

Minutes of the meeting of the Comox Valley Sewer Service (CVSS) Stage 3 Liquid Waste Management Plan (LWMP) Joint Technical and Public Advisory Committee (TACPAC) held on Tuesday, November 18, 2025, via Zoom commencing at 10:02 am

PRESENT:

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| A. Habkirk, Chair and Facilitator | Facilitator |
| M. Rutten, General Manager of Engineering Services | CVRD |
| K. La Rose, Senior Manager of Water/Wastewater Services | CVRD |
| R. Sellentin, Manager of Wastewater Services | CVRD |
| D. Monteith, Manager of Liquid Waste Planning | CVRD |
| C. Makinson, Manager of Capital Projects | CVRD |
| Z. Berkey, Senior Engineering Analyst | CVRD |
| M. Levesque, Environmental Analyst | CVRD |
| M. Briggs, Branch Assistant – Engineering Services | CVRD |
| M. Desilets | WSP |
| P. Galvagno | Carollo |
| C. Davidson, City of Courtenay | TAC |
| K. Daniel, Fisheries and Oceans Canada (Alternate) | TAC |
| L. Johnson, Ministry of Health | TAC |
| W. Cole-Hamilton, City of Courtenay Elected Official | PAC |
| K. Grant, Town of Comox Elected Official (Alternate) | PAC |
| I. Munro, Electoral Area A Alternate Director | PAC |
| B. Mills, Association for Denman Island Marine Stewards | PAC |
| M. Cowen, BC Shellfish Growers Association (Alternate) | PAC |
| T. Clarke, Comox Valley Chamber of Commerce | PAC |
| C. Pierzchalski, Comox Valley Conservation Partnership | PAC |
| S. Carey, City of Courtenay Resident Representative | PAC |
| J. Dacombe, City of Courtenay Resident Representative (Alternate) | PAC |
| M. Crilly, Town of Comox Resident Representative | PAC |
| K. McPhail, Town of Comox Resident Representative | PAC |
| C. Finley, Town of Comox Resident Representative (Alternate) | PAC |
| N. Prince, Area A (Craigdarroch) Resident Representative | PAC |
| T. Donkers, Area A (Royston) Resident Representative | PAC |
| J. Steel, Area B (CVWPCC) Resident Representative | PAC |
| M. Lang, Area B (Croteau Beach) Resident Representative | PAC |

L. Aitken, Area B (Croteau Beach) Resident Representative PAC
(Alternate)

| Item | Description |
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| <p>3.1 10:02 – 10:03</p> | <p>Call to Order</p> <p>The meeting was called to order at 10:02 am.</p> <p>The Comox Valley Regional District (CVRD) acknowledged that the Comox Valley Sewerage Service (CVSS) is operated on the traditional unceded territory of the K'ómoks First Nation.</p> <p>MOTION: Adopt the agenda of the November 18, 2025 CVSS Stage 3 LWMP Joint TACPAC meeting. – W. Cole-Hamilton SECONDED: I. Munro CARRIED UNANIMOUSLY</p> |
| <p>3.2 10:03 – 10:04</p> | <p>June 16, 2025 Meeting Minutes</p> <p>MOTION: Adopt the minutes of the June 16, 2025 CVSS Stage 3 LWMP Joint TACPAC meeting. – I. Munro SECONDED: W. Cole-Hamilton CARRIED UNANIMOUSLY</p> |
| <p>3.3 10:04 – 10:43</p> | <p>Overview of the Site Master Plan and Cost Estimate</p> <p>K. La Rose provided a brief overview of the LWMP process and the path towards submittal of the report, as well as the progress of development of the site master plan. Detailed ministry requirements for the LWMP, with what has been completed, what is being addressed now and what will be presented at a later meeting.</p> <p>T. Clarke and R. Sellentin joined the meeting at 10:10 am.</p> <p>Z. Berkey provided a high-level summary of the site master plan, including objectives of the plan, revised population projections, future upgrade pathway, solids management and resource recovery options. Provided an overview of the various phases of upgrades and work proposed for each phase, with Phase 4 proposed for 2030, Phase 5 for 2040, Phase 6 for 2045 and Phase 7 for 2060.</p> <p>Q: Regarding the revised population projections, concerned there is over-estimation based on Bill 44. Vancouver and Victoria have high construction costs but also have higher end value that balances out costs to provide a profit. Here construction costs are still high but with</p> |

less end value. People are also moving to Comox Valley who want single-family lot, and no requirement for property owners to turn single-family into multi-family. Probably better to over-estimate population, but has this been accounted for?

A: Site master plan is focused on flows and loads. Staff have worked with municipalities to develop population projections, but it is still a projection. Will be reviewing flows and loads before triggering upgrades. Site master plan is meant to be reviewed on frequent basis but does account for Bill 44, organic growth within the sewer system and the addition of the south region.

K. La Rose presented on updated cost estimates for Phase 4 to 7 of the site master plan and the impact on users, sharing costs for each phase in 2025 dollars and estimated costs at mid-point of construction. Noted that most of the upgrades will be funded through borrowing, and that costs will be split between existing users and developers, with growth-related component passed on to developers and renewal of existing infrastructure to existing users. Staff will present more on costs for users at next meeting.

