



## ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE

WEDNESDAY, FEBRUARY 22, 2012 - 3:30 P.M.

CVRD Boardroom, 175 Ingram Street

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### AGENDA

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**7. NEW BUSINESS:**

**8. QUESTION PERIOD:**

**9. CLOSED SESSION:**

**10. ADJOURNMENT:**

The next meeting of the Engineering & Environmental Services Committee will be held March 28, 2012.

**Distribution:**

Director Iannidinardo, Chair  
Director Dorey, Vice-Chair  
Director Duncan  
Director Fraser  
Director Giles  
Director Lefebure

Director Marcotte  
Director McGonigle  
Director Morrison  
Director Walker  
Director Weaver

**As Well As:**

Director Hutchins, Chair, CVRD  
Warren Jones, CAO  
Brian Dennison, General Manager, Engineering & Environmental Services  
Bob McDonald, Manager, Recycling & Waste Management  
Dave Leitch, ASCT., Manager, Water Management  
Kate Miller, Manager, Regional Environmental Policy  
Mark Kueber, Manager, Corporate Services

**Agenda Cover Only:**

Directors Hartmann, Kent, Lines  
Norm Olive, P. Eng., Manager, Capital Projects  
Tom Anderson, General Manager, Planning & Development  
Joe Barry, Corporate Secretary

**PRESENT:** Minutes of the regular meeting of the Engineering & Environmental Services Committee held in the CVRD Boardroom, 175 Ingram Street, Duncan, on January 25, 2012 at 3:30 p.m.

**PRESENT:** Director Iannidinardo, Chair  
Director Dorey, Vice-Chair  
Directors Duncan, Fraser, Giles, Hutchins,  
Lefebure, Marcotte, McGonigle, Morrison, Walker,  
Weaver

**ABSENT:**

**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.  
K. Miller, Manager, Regional Environmental Policy  
J. Bath, Recording Secretary

**APPROVAL  
OF AGENDA**

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

**MOTION CARRIED**

**ADOPTION  
OF MINUTES**

Corrections were noted on Page 2 – add “Motion Carried” to resolutions R1-1 and R3.

It was moved and seconded that the minutes of the October 26, 2011 regular Engineering & Environmental Services Committee meeting be adopted as amended.

**MOTION CARRIED**

**BUSINESS ARISING OUT  
OF MINUTES**

No business arising

**CORRESPONDENCE**

**C1**

The following Resolution No. NB5 from the Electoral Area Services Committee meeting of November 1, 2011, was brought forward:

*"That the issue of requiring that Engineering Service reports provide Directors with clear identification on whether an agreement in principle respecting sewer service is for a regular development or a strata development, be referred to the Engineering & Environmental Services Committee."*

The Director for Electoral Area E asked that staff reports provide this information in the future.

## REPORTS

R1

The Committee considered a staff report regarding a water overage for the Saltair Water System.

**It was moved and seconded that, as the request from a property owner for a second water overage forgiveness due to a water line leak is inconsistent with the policy set out in CVRD Bylaw No. 1763 – Saltair Water System Management Bylaw, 1996, the request be denied.**

**MOTION CARRIED**

R2

A staff report was considered regarding a first Stage approval process for the Warmland Properties development in Electoral Area B.

Staff were asked to advise the Planning and Development Services Department that Electoral Area Directors would like a refresher on how strata lots are created.

The Director for Electoral Area C requested that staff provide the Gas Tax Funding Project list for 2012 as soon as possible.

**It was moved and seconded that it be recommended that the CVRD Board provide first stage approval and authorize staff time to continue with the process of investigating takeover of the Warmland Property development's three small sewer systems, located in Electoral Area B, as requested by Strata Corporations VIS6204, VIS6337 and VIS6597, subject to the following conditions and with the understanding that nothing is intended by this approval to fetter future CVRD Board decisions on required bylaws:**

- **All lands with infrastructure works are to be transferred to CVRD, or, if not possible, be placed within registered Statutory Rights-of-way, using the CVRD's standard charge terms;**
- **A utility transfer agreement be executed between the CVRD and the owners;**
- **The CVRD undertake a review of the systems in order to address deficiencies in the sewer systems;**
- **The owners of the utilities be willing to transfer the systems to the CVRD;**
- **A public consultation process regarding CVRD takeover be undertaken;**
- **A petition process be carried out and completed by at least 50% of the owners of parcels within the proposed service area with the total value of the parcels representing at least 50% of the net taxable value of all land and improvements in the service area.**

- That an assessment of the three systems be carried out, funded to a maximum cost of \$15,000, with \$5,000 from the CVRD Electoral Area Feasibility Study Function and \$10,000 through a Provincial Feasibility Study Grant; and that, upon completion of a successful petition process, bylaws be prepared to create a service area for this utility.
- This list is not exhaustive and items may be added, deleted or altered prior to a formal agreement being executed

**MOTION CARRIED**

**R3**

A staff report was considered regarding amending the Brulette Sewer Service Establishment Bylaw to include one additional property.

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

1. That the *Certificate of Sufficiency*, confirming that a sufficient petition requesting inclusion into the Brulette Place Sewer System Service Area be received.
2. That "CVRD Bylaw No. 3296 – Brulette Place Sewer System Service Establishment Bylaw, 2009", be amended to include *"PID 009-497-862; that part of Section 4, Range 8, Shawnigan District, shown outlined in red on Plan 677R except that part in Plan VIP52681 and VIP72005"*.
3. That the amended bylaw be forwarded to the Board for consideration of 3 readings and adoption.

**MOTION CARRIED**

**R4**

A staff report from the Manager, Recycling & Waste Management was provided concerning Provincial legislation for declared nuisances.

**It was moved and seconded that a strongly worded letter from the CVRD Board Chair be sent to the Province requesting that legislation be introduced that would allow a Regional District to take measures to address 'declared nuisances'.**

**MOTION CARRIED**

Staff were asked to prepare a resolution in this regard for the next CVRD Board meeting for submission to UBCM and the AVICC.

**R5**

The Manager, Recycling & Waste Management provided the Committee with CVRD Bylaw No. 3556 - Waste Stream Management Licensing Amendment Bylaw, 2012 for consideration.

The Director for Electoral Area C provided the following comment:  
6.1 (g) – has been added, but it is the same wording as the original bylaw? Staff will check with attorney.

9.2 (v) – should the words “groundwater samples” be added as requirement.

16.14.8 – last line – add a comma after “request”.

The Committee discussed the removal of the “appeal process” from the bylaw

Staff will review suggested revisions and comments with the CVRD's attorney and bring the bylaw to the February 8, 2012 Board meeting.

**It was moved and seconded that it be recommended to the Board that CVRD Bylaw No. 3556 – Waste Stream Management Licensing Amendment Bylaw, 2012 be forwarded to the Board for three readings and, following Provincial approval, be adopted.**

**MOTION CARRIED**

**R6**

A request for inclusion in the Lambourn Estates Sewer and Water System service areas was considered.

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

- 1. That the *Certificate of Sufficiency*, confirming that sufficient petitions requesting inclusion into the Lambourn Estates sewer and water service areas be received.**
- 2. That CVRD Bylaw No. 3052 – Lambourn Estates Sewer System Service Establishment Bylaw, 2008, be amended to include *"PID 027-834-921, Lot B, Section 5, Range 6, Plan VIP86371, Cowichan District"*.**
- 3. That CVRD Bylaw No. 3034 – Lambourn Estates Water System Service Establishment Bylaw, 2008 be amended to include *"PID 027-834-921, Lot B, Section 5, Range 6, Plan VIP86371, Cowichan District"*.**
- 4. That the amended bylaws be forwarded to the Board for consideration of 3 readings.**
- 5. That the amendment bylaws not be considered for adoption until the following conditions have been met:**
  - 1. A covenant be registered on title of each of the two properties, addressing CVRD Planning concerns.**
  - 2. A Lambourn Estates Sewer and Water Servicing Agreement be executed by each of the Developers and the CVRD.**

**MOTION CARRIED**

**R7**

A request for inclusion in the Lambourn Estates Sewer System service areas was considered.

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

1. That the *Certificate of Sufficiency*, confirming that a sufficient petition requesting inclusion into the Lambourn Estates sewer service area be received.
2. That CVRD Bylaw No. 3052 – Lambourn Estates Sewer System Service Establishment Bylaw, 2008, be amended to include "*PID 004-211-286, Lot 1, Section 5, Range 6, Cowichan District, Plan 15174, except that part in Plan 25885.*"
3. That the amended bylaw be forwarded to the Board for consideration of 3 readings.
4. That the amendment bylaw not be considered for adoption until the following conditions have been met:
  1. A covenant be registered on title of this property, addressing CVRD Planning concerns.
  2. A Lambourn Estates Sewer and Water Servicing Agreement be executed by the Developers and the CVRD.

**MOTION CARRIED**

**R8**

A staff report was provided for information purposes regarding sewage from Cowichan Bay Float homes and live-aboards.

Staff were asked to bring a copy of a proposed draft bylaw from a number of years ago in this regard to the next meeting.

Staff will bring options for enforcement of sewage disposal back to the appropriate committee.

**R9**

A staff report providing information regarding a Public Education Campaign on Open Burning Awareness was considered.

Staff were given direction from the Committee to move forward with a public awareness campaign on open burning awareness.

**R10**

A staff report was considered regarding purchase of three waste vegetable oil collection bins for the three recycling depots.

It was moved and seconded that the request for \$25,000 of funding by Cowichan Energy Alternatives, for installation of ten waste vegetable oil collection bins not be given further consideration in the 2012 budget process; and further, that the CVRD use funds within the core 2012 Solid Waste Management budget to purchase three waste vegetable oil collection bins from Cowichan Energy Alternatives, at a cost of \$2,500 each, to be located at existing CVRD recycling drop-off depots

**MOTION CARRIED**

**R11**

A staff report regarding a formal Notice of Appeal from Fisher Road Recycling to be heard at a Special Board meeting.

**It was moved and seconded that it be recommended to the Board that a Special Board meeting be held on Wednesday March 21, 2012, time to be determined, to hear an appeal by Fisher Road Recycling, as allowed for under CVRD Bylaw No. 2570 - Waste Stream Management Licensing Bylaw, 2004.**

**MOTION CARRIED**

**NEW BUSINESS**

**ADJOURNMENT**

**It was moved and seconded that the meeting be adjourned.**

**MOTION CARRIED**

The meeting adjourned at 5:42 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary

Dated:



**D1****Request to Appear as a Delegation****Meeting Information**

Request to Address:

☐ CVRD Board☒ Committee

If Committee, specify the Committee here:

Engineering and Environmental Se

Meeting Date: 02/22/12

Meeting Time: 3:30 PM

**Applicant Information**

Applicant Name: Don Herriott

Representing: Cobble Hill residents

(Name of organization if applicable)

As: Presenter

(Capacity / Office)

Number Attending: 6

**Applicant Contact Information**

Applicant Mailing Address: 1335 Hutchinson Road

Applicant City: Cobble Hill

Applicant Telephone: 250-743-5437

Applicant Fax:

Applicant Email: dherriott4@shaw.ca

**Presentation Topic and Nature of Request:**Discussion of Bylaw 2570 - Waste Stream Management  
Bylaw, and the proposed amendments thereto.

**Request to Appear as a Delegation****Meeting Information**

Request to Address:

☐ CVRD Board☒ Committee**D2**

If Committee, specify the Committee here:

Engineering &amp; Environment Service

Meeting Date: 12/02/22

Meeting Time: 3:30

**Applicant Information**

Applicant Name: Morris Wadds

Representing: Briathwaite Estates Improvement District (Name of organization if applicable)

As: Trustee (Capacity / Office)

Number Attending: 3

**Applicant Contact Information**

Applicant Mailing Address: 3740 Telegraph Road

Applicant City: Cobble Hill

Applicant Telephone: 250 743 5847

Applicant Fax: N/A

Applicant Email: wadds@shaw.ca

**Presentation Topic and Nature of Request:**

No Request. Appreciation of Engineering's work in protection of our drinking water Aquifer



## STAFF REPORT

# R1

### ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF FEBRUARY 22, 2012

DATE: February 7, 2012

FILE NO: 2320-20-G&R

FROM: Jason Adair, Superintendent, Solid Waste Operations

SUBJECT: Amendment of Bylaw No. 1958 –  
CVRD Garbage and/or Recyclable Materials Collection

#### Recommendation/Action:

That it be recommended that "CVRD Bylaw No. 3586 – Cowichan Valley Regional District Garbage and/or Recyclable Materials Collection Amendment Bylaw, 2012" be forwarded to the Board for three readings and adoption.

Relation to the Corporate Strategic Plan: Maintain a reliable essential service.

Financial Impact: (Reviewed by Finance Division: *SEN*)

In 2012, curbside garbage/recycling (Budget 515) expenses are expected to increase primarily due to anticipated contractor rate increases. Staff have therefore proposed the following rate increases to the 2012 Curbside-Garbage/Recycling budget:

| Electoral Area                     | Contractor | Service             | 2011 Rate | 2012 Rate |
|------------------------------------|------------|---------------------|-----------|-----------|
| A - Mill Bay/Malahat               | BFI        | Recycling           | \$45.00   | 48.00     |
| B - Shawnigan Lake                 | BFI        | Recycling           | \$45.00   | 48.00     |
| C - Cobble Hill                    | Sun Coast  | Recycling           | \$49.00   | 52.00     |
| D - Cowichan Bay                   | BFI        | Garbage & Recycling | \$152.00  | 155.00    |
| E - Cowichan Stn./Sahtlam/Glenora  | BFI        | Garbage & Recycling | \$152.00  | 155.00    |
| F - Cowichan Lk. South/Skutz Falls | BFI        | Garbage & Recycling | \$178.00  | 181.00    |
| G - Saltair/Gulf Islands           | BFI        | Garbage & Recycling | \$152.00  | 155.00    |
| H - North Oyster/Diamond           | Sun Coast  | Recycling           | \$49.00   | 52.00     |
| I - Youbou/Meade Creek             | BFI        | Garbage & Recycling | \$178.00  | 181.00    |

#### Background:

In May 2011, the CVRD entered into a one year extension for curbside collection services while staff explored other curbside options, which will be presented at the next Engineering & Environmental Services Committee meeting.

Submitted by,

*for: [Signature]*

Jason Adair, Superintendent  
Solid Waste Operations

JA:jlb

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Reviewed by:  
Division Manager

Approved by:  
General Manager



**COWICHAN VALLEY REGIONAL DISTRICT**

**BYLAW No. 3586**

**A Bylaw to amend Bylaw No. 1958 – Cowichan Valley Regional District  
Garbage and/or Recyclable Materials Collection Bylaw**

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**WHEREAS** the Board of Directors of the Cowichan Valley Regional District established collection rates for the collection of garbage and/or recyclable materials under the provision of Bylaw No. 1958, cited as "CVRD Bylaw No. 1958 – Cowichan Valley Regional District Garbage and/or Recyclable Material Collection Bylaw, 1999";

**AND WHEREAS** the Board of Directors of the Cowichan Valley Regional District deems it desirable to amend the fee structure for Recycling and Garbage Collection Rates;

**NOW THEREFORE** the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

**1. CITATION**

This Bylaw may be cited for all purposes as "**CVRD Bylaw No. 3586 – Cowichan Valley Regional District Garbage and/or Recyclable Materials Collection Amendment Bylaw, 2012**".

**2. AMENDMENT**

- a) That Schedule A to Bylaw No. 1958 be deleted its entirety and replaced with Schedule A attached hereto and forming part of this bylaw.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Secretary



## SCHEDULE A

TO BYLAW NO. 1958

### RECYCLING AND GARBAGE COLLECTION RATES

1.

| Electoral Area | Frequency of Garbage Collection Service | Maximum Number of Garbage Containers Collected per Service | Frequency of Recycling Collection Service | Basic Rate (Per Annum) |
|----------------|---|--|---|------------------------|
| A              | None                                    | None   | Bi-weekly                                 | 48.00                  |
| B              | None                                    | None   | Bi-weekly                                 | 48.00                  |
| C              | None                                    | None   | Bi-weekly                                 | 52.00                  |
| D              | Bi-weekly                               | 2 with bi-weekly service                                   | Bi-weekly                                 | 155.00                 |
| E              | Bi-weekly                               | 2 with bi-weekly service                                   | Bi-weekly                                 | 155.00                 |
| F              | Bi-weekly, Weekly<br>June 15 – Oct. 15  | 2 with bi-weekly service<br>1 with weekly service          | Bi-weekly                                 | 181.00                 |
| G              | Bi-weekly                               | 2 with bi-weekly service                                   | Bi-weekly                                 | 155.00                 |
| H              | None                                    | None   | Bi-weekly                                 | 52.00                  |
| I              | Bi-weekly, Weekly<br>June 15 – Oct. 15  | 2 with bi-weekly service<br>1 with weekly service          | Bi-weekly                                 | 181.00                 |

2. Tags for disposal of extra **Garbage** allows for setting out additional **Garbage Containers** over and above those permitted under Item 1, but limited to the maximum specified under Section 5 (1)(a) (vi).

**\$2.50 per Garbage Container**



## STAFF REPORT

**R2**

### ENGINEERING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING OF FEBRUARY 22, 2012

**DATE:** February 15, 2012 **FILE No:** 2012 Budget  
**FROM:** Brian Dennison, P. Eng., General Manager, Engineering & Environment  
**SUBJECT:** 2012 Budget Discussion – Utilities, Curbside, South Cowichan Water Plan Study -

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**Recommendation:** That the Sewer, Water, Drainage, Streetlighting, Curbside and South Cowichan Water Plan budgets be approved as presented.

**Relation to the Corporate Strategic Plan:** Essential reliable services

**Financial Impact:** (Reviewed by Finance Division sen):

The following comments will provide further explanation to the 2012 Water Management budgets, the financial impact of many capital projects and exceptions in the proposed budgets:

For budgets not individually identified below, there are no new capital projects planned for 2012 and there are no changes to either the user fees or parcel tax's.

**Street lighting:**

There are no significant changes to streetlighting budgets in 2012. An increase to the Youbou Streetlighting 2012 parcel tax was approved in 2011. As most of these budgets are very small, a series of planned annual increases in the requisition for each of these functions is required due to the large hikes in BC Hydro rates, which has a significant impact to the overall budgets.

**Drainage:**

There are no proposed increases to any of the drainage functions in 2012. Growth in the service areas, such as Sentinel Ridge and Arbutus Mountain have resulted in a reduction in rates for users in 2012. As well, amalgamation of several drainage functions in Cobble Hill in 2012 will result in reduced rates for many of the existing customers.

**Function 601, (Satellite Park Water):**

It is being proposed that an increase of \$25.00/year be applied to the Satellite Park parcel tax for 2012. Major capital additions to the reservoir, water treatment plant and watermains have now been completed. As costs for these works depleted all system surpluses and reserve funds, a small increase to re-establish them is required.

**Function 605, (Arbutus Mountain Water):**

A decrease of \$125/year to the parcel tax is being proposed for this system in 2012. As a result of growth and number of users in the subdivision, the system is able to reduce the parcel tax this year as well as make a contribution to their reserve funds.

.../2

Function 815/615, (Arbutus Ridge Sewer and Water):

It is being proposed that a 3% increase to the Arbutus water, sanitary sewer and storm sewer user fees be applied for 2012. Upon transfer of ownership of these utilities to the CVRD, the Arbutus Ridge Strata Council requested that the annual user fees be increased by an amount of 3% each year to maintain an operational cost of living increase, as well as to ensure adequate contributions to reserve funds are available.

Function 620, (Mesachie Water):

An increase of \$43/year to the parcel tax is being proposed in this system for 2012. A transfer from reserve has been budgeted this year to accommodate an order from VIHA to have an automated backup chlorination system in place and to construct a proper access road to the reservoir.

Function 640, (Saltair Water):

As a result of community feedback, the CVRD will begin a petition process in 2012 to propose an increase in the parcel tax from \$226/year to \$524/year. This money will generate approximately \$300,000.00/year to do incremental upgrades to the water system over a 15 year period. As well a capital project to build an additional reservoir and upgrade the South Watts water treatment facility is planned for 2012. The money for this work has been carried forward in the surplus from previous years and will not require borrowing or reserve transfers.

Functions 860/653, (Youbou Sewer and Water):

It is being proposed that a parcel tax increase of \$36/year be added to the Youbou water system and \$25/year to the Youbou sewer system in 2012. As there has been a very slow build out of homes in the Youbou sewer system, the moderate increase will pay for increases to operational costs for things such as lab testing, electricity and maintenance supplies.

As with the sewer utility, there still remain approximately 10% of the homes in the service area that are not connected to the water system. Initially when the integrated Youbou upgrades were supported by the community, the operational budgets at the time were based on a greater portion of the community connecting to the system. In an effort to make up for this shortfall, it is necessary that rates be increased.

Functions 800 and 820 (Cowichan Bay and Eagle Heights Sewer):

There are no proposed rate increases to either of these systems for 2012; however it has been brought to our attention by DNC that there may be significant increases to both the third party capital contributions and the JUB operating costs this year. If this is the case then the user rates for both these systems will need to be increased later in 2012 as the current operating budget will not be able to absorb these additional costs.

