



**PLEASE NOTE CHANGE IN
MEETING TIME TO 4:30 PM**

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE

WEDNESDAY, OCTOBER 27, 2010 - 4:30 P.M.

CVRD BOARDROOM, 175 INGRAM STREET

AGENDA

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6. <u>NEW BUSINESS:</u>	
7. <u>CLOSED SESSION</u> No items under Closed Session.	
8. <u>NEXT MEETING:</u> November 24, 2010	
9. <u>ADJOURNMENT:</u>	

Distribution:

Director Cossey, Chair
Director Kuhn, Vice-Chair
Director Dorey
Director Duncan
Director Giles
Director Harrison

Director Haywood
Director Iannidinardo
Director Kent
Director Marcotte
Director Morrison

As Well As:

Warren Jones, CAO
Brian Dennison, General Manager, E&E
Bob McDonald, Manager, Recycling & Waste Diversion
Dave Leitch, AScT., Manager, Water Management
Kate Miller, Manager, Regional Environmental Policy
Mark Kueber, Manager, Corporate Services

Agenda Cover Only:

Directors Hutchins, McGonigle, Seymour, Walker
Tom Anderson, General Manager, Planning & Development
Joe Barry, Corporate Secretary

The Full Agenda Package is available on-line at: <http://cvrd.bc.ca/Archive.asp?AMID=50>

Minutes of the regular meeting of the Engineering & Environmental Services Committee held in the CVRD Boardroom, 175 Ingram Street, Duncan, on September 22, 2010 at 3:35 p.m.

PRESENT: Director Kuhn, Acting Chair
Directors Dorey, Duncan, Giles, Harrison, Morrison

ABSENT: Directors Cossey, Iannidinardo, Marcotte, Kent, Haywood

ALSO

PRESENT: W. Jones, CAO, CVRD
B. Dennison, P. Eng., General Manager, E & E
D. Leitch, ASCT., Manager, Water Management
B. McDonald, Manager, Recycling & Waste Management
K. Milward, Environmental Technologist
K. Miller, Manager, Regional Environmental Policy
J. Bath, Recording Secretary

**APPROVAL
OF AGENDA**

The following amendments were made to the agenda:

1. R2 – moved ahead of R1.
2. Under New Business Add:
NB1 Thetis Island Recycling
NB2 Eco Depot discussion

It was moved and seconded that the agenda be approved as amended.

MOTION CARRIED

**ADOPTION
OF MINUTES**

It was moved and seconded that the minutes of the July 28, 2010 regular Engineering & Environmental Services Committee meeting be adopted.

MOTION CARRIED

**BUSINESS ARISING
OUT OF MINUTES**

No business arising

DELEGATIONS

No delegations

REPORTS

R2

Kathleen Milward, Environmental Technologist, provided a presentation and summary report on the monitoring of residential wood burning emissions study, undertaken by staff in January and February 2010.

FOR INFORMATION ONLY

R1 A staff report was considered, requesting approval for withdrawn of Capital Reserve funds from the Kerry Village Water System function.

It was moved and seconded that it be recommended to the Board that:

1. CVRD Board Resolution No. 10-421-9-2 be rescinded.
2. A capital reserve fund expenditure bylaw be prepared for withdrawal of funds not exceeding \$10,257.00 from the *Kerry Village Water System Capital Reserve Fund* to help finance upgrades to the water treatment plant, and further that the bylaw be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

R3 A staff report was considered for discussion regarding the 2011 Engineering & Environmental Services Budget.

It was moved and seconded that the Committee support budgeting 15 months of capital to March 31, 2012.

MOTION CARRIED

R4 A staff report was presented for information regarding the cost of water delivery for the Saltair Water System.

INFORMATION ONLY

R5 A staff report was considered regarding an increase in the Youbou Street Lighting requisition limit.

It was moved and seconded that it be recommended

- .1 That a bylaw be prepared to amend "CVRD Bylaw No. 2193 – Electoral Area I – Youbou Street Lighting Service Establishment Bylaw, 2001, to increase the maximum requisition to \$21,800, and that the amendment bylaw be forwarded to the Board for consideration of three readings and, following provincial and voter approval, be considered for adoption.
- .2 That voter approval for adoption of the amendment bylaw be obtained through an Alternative Approval Process.

MOTION CARRIED

R6 A staff report was presented, providing a mid-year budget report for the Solid Waste and Curbside Collection functions.

FOR INFORMATION ONLY

- R7 A staff report was presented, providing a mid-year budget report for the Utility functions.

FOR INFORMATION ONLY

(Director Walker joined the meeting at 4:43 p.m.)

- R8 A staff report was provided regarding the Transfer of Assets Agreement for Brulette Place Sewer System.

It was moved and seconded that the Board accept the Utility Transfer Agreement between the CVRD and Jim and Karen Taggart for CVRD takeover of the sewer system for the Brulette Sewer System in Electoral Area A, and further that the Chair and Corporate Secretary be authorized to sign the Utility Transfer Agreement.

MOTION CARRIED

- R9 A staff report was considered regarding Capital Reserve fund expenditures for Cherry Point Water System, Mesachie Lake Water System and Youbou Sewer System for capital projects budgeted in 2010.

It was moved and seconded that the following recommendations be forwarded to the Board:

1. That a capital reserve fund expenditure bylaw be prepared for withdrawal of funds not exceeding \$15,000.00 from the *Youbou Sewer System Capital Reserve Fund* to help finance sewer pump station control upgrades and further that the bylaw be forwarded to the Board for consideration of three readings and adoption.
2. That a capital reserve fund expenditure bylaw be prepared for withdrawal of funds not exceeding \$5,000.00 from the *Cherry Point Water System Capital Reserve Fund* to help finance well head monitoring controls and further that the bylaw be forwarded to the Board for consideration of three readings and adoption.
3. That a capital reserve fund expenditure bylaw be prepared for withdrawal of funds not exceeding \$11,000.00 from the *Mesachie Lake Water System Capital Reserve Fund* to help finance preparation of a well protection plan and further that the bylaw be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

R10

A staff report was provided for consideration regarding the Cowichan-Koksilah Integrated Flood Management Plan – Emergency Management Memorandum of Understanding – Draft No. 4.

The Committee discussed the necessity for further detailed discussion, once the government funding application is submitted.

It was moved and seconded that it be recommended that:

- 1. The CVRD Board support the refined Tier 2 and Tier 3 funding application to Emergency Management BC, currently being developed by the CVRD.**
- 2. The CVRD Board support the recommended development of the Draft 9 Cowichan Valley Flood Protection Memorandum of Understanding.**

MOTION CARRIED

NEW BUSINESS

NB1

Director Dorey advised that Thetis Island are requesting assistance with their recycling program, which they now run on the own.

It was moved and seconded that staff set up a meeting with Thetis Island residents to discuss provision of recycling service on Thetis Island.

MOTION CARRIED

NB2

Director Duncan discussed continuing to seek alternative sites, while awaiting results of studies on selected Eco Depot site.

The Committee agreed that this was a topic for discussion at the Board level.

**RESOLVE INTO
IN CAMERA
6:00 p.m.**

It was moved and seconded that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, Sections 90 (1) (j).

MOTION CARRIED

**RISE FROM
IN CAMERA
6:22 p.m.**

It was moved and seconded that the Committee rise without report.

MOTION CARRIED

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 6:23 p.m.

Chair

Recording Secretary

Dated: _____



C.V.R.D.

R1

STAFF REPORT

**ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING
OF OCTOBER 27, 2010**

DATE: Oct. 15, 2010

FILE NO: 5600-30-SLN/09

FROM: Louise Knodel-Joy, Senior Engineering Technologist

SUBJECT: Shawnigan Lake North Water System Service Establishment Amendment Bylaw

Recommendation:

That it be recommended to the Board:

1. That the *Certificate of Sufficiency*, confirming that a sufficient petition, requesting inclusion into the Shawnigan Lake North Water System Service Area, be received.
2. That the boundaries of the Shawnigan Lake North Water System Service Area be amended to include *"PID 009-255-516, Part of Lot 4, Block 31, Shawnigan Lake Suburban Lots, Shawnigan District, Plan 218A, Lying to the South of a straight boundary joining points on the easterly and westerly boundaries of said lot distant 2.5 chains respectively from the north east and south west corners of said lot."*
3. That "CVRD Bylaw No. 1911 – Shawnigan Lake North Water System Service Establishment Bylaw, 1999", be amended to include *PID 009-255-516, Part of Lot 4, Block 31, Shawnigan Lake Suburban Lots, Shawnigan District, Plan 218A, Lying to the South of a straight boundary joining points on the easterly and westerly boundaries of said lot distant 2.5 chains respectively from the north east and south west corners of said lot.,* and that the amended bylaw be forwarded to the Board for consideration of three readings and adoption.

Purpose: To obtain approval to proceed with the extension to the boundaries of the Shawnigan Lake North Water System Service Area to include one additional property, owned by the Catholic Church.

Financial Implications: New users brought into the service area will generate user fees, which will reduce overall charges to the existing customers. The property owners are responsible for all construction costs.

Interdepartmental/Agency Implications:


A service amendment bylaw requires the approval of the service area voters before it can be adopted. In cases where a sufficient petition for services has been received, voter approval may be obtained by the Area Director consenting, in writing, to the adoption of the Bylaw. Engineering and Environmental Services are responsible for the operation and administration of this service. A valid and sufficient petition for services has been received.

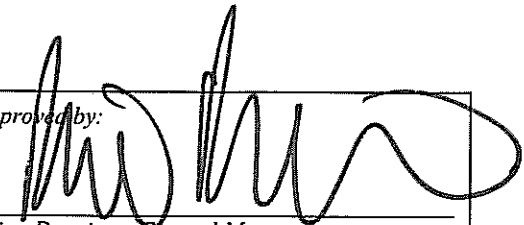
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Background:

The Catholic Church is requesting inclusion of this out-of-area property into the Shawnigan Lake North Water System Service Area. The Church has been made aware that it must pay water connection fees, extension fees and water conservation program fees, (approved at the CVRD Board meeting of December 9, 2009).

Submitted by


Louise Knodel-Joy
Senior Engineering Technologist

Approved by: 
Brian Dennison, General Manager,
Engineering and Environmental Services

LKJ:jlb

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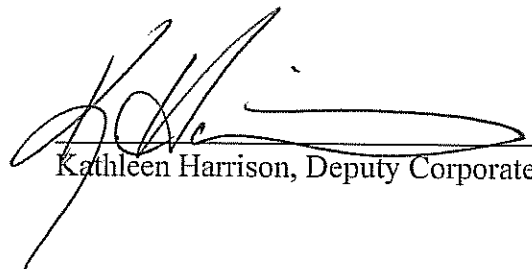


**SHAWNIGAN LAKE NORTH WATER SYSTEM
CERTIFICATE OF SUFFICIENCY**

I hereby certify that the petition for inclusion in the *Shawnigan Lake North Water System Service Area* within a portion of Electoral Area B – Shawnigan Lake is sufficient, pursuant to section 797.4 of the *Local Government Act*.

DATED at Duncan, British Columbia
this 18th day of October, 2010

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Kathleen Harrison, Deputy Corporate Secretary

Shawnigan Lake North Water System Service Area

Total Number of Parcels Requesting Inclusion in Service Area:	1
Net Taxable Value of All Land and Improvements in Service Area:	\$264,000.00
Number of Valid Petitions Received:	1
Net Taxable Value of Petitions Received (Land and Improvements):	\$264,000.00

**R2****STAFF REPORT****ENGINEERING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING
OF OCTOBER 27, 2010**

DATE: October 1, 2010 **FILE NO:** 5430-30-SRS/09
FROM: David Leitch, Manager, Water Management, Engineering & Environmental Services
SUBJECT: Sentinel Ridge Sewer System Service Area Amendment Request (Ocean Terrace)

Recommendation:**That it be recommended to the Board:**

1. That the *Certificate of Sufficiency*, confirming that sufficient petitions requesting inclusion into the Sentinel Ridge Sewer System Service Area be received.
2. That the boundaries of the Sentinel Ridge Sewer System area be amended to include "PID 009-346-511 Parcel C (DD43694I) D.L. 77, Malahat District, PID 009-346-520 Parcel D (DD33154I), D.L. 77, Malahat District and PID 009-346-554 That part of D.L. 77, Lying to the south of the south boundaries of Parcel C & D of said lot and except those parts in plans 518W, 50504 & VIP86315, Malahat District".
3. That "CVRD Bylaw No. 2790 – Sentinel Ridge Sewer System Establishment Bylaw, 2006", be amended to include PID 009-346-511 Parcel C (DD43694I) D.L. 77, Malahat District, PID 009-346-520 Parcel D (DD33154I), D.L. 77, Malahat District and PID 009-346-554 That part of D.L. 77, Lying to the south of the south boundaries of Parcel C & D of said lot and except those parts in plans 518W, 50504 & VIP86315, Malahat District", and that the amended bylaw be forwarded to the Board for consideration of three readings and adoption.

Purpose: To discuss a request for extension of the Sentinel Ridge Sewer System Service Area to include three additional properties.

Financial Implications: New users, brought into the service area, will generate user fees, which reduce overall charges to the existing customers. The property owners are responsible for all construction costs.

Interdepartmental/Agency Implications: A service amendment bylaw requires the approval of the service area voters before it can be adopted. In cases where a sufficient petition for services has been received, voter approval may be obtained by the Area Director consenting, in writing, to the adoption of the Bylaw.

Background: These properties, described as "PID 009-346-511 Parcel C (DD43694I) D.L. 77, Malahat District, PID 009-346-520 Parcel D (DD33154I), D.L. 77, Malahat District and PID 009-346-554 That part of D.L. 77, Lying to the south of the south boundaries of Parcel C & D of said lot and except those parts in plans 518W, 50504 & VIP86315, Malahat District", are called "Ocean Terrace Development" and are directly adjacent and to the south of Sentinel Ridge Sewer Service Area.

The owner is intending to build all the necessary sewer collection, treatment and disposal system for this development. The following resolution (No. 06-383-1) was ratified by the Cowichan Valley Regional District Board at their regular meeting of July 12, 2006:

"That the CVRD grant approval-in-principle for takeover of the sewer system for a proposed 438-lot residential subdivision on District Lot 77, Malahat District in Mill Bay, as requested by the developer, Ocean Terrace Properties, in their letter dated May 10, 2006, subject to the following conditions:

- 1. The preliminary concepts, detailed design and installation must be approved by Engineering Services staff to ensure compliance with CVRD Design Standards, Subdivision Bylaw 1215, and the South Sector Liquid Waste Management Plan;***
- 2. The developer have a qualified professional prepare and submit the Registration of Discharge Form, Operation Plan and Environmental Impact Study, and all other necessary documentation, to the Ministry of Environment;***
- 3. The developer undertakes to provide a two-year warranty on the completed sewer system, backed by suitable bonding;***
- 4. All infrastructure works, located on private property, are placed within registered Statutory Rights-of-way using the CVRD's standard charge terms;***
- 5. All sewage disposal capacities must be confirmed by the developer;***
- 6. The developer provide a suitable reserve fund to start off the sewer function;***
- 7. The developer is required to provide all sewer servicing infrastructure, including Class "A" Standards sewage treatment works, pumps, controls, SCADA, and mainlines for the proposed 438-lot subdivision;***
- 8. The developer assist, as required, for extra costs due to the initial intensive monitoring requirements.***

and further that staff prepare the necessary bylaws to create a sewer service for this system."

A valid and sufficient Petition for Services has been received. The *Certificate of Sufficiency* and a site plan are attached for consideration.

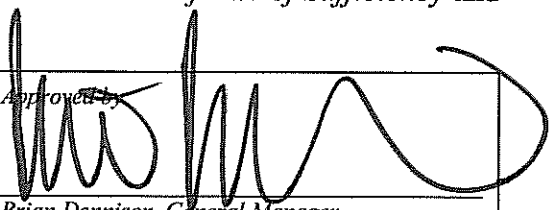
Submitted by

David Leitch, Manager
Water Management Division
Engineering and Environmental Services

LKJ/jlb

Bath: Z:\ESMemos2010\SRSServiceAreaAmdtOct272010.doc

Approved by



Brian Dennison, General Manager
Engineering and Environmental Services

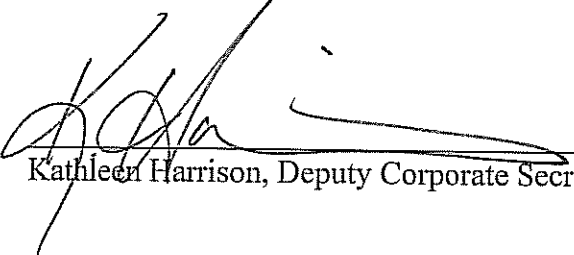


CERTIFICATE OF SUFFICIENCY

I hereby certify that the petition for inclusion in the *Sentinel Ridge Sewer System Service Area* within a portion of Electoral Area A – Mill Bay/Malahat is sufficient, pursuant to Section 797.4 of the *Local Government Act*.

DATED at Duncan, British Columbia
this 7th day of October, 2010

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Kathleen Harrison, Deputy Corporate Secretary

Sentinel Ridge Sewer System Service Area

Total Number of Parcels requesting Inclusion in Service Area:	3
Net Taxable Value of All Land and Improvements of Parcels Requesting inclusion in the Service Area:	\$2,660,000.
Number of Petitions Received:	3
Net Taxable Value of Petitions Received (Land and Improvements):	\$2,660,000.

**R3****STAFF REPORT****ENGINEERING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING
OF OCTOBER 27, 2010**

DATE: October 19, 2010 **FILE NO:** Budget 2011
FROM: Joanne Bath, Administrative Coordinator, Engineering & Environmental Services
SUBJECT: Requisition Limit Increase – Youbou Street lighting

Recommendation:**That it be recommended to the Board:**

1. That CVRD Board Resolution No. 10-524 be rescinded.
2. That a bylaw be prepared to amend "CVRD Bylaw No. 2193 – Electoral Area I – Youbou Street Lighting Service Establishment Bylaw, 2001, to increase the maximum requisition to \$21,800, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.

Purpose: To rescind resolution No. 10-524, which recommended an AAP process be undertaken to increase the Youbou Streetlighting requisition.. This step is not necessary, as the suggested increase in requisition is less than 25%.

Financial Implications: The annual cost of providing this service is recovered by requisition of money collected by parcel tax. The total parcel tax requisition for the fiscal year 2010 was \$18,500, which translates to a maximum parcel tax of \$44.15 per property. If the requisition limit is increased to the maximum allowable (<25%) without assent of the voters, it would equate to \$21,800, or \$52.21 per property.

Interdepartmental/Agency Implications: Voter approval may be obtained by the area director consenting, in writing, to adoption of the Bylaw.

Background:

BC Hydro fees have increased steadily since adoption of this bylaw in 2001. The estimated electricity cost for this budget in 2010 is estimated to be \$19,700, which will result in a deficit at year-end. As costs for electricity are expected to continue to rise, it is anticipated that assent of the electorate will be sought in future to further increase the requisition limit.

Submitted by,

Joanne Bath, Administrative Coordinator,
Engineering & Environmental Services

Approved by:

Brian Dennison, Manager, Engineering Services