

File: 5330-20/SSCP

December 22, 2025

Sent via email only: aproton@courtenay.ca

Mayor and Council
830 Cliffe Ave
Courtenay BC V9N 2J7

Dear Mayor and Council:

Re: Comox Valley Sewer Conveyance Project – Water Supply to Courtenay Pump Station

I am writing on behalf of the Sewage Commission to request that the City of Courtenay amend their Bylaw No. 1700 to allow for the new Courtenay Pump Station, located at 1992 Comox Road, to be able to receive water from the City's water distribution system.

As part of the Sewer Conveyance Project (the Project), the Comox Valley Regional District (CVRD) subdivided and purchased a new parcel located at 1992 Comox Road to locate the new Courtenay Pump Station. This parcel is within the Lazo North (Electoral Area B) and falls outside the approved boundary of the water distribution system as defined by the City's Bylaw No. 1700. A pressurized water supply is critical for the safe operation of the pump station, and the existing City water main, which is right out the front of the facility, is the only feasible way to provide it.

As background, please refer to the attached staff report dated November 28, 2025, which was considered by the Sewage Commission at its December 9, 2025, meeting.

The Commission respectfully requests Council's consideration of an amendment to Bylaw No. 1700 to include 1992 Comox Road to enable the new service connection for the provision of water supply, critical for the operation of the Courtenay Pump Station.

We look forward to hearing from you.

Sincerely,

D. Hillian

Doug Hillian, Chair
Comox Valley Sewage Commission

Enclosure: Staff report dated November 28, 2025

cc: J. Warren, Chief Administrative Officer – CVRD
G. Garbutt, City Manager (CAO) – City of Courtenay

DATE: November 28, 2025

FILE: 5330-20/SSCP

TO: Chair and Members
Sewage Commission

Supported by James Warren
Chief Administrative Officer

FROM: James Warren
Chief Administrative Officer

J. Warren

**RE: Comox Valley Sewer Conveyance Project –
Water Supply to Courtenay Pump Station**

Purpose

To request that the City of Courtenay (City) amend their Bylaw No. 1700 to allow for the new Courtenay Pump Station to receive water supply from the City's water distribution system.

Recommendation from the Chief Administrative Officer:

THAT the Sewage Commission write to the City of Courtenay to formally request that the City amend their Bylaw No. 1700 to allow for the new Courtenay Pump Station, located at 1992 Comox Road, to be able to receive water from the City's water distribution system.

Executive Summary

- As part of the Sewer Conveyance Project (the Project), the Comox Valley Regional District (CVRD) subdivided and purchased a new parcel on Comox Road (1992 Comox Road), directly across from the existing Courtenay Pump Station, to locate the new Courtenay Pump Station.
- Even though the existing and new pump stations are across the road from each other, the existing Courtenay Pump Station is within the boundary of the City of Courtenay, and the new parcel is within the boundary of Lazo North (Electoral Area B).
- In October 2025, during the construction phase of the Project, the Design-Builder applied on CVRD's behalf for a new water service to 1992 Comox Road.
- In November 2025, CVRD staff received an email from City staff advising that although they support a new service to 1992 Comox Road, the property is outside the approved boundary of the water distribution system as defined by City Bylaw No. 1700.

- Bylaw No. 1700 permits water distribution outside of the limits of the City of Courtenay, including many properties along Comox Road; however, the permitted properties must be explicitly highlighted within the bylaw.
- CVRD staff confirmed that this water supply is critical for operation of the facility and that it is required by April 2026 to not affect the critical path of the Project, and potential delay claims from the Design-Builder.
- After some discussion with City staff, it was established that in order to commence the path to amend the bylaw, a letter from the Sewage Commission to the City requesting that 1992 Comox Road be incorporated into the boundary defined in Bylaw No. 1700 is required.
- With approval from the Sewage Commission, CVRD staff will draft the letter for signature by the Sewage Commission chair, and then send to the City requesting bylaw amendment.
- Time is of the essence for this bylaw amendment to ensure that the delay on provision of water service does not delay commissioning of the Project.

Prepared by:

C. Gore

Charlie Gore, P.Eng.
Senior Manager of
Capital Projects Delivery

Concurrence:

M. Rutten

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