

Minutes of the meeting of the Comox Valley Sewage Management Advisory Committee held on March 26, 2020 in the CVRD Meeting Room 5 at 770 Harmston Avenue, Courtenay, commencing at 9:00 am

<b>PRESENT:</b>	C. Perry, Superintendent of Public Works (via teleconference)	Town of Comox
	S. Ashfield, Municipal Engineer (via teleconference)	Town of Comox
	M. Rutten, General Manager of Engineering Services	CVRD
	K. La Rose, Senior Manager of Water/Wastewater Services (via teleconference)	CVRD
	C. Gore, Manager of Capital Projects (via teleconference)	CVRD
	M. Imrie, Manager of Wastewater Services (via teleconference)	CVRD
	C. Wile, Manager of External Relations (via teleconference)	CVRD
	J. Boguski, Engineering Services Assistant & Recording Secretary	CVRD

## ITEMS:

### Management report

The committee reviewed the March 2020 Comox Valley Sewage Management Advisory Committee management report and staff provided updates.

### Minutes

The committee reviewed the minutes of the February 27, 2020 Sewage Management Advisory Committee meeting and no errors or omissions were noted.

### Draft staff report: Holding Tank Waste Disposal User Rate and Bylaw 71 Update

K. La Rose provided an overview of the above-noted staff report. The rates outlined in the staff report are in line with what was previously brought to the advisory on July 16, 2019. At this point, the holding tank rate will be for Comox Lake Land Corp. properties only so as not to encourage installation of holding tanks in other areas.

#### Advisory comments:

- This report could go to either the April or May Sewage Commission meeting due to uncertainty of priorities from COVID-19 business disruptions.

### Draft staff report: CFB Comox Pump Station Upgrade - Design Flow Rates

C. Gore provided an overview of the above-noted staff report. This staff report is being presented to the Sewage Management Advisory Committee only as the information is mostly operational.

#### Advisory comments:

- The map within the McElhanney report does not include the Tara Road area in the growth/flow projections. That area would have a minimal impact as it is only about seven single-family homes, but nevertheless, should be included.
- There appears to be an error on technical memo item 2.2.1 “CVRD Area B Lands – North Anderton Corridor”, the projected flows seem to not exist or be too low.
  - Charlie Gore will review the technical memo with McElhanney and follow up with municipal staff. If the revisions do not change the projection assumptions, CVRD staff will not follow up with another staff report, but will communicate with municipal operations staff.

### Verbal update on the COVID-19 response

Advisory members had a round table discussion providing updates on COVID-19 business continuity.

Mike Imrie provided an update for the Comox Valley Water Pollution Control Centre: Minimum staff levels for operations are in place. Half of staff work from home and half are working on staggered shifts and rotate each week working from home or at work. While working at home, staff are updating procedures, writing new safe work procedures and undertaking training.

Kris La Rose provided an update for CVRD waterworks operations: Water crew have stopped in-person morning meetings. Only one operator permitted in a vehicle at one time. There are disinfection kits in every truck and water station which are used daily. If necessary, operators can take their work trucks home. Water and wastewater services are deemed essential and therefore exempt from the provincial quarantine mandate. An inventory of all water and sewer system resources in the valley is being created to facilitate help for any systems that fall below the minimum emergency staffing levels.

Charlie Gore provided an update for the Comox Valley Water Treatment Project: The province is keeping construction sites open at this time. Recommended distancing and disinfection procedures are in place. Work has slowed down due to some workers being quarantined, but work is still proceeding. There is concern from the public that this project is still active; however, AECON is responsible for the decision to continue working. CVRD staff have been directed not to comment on behalf of AECON. A CVRD communications statement has been released and all staff are asked to communicate the provided messaging.

Craig Perry provided an update on Town of Comox public works operations: Town public works crews are limiting one person per vehicle and group work is minimized. Crews are working on maintenance work that has previously been put off. All recreation parks are closed.

### GENERAL:

The next Sewage Management Advisory Committee meeting will be held on April 30, 2020 commencing at 9:00 am in the CVRD Civic Room at 770 Harmston Avenue, Courtenay.

### TERMINATION:

The meeting terminated at 9:48 am.

Recorded by:

*J. Boguski*

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J. Boguski  
Engineering Services Branch Assistant

Certified correct:

*M. Rutten*

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M. Rutten, P. Eng.  
General Manager of Engineering Services