

**Comox Valley Regional District
Management Report**

[MeetingType] Ends with 'SEW' and [Status] Contains 'Active'

ITEM	MEETING	ASSIGNED	DATE	DETAILS	Action	Delegated
1	SEW	Warren	Sep 17,2019	<p>THAT the Director for Electoral Area B be invited to participate in the October and November Sewage Commission meetings, in a non-voting capacity, on those items pertaining to the bioreactors and the EQ basin at the Comox Valley Water Pollution Control Centre, as those matters are brought forward.</p>	Provide letter to Area B Director	
2	SEW	Warren	Sep 17,2019	<p>THAT the Sewage Commission endorse the implementation of the 'staff-based actions' as noted in the staff report dated September 13, 2019 in order to address issues associated with political interests, technical expertise and accountability, trust and confidence;</p> <p>AND FURTHER THAT staff report on the results of the 'staff-based actions' following the 2020 financial planning process to determine any improvements to the issues noted and to identify any future improvements or changes to the administrative structure for the service.</p>	Staff to present at advisory meeting regarding issues and opportunities. Report to Commission in April 2020.	
3	SEW	Warren	Sep 17,2019	<p>THAT the Sewage Commission support the development of a policy that seeks public engagement and third-party professional oversight for larger projects to increase accountability and confidence in the project;</p> <p>AND FURTHER THAT staff provide a draft policy that considers thresholds for projects where such a policy would apply, including thresholds related to project dollar value, impact on the public, project complexity and environmental sensitivity.</p>	Policy to be developed for November advisory and future commission meeting.	
4	SEW	Warren	Sep 17,2019	<p>THAT the Sewage Commission invite the K'ómoks First Nation (KFN) to appoint an observer to the Sewage Commission, thereby helping to broaden awareness on all parties and to assist KFN with improving its ability to participate in decision-making for key community infrastructure;</p> <p>AND FURTHER THAT any additional supports, background information and orientation is provided to the KFN.</p>	Letter to be sent to KFN	
5	SEW	Warren	Sep 17,2019	<p>THAT the Sewage Commission direct that an agreement with the Department of National Defense (DND) be developed to provide certainty to the parties in relation to system capacity and rates where effluent from 19 Wing Comox is conveyed to and treated by the Comox Valley Water Pollution Control Centre ;</p> <p>AND FURTHER THAT developing the agreement include consideration of the DND position as a Sewage Commission member, with the potential for DND to be removed from the Sewage Commission.</p>	Letter to be sent to DND	
6	SEW	Warren	Sep 17,2019	<p>THAT the Sewage Commission direct staff 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 .</p>	Policy under development; targeting November meeting.	

ITEM	MEETING	ASSIGNED	DATE	DETAILS	Action	Delegated
7	SEW	Rutten	Sep 17,2019	<p>THAT the Comox Valley Regional District prepare a draft agreement in principle with the Village of Cumberland for processing of their biosolids at the Comox Valley Sewerage Service Biosolids Composting Facility, subject to receipt of biosolids sampling results indicating that the biosolids will not inhibit the Comox Valley Regional District's ability to meet Class A compost requirements as defined within the Organic Matter Recycling Regulation;</p> <p>AND FURTHER THAT the draft agreement be presented to the Comox Valley Sewage Commission for approval.</p>	Draft agreement under preparation.	K. La Rose
8	SEW	Warren	Jul 16,2019	<p>THAT Bylaw No. 71, being the "Comox Valley Sewerage Service Regulation, Fees and Charges Bylaw No. 71, 2010", be updated to include policy and rates for the disposal of wastewater from holding tanks.</p> <p>AND FURTHER THAT staff develop the policy based on industry best practice and the principles set out in the staff report dated July 10, 2019.</p>	In progress.	K. La Rose
9	SEW	Rutten	Jun 11,2019	THAT staff be directed to investigate and assess options for setting an odour standard for the Comox Valley Water Pollution Control Center.	Report targeted for Nov 2019 Sewage Commission meeting	K. La Rose
10	SEW	Rutten	May 14,2019	<p>THAT odour dispersion modelling be completed to understand the odour impacts to the surrounding community following the completion of odour control capital upgrades in 2018 and that the modelling include both with and without the tall stack at the Comox Valley Water Pollution Control Centre;</p> <p>AND FINALLY THAT the results of the odour dispersion modelling study and updated cost estimates for covering the bioreactors and related work be reported back to the Comox Valley Sewage Commission to inform the discussion on the next steps for odour control work at the Comox Valley Water Pollution Control Centre.</p>	Report targeted for November 2019 Sewage Commission meeting	K. La Rose
11	SEW	Rutten	May 14,2019	THAT staff be directed to develop a landscape plan for revegetation of the berms to be constructed around the equalization basin, and consult with the residents on Curtis Road to ensure that it will resolve concerns about increased visual impact arising from clearing associated with the project.	Plan completed. Implementation underway.	K. La Rose
12	SEW	Rutten	May 14,2019	THAT staff be directed to consult with the Curtis Road Resident's Association and other residents in proximity to the Comox Valley Water Pollution Control Center to create a communications protocol that notifies residents about operations that can affect the neighbourhood, including major projects, predictable activities, and those operations with odour impacts.	In progress. Draft protocol prepared.	K. La Rose

ITEM	MEETING	ASSIGNED	DATE	DETAILS	Action	Delegated
13	SEW	Rutten	May 15,2018	<p>The commission rose from its in-camera session at 2:01 pm and reported the following:</p> <p>THAT the Comox Valley Sewage Commission support in principle receipt of wastewater from those defined areas within Baynes Sound-Denman/Hornby Islands (Electoral Area A) identified in the staff report dated May 11, 2018, subject to the satisfactory resolution of further service negotiations on matters related to governance, terms of service, financial impact and regulatory considerations;</p> <p>AND FURTHER THAT the impact of accepting wastewater from Electoral Area A be evaluated through Stage One of the Comox Valley Sewage Service Liquid Waste Management Plan (LWMP);</p> <p>AND FURTHER THAT staff be directed to report back to the Comox Valley Sewage Commission with detailed analysis on governance, terms of service, financial impact and regulatory considerations to support a final decision on provision of service to Electoral Area A and incorporation of Electoral Area A flows into Stage Two and Three of the LWMP;</p> <p>AND FINALLY THAT all costs associated with the related analysis and planning be borne by Electoral Area A.</p>	<p>Incorporating assessment of Area A flows within CVSS LWMP engineering scope of work.</p> <p>Undertaking additional study work relating to governance separately. Aiming to report back to commission mid-winter 2019/2020</p>	D. Monteith
14	SEW	Rutten	May 15,2018	<p>THAT staff coordinate the activities of the Comox Valley Sewage Service Liquid Waste Management Planning process with the South Region Liquid Waste Management Planning process with regard to the concept of the Comox Valley Sewage System receiving wastewater from defined areas within Baynes Sound-Denman/Hornby Islands (Electoral Area A).</p>	<p>Ongoing, aiming to report back to commission mid winter 2019/2020</p>	D. Monteith
15	SEW	Rutten	Oct 24,2017	<p>THAT a detailed analysis of alternative forcemain alignment options be performed and compared to the Comox No.2 project;</p> <p>AND THAT the Comox Valley Regional District consult with the local municipalities, the K'ómoks First Nations, the public and other stakeholders regarding alternative forcemain alignments from the Courtenay Pump Station to the Comox Valley Water Pollution Control Center;</p> <p>AND THAT the Comox Valley Regional District identify and pursue grant funding opportunities to help reduce the financial impact of a solution to decommissioning the Willemar Bluffs forcemain;</p> <p>AND FINALLY THAT the results of the alternative analysis and consultation on alternative forcemain alignments be brought back to the Comox Valley Sewage Commission to inform a final decision on selection of a solution to decommission the Willemar Bluffs forcemain.</p>	<p>Report to Feb 20/18 Sewage Commission and further actions pending outcome of LWMP process.</p>	K. La Rose

ITEM	MEETING	ASSIGNED	DATE	DETAILS	Action	Delegated
16	SEW	Rutten	Jul 11,2017	THAT the Comox Valley Regional District proceed with planning , engineering and construction of the phase one upgrades at the Comox Valley Water Pollution Control Center as per the alternate option (option nine) as identified within the Wastewater Treatment Option Memorandum completed by ISL Engineering and Land Services dated June 27, 2017.	June 2019: Odour control upgrades complete first quarter of 2019, and EQ Basin tendered in May 2019. Construction expected to be complete in October 2019.	C. Gore
