

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 Thursday, February 19, 2026, via Zoom commencing at 10:01 am

PRESENT:

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
Z. Berkey, Senior Engineering Analyst	CVRD
M. Briggs, Branch Assistant – Engineering Services	CVRD
S. Ashfield, Town of Comox	TAC
K. Daniel, Fisheries and Oceans Canada (Alternate)	TAC
M. Hall, Island Health	TAC
L. Johnson, Ministry of Health	TAC
W. Cole-Hamilton, City of Courtenay Elected Official	PAC
M. Swift, Town of Comox Elected Official	PAC
I. Munro, Electoral Area A Alternate Director	PAC
N. Prins, BC Shellfish Growers Association	PAC
T. Clarke, Comox Valley Chamber of Commerce	PAC
S. Carey, City of Courtenay Resident Representative	PAC
L. Paulovich, 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
K. Newman, Area A (Royston) Resident Representative (Alternate)	PAC
J. Elliott, Area A (Union Bay) Resident Representative	PAC
M. Lang, Area B (Croteau Beach) Resident Representative	PAC
L. Aitken, Area B (Croteau Beach) Resident Representative (Alternate)	PAC

Item	Description
<p>4.1 10:01 – 10:02</p>	<p>Call to Order</p> <p>The meeting was called to order at 10:01 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>4.2 10:02 – 10:03</p>	<p>November 18, 2025 Meeting Minutes</p> <p>MOTION: Adopt the minutes of the November 18, 2025 CVSS Stage 3 LWMP Joint TACPAC meeting. – M. Lang</p> <p>SECONDED: W. Cole-Hamilton</p> <p>CARRIED UNANIMOUSLY</p>
<p>4.3 10:03 – 10:32</p>	<p>Site Master Plan and Cost Per Connection Impacts</p> <p>K. La Rose provided an overview of the agenda and the key components of the Stage 3 LWMP report. Meeting is focused on cost impacts to users and planned consultation. Environmental Impact Study, inflow and infiltration commitments and plan monitoring committee to be presented on and discussed at next meeting.</p> <p>I. Munro joined the meeting at 10:07 am.</p> <p>Z. Berkey summarized the objectives of the site master plan. Provided an overview of the proposed Phase 4 upgrades planned for completion by 2030.</p> <p>K. La Rose shared cost estimates for the phased upgrades, including estimated cost per connection impact, with or without the Strategic Priorities Fund grant. Annual costs per connection are likely to increase to around 2040 and then should decline over time as debt is retired and additional connections are made to the system. Costs are estimated based on total costs divided by the estimated number of connections. How the costs will be passed on to residents will differ between the municipalities.</p> <p>Provided an overview of the procurement options for the project, with the recommendation to proceed with delivering the project as design-bid-build.</p> <p>Q: A lot of detail in the cost estimates, but not a lot of detail about how this plan affects staffing and the work done to minimize staffing</p>

increases. The expansion of the administrative building for additional staff implies that there are costs associated with that, so what work has been done around staffing levels, maximizing efficiencies, and use of AI to keep the costs down.

A: CVRD is implementing a more robust asset management plan. Work underway to evolve operational processes to tie them more closely with best practice value chain work delivery. Later this year will be implementing Computer Maintenance Management System for wastewater following completion of implementation for the water service. A bit too early to determine how AI can be implemented at the operational level, but monitoring how other organizations are incorporating AI. Still determining the extent that additional infrastructure will impact the operational workload at the facility, which could translate to an additional need for resources following the end of the project. Still working to see how the operational and technological improvements will help streamline operations and whether more resources will be needed.

Q: For the \$113M for the Phase 4 long-term costs, the range will be \$150-220 per connection for Scenario 2. However, there are additional phases occurring within that borrowing timeframe for \$125M, so will there be additional costs added on top of these once those phases start?

A: Yes, Phases 5 and 6 will occur during the amortization period of Phase 4. The shared borrowing costs are just for Phase 4 and there will be cumulative impacts from Phase 5 and 6. Work is currently underway to model impacts on requisition of these cumulative impacts if growth occurs as projected. Preliminary results indicate that costs per connection will peak around 2040 and then should come down as growth leads to more connections to share costs.

Q: Regarding asset management, there were a number of end of life equipment identified. Isn't there an existing asset management plan?

A: Yes, there is. Wastewater has had a basic excel-based system since 2008. In 2019, staff worked with AECOM to develop a formal asset management plan, but the work was done without a corporate approach or internal capacity. Over past few years, staff have developed internal capacity, training, and sophistication of asset management planning. Some items included in the scope were flagged in the previous excel-based program, but others have been identified through condition assessments as part of Carollo's work.

	<p>K. La Rose shared an outline of the Stage 3 LWMP report and summarized the various components of the report. Staff will be providing the draft report to the committee for their review via email in April.</p>
<p>4.4 10:32 – 10:45</p>	<p>Next Steps, Planned Public Communications and TACPAC Engagement</p> <p>K. La Rose provided an overview of the planned engagement for the LWMP over the next few months, which includes hosting two open houses, review of the draft Stage 3 LWMP, and engagement with First Nations. Feedback from the committee, the public and First Nations will be incorporated into the Stage 3 LWMP, with the next TACPAC meeting to be held around May to vote on approval of the report and discuss establishment of a plan monitoring committee. Stage 3 LWMP report and operational certificate application to be submitted to the province in summer/fall 2026 following review by the Sewage Commission, with approval expected by fall 2027. Procurement and construction of Phase 4 upgrades planned for 2027-2030.</p> <p>M. Crilly joined the meeting at 10:33 am.</p> <p>Q: After submission, how long will it take for the Ministry of Environment and Parks to review the Stage 3 report? A: 6-12 months.</p> <p>Q: Do you have any sense of a date for the next TACPAC? As it will be the last TACPAC meeting, may need to schedule a date or two to ensure everyone can participate. A: Don't have specific dates yet other than hoping for May. Will share proposed dates well ahead of time.</p> <p>Q: Any update on the Sewer Extension South funding, decisions, progress, etc.? A: Understand that it has been a long time since last update was given. Still working in background on available funding options. Anticipate update to the Electoral Areas Services Committee in the next couple months, ahead of the next TACPAC meeting.</p> <p>Q: Is there any update on debate regarding connection charges and whether they will be frozen for Sewer Extension South?</p>

	<p>A: The Sewage Commission directed staff to refer the matter for discussion to the municipal councils, which should be referred to the municipalities later this month. Expect to follow up with Sewage Commission in April or May.</p> <p>A. Habkirk and K. La Rose thanked the committee for their participation and contribution.</p>
4.5 10:45	Adjournment The committee adjourned at 10:45 am.

GENERAL:

The next CVSS Stage 3 LWMP Joint TACPAC meeting will be scheduled for spring 2026, to be hosted in the CVRD Civic Room at 770 Harmston Avenue, Courtenay, and via Zoom.

TERMINATION:

The meeting terminated at 10:45 am.