L. Johnson joined the meeting at 10:29 am.

Comment: Might want to touch on Capital Improvement Cost Charges (CICC) for the south region and how that plays into the overall project. Sewer Extension South LWMP Addendum is tied to 2022 CICC rates. Addendum was supported by public from mostly environmental perspective, but costs were making people nervous. Raising costs too high would make the project nonviable. Raising CICCs would require revising addendum and going back to public.

Response: Sewage Commission is still discussing CICC rates for the south region. Staff brought forward report on topic in early November. Explained that CICCs are similar to Development Costs Charges but for properties brought into service area. Considering whether south region should pay 2022 rate (when it was brought into the service) or future rate when it connects to the system. Decision may increase costs of development in core area if project doesn't proceed, as it will increase DCC rates that are currently based on achieving CICC revenue from the south. Will be in better position to discuss at next meeting.

Q: When materials come back to the Sewage Commission to assess CICCs, will the impact or lack of impact of the DCC rate be addressed?

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| | <p>Is it correct that DCCs address payment for upgrades while CICC's do not?</p> <p>A: Existing DCC rates being rolled out are based on south region paying 2022 rate. If 2022 rate upheld by Sewage Commission, then no change. If Sewage Commission requires future rates be paid and that affects the viability of the Sewer Extension South Project, may need to update analysis and withdraw that funding component, which will have an upward pressure on DCCs in core area.</p> <p>A. Habkirk opened the floor to discussion of the site master plan and to present a recommendation to proceed with the site master plan as proposed.</p> <p>MOTION: To proceed with the site master plan as proposed. – I. Munro SECONDED: M. Lang and L. Aitken CARRIED UNANIMOUSLY</p> |
| <p>3.4 10:43 – 11:10</p> | <p>Overview and Discussion on Inflow and Infiltration</p> <p>M. Desilets presented on the inflow and infiltration (I&I) component of the LWMP, including the nature of I&I, objectives of and drivers for reducing I&I, and outcomes and benefits of addressing I&I. Reviewed I&I within the CVSS, providing estimated I&I flows from service participants and wet weather flows at the pump stations and treatment plant. Developing recommendations and commitments on I&I to include within LWMP.</p> <p>Q: What percentage of I&I comes from inflow and what percentage from infiltration. Inflow seems more controllable than infiltration. Would be helpful to know where inflow is coming from, whether from private or public infrastructure, and plan on how to address it.</p> <p>A: I&I usually measured in combined way, so unable to tell. Differentiating and measuring the two separately is not typically done. Recommendation will be to implement staged I&I reduction program in future, including inspection of collection system. Can't quantify amount coming in, but qualitatively can identify those that are inflow or infiltration and address appropriately.</p> <p>Q: Can you give a sense of what measures might be taken to address I&I?</p> <p>A: Both municipalities have I&I reduction programs and have undertaken study work to address I&I within their jurisdiction, which has had some successes in reducing I&I. Examples include smoke</p> |

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| | <p>testing and camera inspections to detect leaks. Inspections can be conducted when groundwater is high to look for where it may be infiltrating system. More sophisticated measures through third party contractors can also be used. Age of system plays a part in infiltration part of I&I, as replacing parts of collection systems can fix many issues. Inflow is easier to assess. If visually see I&I coming in, can fix issues by replacing or lining cracked pipes, recoating or sealing manholes, etc.</p> <p>K. La Rose noted that the I&I process underway is being done in parallel with Carollo's work on the site master plan. Assuming a reduction in I&I to provincial standards, looking to understand how that could impact timing and costs of future upgrades and to develop business case for municipalities as well as recommendations and commitments for Stage 3 LWMP.</p> <p>Q: Expect that we will face greater precipitation events going forward than experienced in past. Does the province requiring any precipitation modelling or what kind of modelling are we doing to anticipate rainfall in coming decades? How does rainfall affect I&I, and how does potentially increased I&I affect the plant upgrades? What precipitation is being anticipated? Any action we need to take to include preventive modelling in this process?</p> <p>A: Generally professional engineers need to account for climate change in their work. I&I would increase with increased rainfall. Isn't any stipulated modelling work to be done, but part of commitments would include ongoing monitoring of I&I and what measures should be taken. Staff will be working with municipal counterparts, and will take comments into consideration during conversations with municipalities and when bringing material forward to directors.</p> <p>B. Mills joined the meeting at 11:09am.</p> |
| <p>3.5 11:10 – 11:15</p> | <p>Next Steps and TACPAC Engagement</p> <p>K. La Rose provided an overview of next steps for the LWMP process and engagement with the TACPAC. The next two meetings of the TACPAC are anticipated for spring and summer 2026 to review the draft Stage 3 LWMP and to approve the final Stage 3 LWMP, as well as establishment of the plan monitoring committee.</p> |
| <p>3.6 11:15</p> | <p>Adjournment</p> <p>The committee adjourned at 11:15 am.</p> |

GENERAL:

The next CVSS Stage 3 LWMP Joint TACPAC meeting will be scheduled at a later date, to be hosted in the CVRD Civic Room at 770 Harmston Avenue, Courtenay, and via Zoom.

TERMINATION:

The meeting terminated at 11:15 am.