

Minutes of the meeting of the Comox Valley Sewage Management Advisory Committee held on September 5, 2018 in the Comox Valley Regional District boardroom located at 550B Comox Road, Courtenay, BC, commencing at 12:36 pm

PRESENT:	D. Allen, Chief Administrative Officer	City of Courtenay
	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
	R. Kanigan, Chief Administrative Officer	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
	J. Warren, General Manager of Corporate Services	CVRD
	M. Imrie, Manager of Wastewater Services	CVRD
	K. Douville, Manager of Financial Planning	CVRD
	Z. Berkey, Engineering Analyst	CVRD
	A. Baldwin, Legislative Services Assistant & Recording Secretary	CVRD

ITEMS:

Management report

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

Minutes

The committee reviewed the minutes of the August 2, 2018 Sewage Management Advisory Committee meeting and no errors or omissions were noted.

Draft staff report: Comox Valley Sewerage Service- Budget for Capital Projects

Z. Berkey provided an overview of the above-noted staff report. The project costs will not impact the municipal requisition. However, the report will be revised to clarify the net implications of the amendments to the financial plan. A table may be included that compares the original budget and funding and the revised budget and funding of the projects. The report will also be revised to illustrate the overall impact of the budget amendments on the reserve balances. The committee further discussed whether it is necessary to update the DCC project list. The DCC bylaw is reviewed every two years and it was suggested that a good time to review the project list would be after the identification of a preferred solution has been developed as part of the LWMP process.

Utilities Governance Project

J. Warren provided an overview of the Utilities Governance Options Issues Paper. The consultants, Sherry Hurst and Allen Nielsen will present the final report to the CVRD Committee of the Whole, Town of Comox and City of Courtenay Councils respectively in September. The committee further discussed the possibility of inviting the consultants to present to the councils again after the elections.

Pump station hour metre and totalizer logs

The committee reviewed the July hour meter and totalizer logs. It was noted that the totals on the report should be reflected as year-end totals and not as totals to date.

All flows summaries

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

Draft Report – Comox Valley Sewerage system - LWMP Project Team

K. La Rose provided an overview of the above-noted report, which was circulated to the committee members at the meeting. The report will be further discussed at a special meeting scheduled for Monday, September 10, 2018.

R. Dyson, M. Imrie and K. Douville left the meeting at 1:10 pm.

CONFIDENTIAL ITEM:

The committee discussed confidential material at 1:10 pm and resumed its open session at 1:30 pm.

R. Dyson was in attendance when the following items were discussed.

Municipal Service/Project Updates

The City of Courtenay completed smoke testing and are developing plans to rectify I&I issues revealed by the testing. The City’s SCADA system is up and running and work on the Greenwood Trunk is progressing.

GENERAL:

The next Sewage Management Advisory Committee meeting will be held on October 4, 2018 commencing at 9:00 am in the Comox Valley Regional District boardroom.

TERMINATION:

The meeting terminated at 1:34 pm

Recorded by:

Certified correct:

A. Baldwin
Legislative Services Assistant

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