

**DATE:** October 24, 2019

**FILE:** 0540-20/Sewage Commission

**TO:** Chair and Members  
Comox Valley Sewage Commission

Supported by Russell Dyson  
Chief Administrative Officer

**FROM:** Russell Dyson  
Chief Administrative Officer

*R. Dyson*

**RE: Area B Director Participation at Sewage Commission Meetings**

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### **Purpose**

To introduce a policy for Electoral Area B Director participation at Sewage Commission meetings.

### **Recommendation from the Chief Administrative Officer:**

THAT the Sewage Commission approve the policy (attached to the staff report dated October 24, 2019) describing Electoral Area B Director participation at Sewage Commission meetings, in a defined capacity.

### **Executive Summary**

- A utilities governance study for the sewerage service was undertaken in 2018 and results presented in September 2019.
- The Sewage Commission approved a resolution to develop a policy “through which the Electoral Area B (Lazo North) Director is invited to attend Sewage Commission meetings, in a defined capacity, to speak to and ask questions around specific topics that relate to the infrastructure and operations located in Electoral Area B.”
- Attached as Appendix A to this report is the draft policy responding to the commission direction.
- This report was presented to the Sewage Management Advisory Committee at its October 2019 meeting. The committee generally supported the policy and encouraged that clear roles and definitions are understood by the parties. Language is included in the policy to enable the Sewage Commission members to hold its decision-making discussions amongst themselves, if required. This approach is similar to the practice at Electoral Areas Services Committee meetings where property owners sit at the table to present their land use applications and answer questions from the committee members and are then asked to leave the table before the Committee members finalize their decisions.
- Staff recommend the attached policy be approved. Alternatively, the Commission may provide direction to change elements or to change the approach to Electoral Area B Director participation entirely.

Prepared by:

***J. Warren***

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James Warren  
General Manager of Corporate  
Services

**Stakeholder Distribution (Upon Agenda Publication)**

Area B Director Hamir	✓
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Attachments: Appendix A – “Electoral Area B Director Participation at Sewage Commission”

<b>Subject:</b> Electoral Area B Director Participation at Sewage Commission	
<b>Branch:</b> Executive Services	
<b>Department:</b> Public	<b>Policy Reference:</b> 0540-20 / Sewage Commission

### Purpose

The Sewage Commission recognizes the value of input and feedback from various stakeholders concerning the operation of the sewerage conveyance and treatment system. This policy provides for and outlines the roles, responsibilities and limitations respecting the Electoral Area B (Lazo North) Director's participation on the Sewage Commission.

### Scope

- The Sewage Commission is responsible for operating and administering the sewerage conveyance and treatment system that serves the City of Courtenay and the Town of Comox and by contract / service agreement the Department of National Defence (19 Wing Comox) and K'ómoks First Nation. The Comox Valley Water Pollution Control Centre is located on Brent Road in Electoral Area B (Lazo North).
- The Electoral Area B Director is the elected representative for residents and property owners in Electoral Area B of the Comox Valley Regional District.
- This policy provides for and addresses the role of the Electoral Area B Director in relation to the Sewage Commission meetings and topics on the infrastructure and operations located in Electoral Area B.

### Guiding Principle

1. This policy is established based on the principle of Open Communication. Including the Electoral Area B Director at Sewage Commission meetings in a defined role provides for open and inclusive dialogue on matters that relate to the Commission's infrastructure and operations that are located in Electoral Area B.

### Roles and Responsibilities

2. (a) The Electoral Area B Director is invited to participate in those portions of Sewage Commission meetings where the topic on the agenda specifically relates to sewerage system infrastructure and operations that are located in Electoral Area B.
- (b) The Electoral Area B Director's role is to bring forward insights and perspectives concerning the sewerage conveyance and treatment systems located within Electoral Area B, including but not limited to, any direct or indirect impacts that may be perceived and any preferred solutions and services.

- (c) For clarity, Sewage Commission agendas will include notation indicating those reports for which the Electoral Area B Director is invited to participate.
- (d) The Electoral Area B Director shall conduct himself/herself in accordance with Comox Valley Regional District bylaws and policies.
- (e) Participation by the Electoral Area B Director at in-camera meetings of the Sewage Commission shall be at the Chair’s discretion and if required by Commission resolution.

**Limitations**

- 3. (a) The Electoral Area B Director’s participation is only for information sharing and discussion purposes. This policy’s intent is to enable a fulsome discussion however still afford the Sewage Commission to hold its deliberations and make its decisions amongst the Commission membership. If required, the Sewage Commission Chair may request the Electoral Area B Director to leave the table for the decision-making portion of meetings.
- (b) The Electoral Area B Director is not provided with any voting rights or formal membership on the Sewage Commission.
- (c) The Electoral Area B Director shall not be counted for quorum purposes and may not move or second any motions for debate.
- (d) The Sewage Commission’s strategic planning is not eligible for the Electoral Area B Director’s participation in accordance with this policy.
- (e) For certainty, participation in Sewage Commission meetings, whether in part or in whole, does not entitle the Director for Electoral Area B to remuneration in accordance with Bylaw No. 236 being “Comox Valley Regional District Remuneration and Expenses Bylaw 2012.”
- (f) While this policy is intended to facilitate fulsome and collaborative dialogue between the Sewage Commission and the Area B Director, who represents property owners and residents in Area B, nothing in this policy shall be interpreted to require the Sewage Commission to receive Electoral Area B Director input before deciding on any matter.
- (g) This policy does not preclude or prevent the Electoral Area B Director or any member of the public from seeking other forms of engagement or participation with the Sewage Commission.

**Approval History**

Policy adopted:	DATE
Policy amended:	If necessary