

Minutes of the meeting of the Comox Valley Sewage Management Advisory Committee held on August 31, 2017 in the Comox Valley Regional District boardroom located at 550B Comox Road, Courtenay, BC, commencing at 9:00 am

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

ITEMS:

Management Report

The committee reviewed the August 2017 Comox Valley Sewage Management Advisory Committee management report.

City of Courtenay staff requested an update on the progression of the plans for the Greenwood trunk. Comox Valley Regional District (CVRD) staff are working to secure consultants to proceed with the preliminary design. The preliminary design will be circulated amongst the committee members when it is complete.

Minutes

The committee reviewed the minutes of the June 29, 2017 Sewage Management Advisory Committee meeting and no errors or omissions were noted.

Comox Valley Sewerage System DCC Update – Public Consultation Summary

K. La Rose provided an overview of the above-noted draft staff report and noted that the recommendations will be updated to reflect the correct date as September rather than June for the board to consider first, second and third readings of the bylaws to amend Bylaw 2445 and Bylaw 3008. No comments or concerns were raised.

Comox Valley Sewerage System Emergency Response Plan

Z. Berkey provided an overview of the above-noted draft staff report. The emergency response plan provides higher level response steps for emergencies for the entire Comox Valley sewer system. The plan refers to other more detailed plans including the emergency spill response plan, which provides the necessary tools to respond to a forcemain failure and the necessary repair items. A suggestion was made to combine the two plans into one document. This was considered by CVRD staff, however there was a concern at this time that it would create a lengthy document for operators to contend with in an emergency situation such as a forcemain failure. The CVRD will consider the most efficient use of the response plans.

Courtenay River Siphon – Condition and Capacity Assessment and ROW Renewal

Z. Berkey provided an overview of the above-noted draft staff report. No concerns were raised. The report will be presented to the September 12, 2017 Sewage Commission meeting for information.

Comox No.2 Pump Station verbal update and discussion

K. La Rose provided a verbal update on the Comox No. 2 pump station. Work continues to thoroughly address each of the three ‘red flags’ previously identified with a detailed update planned for the October advisory meeting.

The committee also discussed the possibility of considering a review of the Sewer Master Plan or certain components of the plan or the initiation of a LWMP for the service, but keeping in mind the constraints of critical work that is required to address capacity issues at the City of Courtenay and the outfall. This matter will also be discussed at the next Chief Administrative Officers meeting.

Pump Station Hour Meter and Totalizer Log

The committee reviewed the July 31, 2017 hour meter and totalizer log.

All flows summary

The committee reviewed the July 31, 2017 all flows summary details for all contributory system flows.

Confidential Item

Minutes from the in-camera portion of the July 18, 2017 Sewage Management Advisory Committee meeting

The committee reviewed the in-camera minutes of the July 18, 2017 Sewage Management Advisory Committee meeting and no errors or omissions were noted.

GENERAL:

CVRD staff to follow up with a date and time for the next Sewage Management Advisory Committee meeting.

TERMINATION:

The meeting terminated at 9:49 am.

Recorded by:

Certified correct:

A. Baldwin
Legislative Services Assistant

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