

Minutes of the meeting of the Comox Valley Sewage Management Advisory Committee held on September 9, 2021 in the CVRD Civic Room at 770 Harmston Avenue, Courtenay, and via Zoom conference commencing at 3:02 pm

PRESENT:

Via Zoom	K. Shaw, Director of Public Works	City of Courtenay
Via Zoom	J. Wall, Chief Administrative Officer	Town of Comox
Via Zoom	S. Ashfield, Director of Operations	Town of Comox
Via Zoom	C. Perry, Public Works Superintendent	Town of Comox
Via Zoom	M. Rutten, General Manager of Engineering Services	CVRD
Via Zoom	K. La Rose, Senior Manager of Water/Wastewater Services	CVRD
Via Zoom	C. Gore, Manager of Capital Projects	CVRD
Via Zoom	M. Herschmiller, Manager of Water Services	CVRD
Via Zoom	J. Warren, Deputy Chief Administrative Officer	CVRD
Via Zoom	C. Wile, Manager of External Relations	CVRD
In-Person	M. Briggs, Branch Assistant – Engineering Services/Recording Secretary	CVRD

ITEMS:

Management Report

The committee reviewed the September 2021 Comox Valley Sewage Management Advisory Committee management report.

Minutes

The committee reviewed the minutes of the July 29, 2021 Sewage Management Advisory Committee meeting and no errors or omissions were noted.

Discussion Item: Purpose of Preliminary Discussions at Advisory Meetings

M. Rutten addressed the committee on the purpose of preliminary verbal updates and discussion items at the advisory meetings. Recommended that the advisory committee focus more on reports and reviewing technical information and less on verbal discussion, with details reserved for reports.

Advisory comments:

Town of Comox staff felt that discussion items still appropriate just as long as feedback not expected that same day.

City of Courtenay staff felt that discussion shouldn't be discouraged. General comments could be reserved for a roundtable discussion.

Discussion Item: Sewer System Conveyance Project Update

K. La Rose provided an update on the Sewer System Conveyance Project and shared a timeline on key reports and discussion items going forward to the upcoming advisory and Sewage Commission meetings. Proposed a special advisory meeting for October 7 and Sewage Commission meeting for October 19. Timeline is structured to keep project on track to reach key milestones before public

engagement in November and is to be presented as a standing item at each advisory with any changes or updates pointed out. Timeline will be circulated to members after meeting.

Advisory comments:

CVRD staff enquired on what type or level of changes to the project would require going back to the public. Staff clarified that minor route changes like moving away from a public right-of-way (road) or changing the elevation of the pipe installation would have little to no public impact and would likely not require further public engagement beyond negotiations with impacted land owners.

Town of Comox staff stated that public engagement should be dependent on the impact any changes to route would have on the public (i.e. road closures, traffic control, etc.).

CVRD staff pointed out that the Sewage Commission is expecting staff to come back to it with public engagement for early 2022 when the scope is finalized and again in 2023 when construction starts. Raised question if decisions can go off existing information or if resident feedback is needed first.

Town of Comox staff felt high level of engagement not needed if changes won't cause major differences in the impact to residents, but would discuss further amongst Town staff. May need more information from CVRD to better understand if further public engagement needed, and would like preliminary designs shared with Town in a timely matter.

Town of Comox staff asked when a decision on routing would occur. Staff clarified that it would be finalized with the scope at the December 7 Sewage Commission meeting. Reports leading up to that meeting are to provide information on options so Sewage Commission can make an informed decision.

Comox Valley Sewerage System Flows Reports

The committee reviewed the July 2021 Comox Valley Sewerage System flows reports. There were no comments or questions from the advisory committee.

Development Cost Charges and Capital Improvement Cost Charges Revenue at August 23, 2021

The committee reviewed the Development Cost Charges and Capital Improvement Cost Charges Revenue at August 23, 2021. There were no comments or questions from the advisory committee.

CONFIDENTIAL ITEMS:

The committee discussed confidential material at 3:32 pm and resumed its open session at 3:57 pm.

Municipal Service/Project Updates

CVRD staff enquired on the status of the City of Courtenay's Greenwood Trunk project. City staff stated there is still some study work needed before a major decision is made, so no changes since last update.

NEW BUSINESS:

None.

GENERAL:

The next Sewage Management Advisory Committee meeting will be held on September 23, 2021 commencing at 9:00 am in the CVRD Civic Room at 770 Harmston Avenue, Courtenay and via Zoom conference.

TERMINATION:

The meeting terminated at 3:59 pm.

Recorded by:

M. Briggs

Michael Briggs
Branch Assistant – Engineering
Services/Recording Secretary

Certified correct:

M. Rutten

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