

Minutes of the meeting of the Comox Valley Sewage Management Advisory Committee held on February 12, 2020 in the CVRD Civic Room at 770 Harmston Avenue, Courtenay, commencing at 9:00 am

<b>PRESENT:</b>	D. Allen, Chief Administrative Officer	City of Courtenay
	T. Kushner, Director of Public Works Services/Asst CAO	City of Courtenay
	S. Ashfield, Municipal Engineer	Town of Comox
	A. Kenning, Interim 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
	M. Herschmiller, Manager of Water Services	CVRD
	C. Gore, Manager of Capital Projects	CVRD
	K. Douville, Manager of Financial Planning	CVRD
	C. Wile, Manager of External Relations	CVRD
	A. Baldwin, Legislative Services Assistant & Recording Secretary	CVRD

## ITEMS:

### Minutes

The committee reviewed the minutes of the February 4, 2020 Sewage Management Advisory Committee meeting minutes and no errors or omissions were noted.

### Draft Staff Report: Apportionment of 2020 Sewer Requisition

The above-noted draft staff report provides the 2019 contributory flows under the Comox Valley Sewerage Service and resulting flow percentage that determines the 2020 requisition apportionment.

#### Advisory comments:

No comments or concerns were raised.

### Draft Staff Report: 2020-2024 Financial Plan – Comox Valley Sewerage Service – Function 335-338

CVRD staff provided an overview of the 2020-2024 proposed financial plan and highlights for the Comox Valley Sewerage System and will prepare a PowerPoint presentation for the Sewage Commission meeting on February 20<sup>th</sup>. A required adjustment was identified in the apportionment of personnel costs in the proposed financial plan. As such, an additional recommendation will be included in the staff report to the Commission to reflect this change in the recommended financial plan. CVRD staff also advised they will be continuing to work on asset management for this service and will bring forward a report that reviews the average annual asset replacement costs and the impact on future financial plans.

Advisory Comments: Discussion was around the reallocation of the Manager of Capital Projects position from the capital to the operating budget. The committee did not suggest any changes to the report.

The committee discussed confidential material at 9:22 am and resumed its open session at 10:06 am.

## CONFIDENTIAL ITEMS

The committee discussed confidential material at 9:22 am and resumed its open session at 10:06 am.

**GENERAL:**

The next Sewage Management Advisory Committee meeting will be held on February 27, 2020 commencing at 9:00 am in the CVRD Civic Room at 770 Harmston Avenue, Courtenay.

**TERMINATION:**

The meeting terminated at 10:06 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