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**REPORT TO CRD CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 13, 2017**

SUBJECT **Replacement of Core Area Wastewater Treatment Project Board Member**

ISSUE

To provide information on the process to replace Core Area Wastewater Treatment Project (“Project”) Board member Jim Burke.

BACKGROUND

The Project Board was established in May 2016 to review wastewater issues in the CRD and oversee all work connected with the design, procurement, construction, commissioning and financing of the Project. The CRD established the Project Board pursuant to Bylaw 4109 and appointed the Project Board members. Pursuant to the Bylaw, the Project Board consists of seven (7) members and outlines the responsibilities and process for the filling of vacancies.

Project Board member Jim Burke provided notice that he will be vacating his position effective August 31, 2017. By Bylaw 4109, the CRD must fill the Project Board member vacancy within ninety (90) days of the position becoming vacant. To meet these requirements, the CRD Board Chair will be establishing a Selection Committee.

To assist the CRD to identify a new Project Board member, Watson Advisors Inc. (“Watson”) has been engaged to assist with the recruitment process. Watson specializes in Board recruitment and will best ensure that the process is rigorous and transparent, and is appropriate to the nature and importance of the position. In preparation, Watson has been working with the CRD and the Project Board to draft a candidate brief.

The following recruitment roadmap has been established to best ensure that the Bylaw 4109 requirements for vacancy replacement are met:

Stage	Activity	Anticipated Completion Date
1	Watson Inc. engaged and background review commenced	August 17, 2017
2	Candidate Brief and Information Overview Established; Core Area Liquid Waste Management Committee and CRD Board Updated	September 13, 2017
3	Selection Committee established; Recruitment process undertaken, including sourcing and selection committee interviewing candidate(s)	September 13 – October 22, 2017
4	Core Area Liquid Waste Management Committee / CRD Board meeting: Selection Committee’s candidate presented for review/approval	November 8, 2017
5	Project Board member onboarding	November 9 – 29, 2017

CONCLUSION

Jim Burke has vacated the position of Project Board member, and a process has been established to fill this vacancy in a timely, rigorous and transparent manner. It is expected that this vacancy will be filled by November 2017, in accordance with the requirements of Bylaw 4109.

RECOMMENDATION

That this report be received for information.

Submitted by:	Chris Neilson, MBA, CHRP, Senior Manager Human Resources
Concurrence:	Brent Reems, LLB, Senior Manager Legislative and Corporate Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer