

Minutes of the meeting of the Comox Valley Sewage Management Advisory Committee held on May 31, 2018 in the Comox Valley Regional District boardroom located at 550B Comox Road, Courtenay, BC, commencing at 9:00 am

PRESENT:	R. O’Grady, Director of Engineering	City of Courtenay
	T. Kushner, Director of Public Works Services	City of Courtenay
	S. Ashfield, Municipal Engineer	Town of Comox
	G. Westendorp, Public Works Superintendent	Town of Comox
	M. Rutten, General Manager of Engineering Services	CVRD
	K. La Rose, Senior Manager of Water/Wastewater Services	CVRD
	C. Gore, Manager of Capital Projects	CVRD
	C. Wile, Manager of Operational Communications	CVRD
	Z. Norcross Nu’u, Engineering Analyst	CVRD
	M. Herschmiller, Manager of Water Services	CVRD
	A. Baldwin, Legislative Services Assistant & Recording Secretary	CVRD

ITEMS:

Management report

The committee reviewed the Comox Valley Sewage Management Advisory Committee management report dated May 2018. The management report has been updated.

Minutes

The committee reviewed the minutes of the May 3, 2018 Sewage Management Advisory Committee meeting and no errors or omissions were noted.

Draft staff report: Comox Valley Sewerage Service – LWMP advisory committees terms of reference (TOR).

K. La Rose provided an overview of the above-noted report. The communications plan was drafted in advance of the meeting but was not ready for review. The plan was to be finalized and distributed to the group within the week for feedback prior to submission to the June 12 Sewage Commission meeting. The Committee members expressed concern relating to the LWMP project schedule and progress to date.

. Main discussion points included the following:

- A concern was raised regarding the consideration of stormwater management as part of the LWMP as each municipality is undertaking its own stormwater management planning process. CVRD staff to address this issue in discussions with the Province as the ministry’s guidelines for a LWMP planning process includes a review of stormwater management. It was agreed that the TOR be amended to remove reference to stormwater management and it was suggested to include a short statement to clarify that it is not the intention for the LWMP to consider stormwater management.
- Following discussion on the pros and cons of including an independent local technical expert on the TAC, the committee decided against it.
- The committee discussed the timing for the creation of the TAC/PAC vs the first two public meetings and the impact of the elections on the process. CVRD staff explained that the initial two public meetings are scheduled ahead of the creation of the TAC/PAC as they are intended to be high level sessions to build awareness. These sessions are designed to inform the

TAC/PAC in their outlining of goals and objectives for the process. If the meetings are not held in June it would mean a delay in the process until September. The approach and timelines for the development of the LWMP are outlined in the consultation plan that will be emailed to the committee.

- City of Courtenay staff requested that, in addition to membership on the TAC, they be included on the invitation list to serve on the LWMP Public Advisory Committee.
- The committee discussed pros and cons of having joint TAC/PAC meetings and the importance of having open meetings to maintain transparency, but at the same time having the ability to have closed meetings when required. It's envisaged that joint meetings will be held at the beginning and at the conclusion of the process.
- The committee discussed the role of Paul Nash, the coordinator, and CVRD staff confirmed that at this time he serves as an internal resource only, and that the full project team will be brought to the sewage commission in late summer – including an external resource coordinator if it's deemed necessary
- Town of Comox staff suggested that the second paragraph of the terms of reference should clarify that upgrades for the conveyance infrastructure and the decommissioning of the Willemar Bluffs forcemain are required due to the elevated risks related to the location of the forcemain. Also, that upgrades required at the treatment plant is a high priority due to capacity issues and should reflect as short term upgrades not medium term upgrades. CVRD staff to look at the language of that paragraph.
- The committee discussed the provision for non-consensus parties to provide a written submission to the steering committee and whether this may cause delays. It is expected that objections will be dealt with within the TAC/PAC meetings and that this provision would only be pursued if a member(s) strongly opposes the decision of the majority.

Pump station hour metre and totalizer log and All flows summary

The committee reviewed the April 2018 hour meter and totalizer log. City of Courtenay staff advised that there was an error on the spreadsheet and the flows are too low. CVRD staff to follow up.

Minutes from the in-camera Sewage Management Advisory Committee

The committee reviewed the in-camera minutes of the May 3, 2018 Sewage Management Advisory Committee meeting and no errors or omissions were noted.

GENERAL:

The next Sewage Management Advisory Committee meeting will be held on June 28, 2018 commencing at 9:00 am in the Comox Valley Regional District boardroom.

TERMINATION:

The meeting terminated at 10:27 am.

Recorded by:

Certified correct:

A. Baldwin
Legislative Services Assistant

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