

Minutes of the meeting of the Comox Valley Sewage Management Advisory Committee held on May 3, 2018 in the Comox Valley Regional District boardroom located at 550B Comox Road, Courtenay, BC, commencing at 9:00 am

<b>PRESENT:</b>	D. Allen, Chief Administrative Officer	City of Courtenay
	T. Kushner, Director of Public Works Services	City of Courtenay
	R. Kanigan, Chief Administrative Officer	Town of Comox
	S. Ashfield, Municipal Engineer	Town of Comox
	G. Westendorp, Public Works Superintendent	Town of Comox
	R. Dyson, Chief Administrative Officer	CVRD
	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
	M. Imrie, Manager of Wastewater Services	CVRD
	Z. Berkey, Engineering Analyst	CVRD
	Z. Norcross Nu'u, Engineering Analyst	CVRD
	D. Monteith, 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. CVRD staff advised that work on the Hudson trunk is expected to be completed in June.

### **Minutes**

The committee reviewed the minutes of the March 29, 2018 Sewage Management Advisory Committee meeting and no errors or omissions were noted.

### **Discussion regarding updates to the advisory committee's terms of reference and distribution list**

R. Dyson provided an overview regarding updates to the advisory committee's terms of reference and distribution list. The following main points were discussed:

- It was agreed to update the accountability section to reflect that agendas will be provided at least four business days prior to the meeting date.
- CVRD staff will endeavour to make larger reports available sooner than the four business days.
- In addition to the technical advisory meetings, the TOR also encourages regular communication and collaboration between relevant regional district and municipal staff to support technical analysis and recommended solutions. The advisory meetings should not replace this regular communication.
- A suggestion was made to include a statement on the agenda of what browser software is required to open the FTP site.
- City of Courtenay staff would prefer late or time sensitive matters to be brought forward on consensus of the chief administrative officers rather than the committee.

- It was suggested that, in addition to reference to the *Community Charter*, the TOR also make reference to the *Local Government Act* or the CVRD procedure bylaw for best practices around processing agendas.

### **Draft staff report: Review of Potential Synergies between Biosolids and Organics**

#### **Composting facilities**

K. La Rose provided an overview of the above-noted draft staff report. General discussion ensued around the possible positive and negative implications of co-mingling bio-solids and organic matter. Although some synergies do exist, they are limited and based on the review undertaken, staff decided to proceed with both projects separately as outlined in the staff report.

#### **Pump station hour metre and totalizer log**

The committee reviewed the March 2018 hour meter and totalizer log

#### **All flows summary**

The committee reviewed the March all flows summary details for all contributory system flows.

The committee discussed confidential material at 9:50 am and resumed the open portion of its meeting at 10:30 am.

### **Municipal Service/Project Updates**

An opportunity was provided for service/project updates from municipal staff. Updates from The Town of Comox include delayed resurfacing of Torrence and Balmoral Roads until the outcome of the sewer forcemain routing options analysis is well understood, replacing sewer line on western foreshore, resurfacing and maintenance work on roads, and completion of their flushing program. The City of Courtenay reported that their SCADA system will be up and running in approximately six weeks. The City advised that it will be approximately four to six weeks before Crown Isle can connect into Hudson trunk.

### **GENERAL:**

The next Sewage Management Advisory Committee meeting will be held on May 31, 2018 commencing at 9:00 am in the Comox Valley Regional District boardroom.

### **TERMINATION:**

The meeting terminated at 10:34 am.

Recorded by:

Certified correct:

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A. Baldwin  
Legislative Services Assistant

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