

Tuesday, October 17, 2017

Minutes of the meeting of the Comox Valley Water Committee held on Tuesday, October 17, 2017 in the boardroom of the Comox Valley Regional District offices located at 550B Comox Road, Courtenay, BC commencing at 12:30 pm.

## MINUTES

### Present:

#### Chair:

B. Wells City of Courtenay

#### Vice-Chair:

B. Price Town of Comox

#### Voting Members:

E. Eriksson City of Courtenay

K. Grant Town of Comox

E. Grieve Puntledge/Black Creek (Area 'C')

L. Jangula City of Courtenay

B. Jolliffe Baynes Sound-Denman/Hornby Islands (Area 'A')

R. Nichol Lazo North (Area 'B')

M. Theos City of Courtenay

#### Non-voting Members:

D. Allen City of Courtenay Administrator

S. Ashfield Town of Comox Engineer

R. O' Grady City of Courtenay Director of

R. Kanigan Town of Comox Administrator

R. Dyson Chief Administrative Officer

M. Rutten CVRD General Manager of Engineering Services

#### Staff:

B. Dunlop Corporate Financial Officer

J. Warren General Manager of Corporate Services

A. Baldwin Legislative Services Assistant

### WATER TREATMENT PROJECT PRESENTATIONS

George Abbott, consultant from Circle Square Solutions, provided opening remarks regarding historical and contemporary challenges facing water system operators across the province.

Director Jangula entered the meeting at 12:32 pm.

The following presentations were provided regarding the water treatment project:

- Kris La Rose, Senior Manager of Water/Wastewater and Zoe Norcross Nu'u, Engineering Analyst, presented information regarding the Comox Valley water treatment project.

The meeting recessed at 1:42 pm and resumed at 1:56 pm.

- Charlie Gore, Manager of Capital Projects, presented information regarding the Comox Valley water treatment project implementation strategy.

The meeting recessed at 2:24 pm and resumed at 2:37 pm.

**MANAGEMENT REPORT:**

B. Jolliffe/K. Grant: THAT the Comox Valley Water Committee management report dated October 2017 be received.

Carried

**REPORTS:**

**COMOX VALLEY WATER MANAGEMENT ADVISORY COMMITTEE**

B. Jolliffe/E. Grieve: THAT the minutes of the Comox Valley Water Management Advisory Committee meeting held October 4, 2017 be received.

Carried

**COMOX VALLEY WATER TREATMENT PROJECT - IMPLEMENTATION DECISIONS**

B. Jolliffe/R. Nichol: THAT the staff report dated October 11, 2017 regarding the Comox Valley water treatment project including recommendations associated with:

- Endorsing the execution strategy for the project;
- Pursuing advanced funding opportunities to accelerate the project schedule;
- Installing temporary UV treatment at the existing chlorination station;
- Endorsing the public assent process for the borrowing of \$29 million for the project in March 2018; and
- Awarding the communications contract to Zinc Strategies Inc. to support the project

be received.

Carried

B. Price/R. Nichol: THAT the following background documents associated with the water treatment filtration project and staff report dated October 11, 2017 be received:

- Schedule A.1 - Technical memo prepared by Opus dated June 5, 2017 regarding a comparison of drinking water regulation and compliance for surface water;
- Schedule B.1 - Comox Lake water treatment project - draft indicative design report dated October 10, 2017 prepared by Opus;
- Schedule B.2 - Comox Lake water treatment project - draft indicative design report drawings dated August, 2017 prepared by Opus;
- Schedule B. 3 - Comox Lake water treatment project draft updated project schedule;
- Schedule C.1 - Temporary UV installation - concept drawings

- Schedule C.2 - Temporary UV installation - cost breakdown; and

- Schedule E. 1 - Communications plan.

Carried

B. Jolliffe/M. Theos: THAT the Comox Valley Water Treatment Project implementation strategy as noted in the staff report dated October 11, 2017 is fully endorsed including:

1. The scope of the infrastructure, which includes a deep water intake, raw water pump station, raw water pipeline, water treatment plant, and treated water pipeline;
2. The revised schedule, specifically to obtain public assent in March 2018 and complete the project in mid-2021;
3. The revised capital cost estimate of \$110.6 million; and
4. The funding model and proposed future grant applications, aiming to maximise grant funding and borrow funds in line with a minimum of 50 per cent grant funding.

Carried

E. Grieve/K. Grant: THAT the Comox Valley Water Committee pursue all opportunities available to them in order to receive funding in advance of the next round of infrastructure grants to accelerate the project schedule, including authority for directors and staff to meet with Ministers and Treasury Board members to achieve this goal.

Carried

L. Jangula/M. Theos: THAT with regard to the installation of temporary UV treatment at the Comox Valley Water System Chlorination Station:

1. Subject to the completion of the open procurement process for the supply of UV reactors and associated equipment, that would effectively treat water up to minimum 2 NTU, a contract be awarded up to a maximum amount not to exceed \$400,000 excluding applicable taxes at the November 7, 2017 Comox Valley Regional District Board meeting; and
2. The Board approve proceeding with detailed design, procurement of construction services, and installation.
3. The Chair and Corporate Legislative Officer be authorized to execute the contract.

Carried

K. Grant/E. Grieve: THAT with regard to the related maximum borrowing requirements of \$29 million:

1. A loan authorization bylaw be submitted to the electors for approval by way of the alternative approval process to be conducted for the Comox Valley Water System service area being the Town of Comox, City of Courtenay, Electoral Area A (Baynes Sound / Denman-Hornby Islands), Electoral Area B and Electoral Area C;
2. The following be presented to the Comox Valley Regional District Board of Directors at its November 7, 2017 meeting:
  - A loan authorization bylaw for three readings;
  - The notice to electors for approval;
  - The elector response form for alternative approval process for approval;
3. The deadline for receiving the elector response forms be set at 4:30 pm on Friday, March 16, 2018; and
4. The total number of electors within the service area to which the alternative approval process applies is determined to be 47,845 of which ten per cent or 4,785 must submit elector response forms to prevent the Comox Valley Regional District from adopting the Comox Valley Water Treatment Plant loan authorization bylaw without first obtaining the assent of the electors by way of referendum.

Carried

K. Grant/M. Theos: THAT with regard to the contract award for Capital Projects Communications

Consultant:

1. As a result of a competitive process, the contract for the communications consultant for water capital projects for year one be awarded to Zinc Strategies Inc. in the amount of \$92,325 excluding GST and disbursements;
2. Subsequent years work be awarded to Zinc Strategies Inc. at the Comox Valley Regional District's discretion for a total overall cost not to exceed \$350,000 excluding GST and disbursements for water and wastewater capital projects over five years;
3. The Chair and Corporate Legislative Officer be authorized to execute the contract.

Carried

### **COMOX VALLEY WATER SUPPLY SYSTEM CONSUMPTION REPORT**

B. Jolliffe/K. Grant: THAT the Comox Valley water supply system consumption report to August 31, 2017 be received.

Carried

### **DEVELOPMENT COST CHARGES REPORT TO SEPTEMBER 30, 2017**

B. Jolliffe/B. Price: THAT the Comox Valley water supply system development cost charges report to September, 2017 be received.

Carried

### **TERMINATION:**

B. Jolliffe/M. Theos: THAT the meeting terminate.

Carried

Time: 2:51 pm.

Confirmed by:

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Bob Wells  
Chair

Certified Correct:

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James Warren  
General Manager of Corporate Services

Recorded By:

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Antoinette Baldwin  
Legislative Services Assistant

These minutes were received by the Comox Valley Regional District board on the \_\_\_\_\_ day of November, 2017.