to the Village and ensure that the responses are "tailored to fit" the local circumstances.

### **Principle #2 – Financial Sustainability**

Local residents, business and property owners and Village Council/Staff are sensitive to the issue of cost (both capital and operating). For each possible response, key matters that will receive close scrutiny are:

1. Value for money – is it a good investment, weighing long-term benefits against long-term costs?
2. Affordability – can the Village afford this? What will be the financial impact?

### **Principle #3 – Technical Feasibility**

From a scientific and engineering perspective, the potential responses must be proven to be technically feasible at the scale required by the Village – they have to work.

### **Principle #4 – Co-operation with Senior Government**

There is the need to develop an approach that is acceptable legally. Are the proposed solutions consistent with the mandate and policies of senior government? Do the proposed solutions conflict with the legal rights of any other citizens? Do the proposed solutions comply with existing and likely future regulations?

### **Principle #5 – Transparency, Responsiveness and Community Acceptability**

Has there been adequate consultation and input from all interested community stakeholders? Is there widespread support and acceptance in the community of the ideas put forward?

# VILLAGE OF LUMBY

## Liquid Waste Management Plan



Single Advisory Committee – Final Terms of Reference



May 2012

File: 1643.0015.10

URBANSYSTEMS.

**LIQUID WASTE MANAGEMENT PLAN  
SINGLE ADVISORY COMMITTEE – FINAL TERMS OF REFERENCE**

**Submitted to:**

**VILLAGE OF LUMBY**

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**URBANSYSTEMS.**



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## 1.0 INTRODUCTION

The Terms of Reference presented in this document outline the roles, expectations and commitments required of the Single Advisory Committee members in the development of the Liquid Waste Management Plan (LWMP) for the Village of Lumby.

## 2.0 BACKGROUND

Currently all aspects of the Village's sewage system (collection, treatment and discharge) operate under permit PE-00173, issued by the BC Ministry of Environment. However, the Village is undertaking a Liquid Waste Management Plan (LWMP) process which will be developed based on the BC Ministry of Environment Guideline (<http://www.env.gov.bc.ca/epd/mun-waste/waste-liquid/lw-mgmt-plan/index.htm>). Once the LWMP process is complete, this will form the basis of how the Village will manage its liquid wastes for at least the next 20 years. The resulting plan and accompanying operational certificate will replace the Village's permit. The LWMP process is a consultative process and requires participation of committees and the public. For the Village of Lumby, it is proposed that there will be two LWMP Committees:

**Steering Committee:** Role is to provide overall direction to the LWMP process. This committee consists of representation from Council and Village Staff.

**Single Advisory Committee:** This is the amalgamation of the Technical Advisory Committee and the Public Advisory Committee. There are two roles: for technical committee members, to assist in identifying problems as well as developing and evaluating options from a technical perspective. For the public committee members, to provide input on all aspects of the plan with the aim of representing the broad spectrum of public considerations. This committee consists of representation from the public, environmental groups and associations, Provincial ministries, Federal departments, Village staff and consultants.

The LWMP process as set out by the BC Ministry of Environment guideline is to be undertaken in three distinct stages:

- Stage I: Problem definition and conceptual waste management options;
- Stage II: Detailed assessment of options and draft LWMP; and
- Stage III: Final option selection, document and adopt the Plan.

The Steering and Single Advisory Committees will be required for all three stages of the LWMP.





### 3.0 PURPOSE OF THE SINGLE ADVISORY COMMITTEE

The LWMP will identify existing conditions and will involve the identification and development of suitable options for the management of liquid wastes, such as sewage and other wastewaters in the Plan area. The LWMP process provides for formal public meetings and supports the use of other approaches to solicit ideas and comments from the citizens of the Plan area regarding their preferred option or mix of options for the management of their liquid wastes.

The Single Advisory Committee's scope of work is to act in an advisory capacity to the Steering Committee and Council and to incorporate community objectives into the Plan. The Single Advisory Committee will also help ensure that proposed programs and policies are in the best interests of all residents of the Village of Lumby. The Single Advisory Committee membership will also include technical representation from several Federal and Provincial agencies. These members will provide comments and feedback to the process with their specific agency's mandate in mind. It is probable that some of the government agency representatives will provide written feedback to the process rather than attend meetings in person.

Specific purposes include:

- Review information provided by the Village and its consultants, and provide comments, concerns, ideas and opportunities to be considered in developing the LWMP;
- Assist in the development of plans for public consultation;
- Act as a representative of a larger stakeholder group where applicable; and
- Provide technical feedback relative to their specific Agency's mandate.

### 4.0 TASKS OF THE SINGLE ADVISORY COMMITTEE

The typical tasks of the Single Advisory Committee members include:

- Undertake related readings and review of information provided. This will include the report which is produced at the end of each LWMP stage.
- Attend meetings as required.
- Provide input, feedback and recommendations, including identifying potential opportunities and strategies for consideration. The results of the Single Advisory Committee's review will be utilised by Village staff, consultant and the Steering Committee.
- Assist in developing the guiding principles for the LWMP.



- Review and provide input on the public consultation process for consulting with Plan area residents, broader communications and media relations, and the timing and location of consultation sessions with the community. Where necessary, assist with various public meetings and open house events.
- Act as liaison to larger stakeholder group(s), with the assistance of information summaries developed as part of the public consultation process.

## 5.0 MEMBERSHIP OF THE SINGLE ADVISORY COMMITTEE

Ideally, the Single Advisory Committee will have no more than 15 to 20 members. Council will approve no more than nine private citizens who have a desire to assist in the development of the LWMP and who will represent the “Public”.

The appropriate government agencies have been contacted to determine the individuals who would either physically attend the Single Advisory Committee meetings or to whom discussion documents will be circulated for comment. A number of Federal and Provincial representatives of their respective agencies will serve on the Single Advisory Committee as attending members. Specific government agencies may also meet to discuss concepts and issues which have specific relevance related to their agency’s mandate as it pertains to the LWMP.

In addition, staff from the Village of Lumby, Urban Systems and Councillors assigned to this role will serve as non-voting members of the committee. Urban Systems staff will be present to assist with administration, facilitation and to provide technical information.

Members of the Single Advisory Committee should be aware that they will need to make the following commitments and should have the:

- Willingness and ability to commit the necessary time over the Plan development period;
- Interest in the future of the Village of Lumby and the related area;
- Interest and participation in environmental matters;
- Academic or technical qualification, work experience, professional expertise and/or local knowledge;
- Skills and experience related to roles and responsibilities of the Single Advisory Committee; and
- Ability to work toward consensus with people who hold different views, by using an interest-based approach rather than a position-based approach.





In developing the Single Advisory Committee, it is important to seek to create appropriate balance, including a mix of people:

- From across the Village / Plan area (geographic representation);
- Of various ages, genders and other demographic characteristics;
- With a variety of perspectives on social, economic and environmental issues; and
- With a balance between technical and non-technical interests.

If any positions become vacant during the process, the Single Advisory Committee may identify and recruit suitable replacement members, with the approval from the Steering Committee.

If it becomes apparent during the process that additional representation on the Single Advisory Committee is required from another agency or interested party, the Single Advisory Committee may identify and recruit such persons, with approval from the Steering Committee.

## **6.0 REPORTING**

The Single Advisory Committee will provide comments and recommendations to the Village for inclusion in the discussion documents that will eventually form the LWMP document. The Councillors appointed to be part of the Single Advisory Committee by Council will provide feedback to the Steering Committee / Council, supported with information received from the Single Advisory Committee, Village staff and the consultant.

## **7.0 COMMITTEE DECISION MAKING**

Where necessary, decisions about what to recommend for the LWMP, and subsequently to the Steering Committee / Council, will be made by consensus. In the event of a difference of opinion, a vote will be recorded and both opinions presented to the Steering Committee. The final decision on the matter will be made by Council. Minority reports or information reflecting a different perspective may also be submitted if any member wishes to do so. The recommendations and feedback from the Single Advisory Committee will be used to help guide the decision-making process, including any final decisions made by the Village of Lumby Council.



## 8.0 COMMITTEE PROTOCOL

The Village will identify a facilitator, either from the Village staff/Council or from Urban Systems.

All Single Advisory Committee members are equal and have equal opportunity to contribute at meetings and have the responsibility to respect the opinions of others. Committee members are encouraged to actively participate in the discussions and use their experience, education and insight to speak freely about any issues or opportunities to be considered.

Committee members representing the public are present to give a voice to the Village community. However, members are equally responsible to listen and understand the views of others. It is only through this dialogue that real consensus can be achieved.

Members are encouraged to work collaboratively and be committed to reaching consensus where possible. Consensus will be formally recorded in the minutes of the meeting. In certain circumstances, issues raised during the course of a meeting may require a formal motion and vote. Any members unable to agree with the consensus decision may have their objections noted in the minutes.

Committee members may choose to express their personal views about the process to others outside the committee but may not speak on behalf of or in any way create the impression that they are speaking for the committee as a whole or the Village of Lumby. In order to ensure open and honest dialogue, committee members should not discuss comments or opinions expressed by other committee members without their knowledge and consent.

For consistency, Village of Lumby staff will act as the media spokesperson for all inquiries and all calls can be referred to Roger Huston at (250) 547 - 2171.

Members are asked to arrive promptly at meetings. Members who miss three consecutive meetings may have their membership revoked at the discretion of the Steering Committee upon the recommendation of the Single Advisory Committee.

If the Steering and Single Advisory Committee members agree, meetings may be open to the public who may observe meetings, but will not have voting rights or speaking rights, unless invited to speak by the facilitator.



## 9.0 RESOURCES FOR THE SINGLE ADVISORY COMMITTEE

The Village's staff and Urban Systems will provide resources to the Single Advisory Committee including arranging meetings, the development of the agenda, minute taking, distribution of materials and other administrative functions. Any budget requirements for the Single Advisory Committee will be included within the budget of the LWMP, subject to the normal annual review and approval process of the Village. Participation on the Single Advisory Committee is voluntary, with no remuneration provided for members' time.

## 10.0 CONTACTS

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