Function 802, (Sentinel Ridge Sewer):

There is no proposed increase to the rates in the Sentinel Ridge sewer system. Upgrades to the WWTP are in the capital budget for 2012 to accommodate the Mill Bay Marina and Malahat developments. Costs for these works will be paid for by connection fees and capital contributions made by these developers.

Functions 840 (Shawnigan Sewer):

It is being proposed that an increase of \$27/year to the functions parcel tax be added in 2012. The system received \$183,000 in gas tax grants to upgrade the pump stations and short term borrowing was required to make up the system's one-third contribution. A small rate increase is required to cover the costs of the short term debt payments.

Functions 804/604, (Lambourn Estates Sewer and Water):

There is no proposed increase to the rates in the Lambourn Estates water and sewer systems. Capital upgrades to the final phase of the WWTP and the sewer servicing of the Lanes road properties is planned for 2012 with costs for these works coming from connection fees and developer capital contributions.

Budget 515 – Curbside Collection

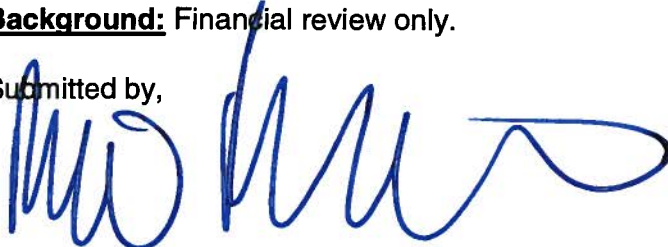
Budget 515 provides for curbside residential collection in Electoral Areas. As noted in report R1, staff are recommending an increase in user fees of \$3.00 for each service area in 2012. In 2010, the 515 budget had a deficit due to a large increase in contractor services for which operational reserves were used to balance the budget. Staff are currently seeking details on renewals for 2012/2013 and have transferred the 2011 surplus into a 2012 contingency to safeguard against another potential large increase.

South Cowichan Water Plan

Work continues on developing the South Cowichan Water Plan. There are no changes to the requisition in this budget.

**Background:** Financial review only.

Submitted by,



Brian Dennison, P. Eng., General Manager,  
Engineering & Environmental Services

BWDD/DL:jlb

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***Reviewed by:***  
*Division Manager:*

***Approved by:***  
*General Manager:*



## **2012 BUDGET DISCUSSION**

- **Sewer**
- **Water**
- **Drainage**
- **Streetlighting**
- **Curbside Collection**
- **South Cowichan Water Plan**



C.V.R.D.

## STAFF REPORT

**R4**

### ENGINEERING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING OF FEBRUARY 22, 2012

**DATE:** February 3, 2012

**FILE NO:**

5225-06/SRD  
5520-30/SR

**FROM:** Dave Leitch, Manager, Water Management Division

**SUBJECT:** Sentinel Ridge Drainage and Street Lighting Systems  
Service Area Amendment Requests from Ocean Terrace Developments

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#### Recommendation:

1. That the following resolution from the Engineering & Environmental Services Committee meeting of June 22, 2011 be rescinded:

*"That a meeting be held with Sentinel Ridge homeowners to gain input on the planned service area expansion."*

2. That it be recommended to the Board:

1. That the *Certificate of Sufficiency*, confirming that sufficient petitions requesting inclusion into the Sentinel Ridge Drainage System Service Area and Sentinel Ridge Street Lighting Service Area be received.
2. That "CVRD Bylaw No. 2852 – Sentinel Ridge Drainage System Establishment Bylaw, 2006", and "CVRD Bylaw No. 2851 – Sentinel Ridge Street Lighting 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.
3. That the amended bylaw be forwarded to the Board for consideration of 3 readings and adoption.

**Relation to the Corporate Strategic Plan:** Provides a reliable essential service.

**Financial Impact:** (Reviewed by Finance Division: *SEM*)

The annual cost of providing drainage and streetlighting services is recovered by property value taxes, requisitioned and collect on the basis of the net taxable value of land and improvements within the service area. New users brought into the service area, will generate an increased assessment base, thereby improving the financial stability of these systems. The developer is responsible for all construction costs.

.../2

**Background:**

Since the time of the June 22, 2011 Committee resolution, the current Electoral Area Director does not feel that a public meeting is necessary.

The above noted properties are called "Ocean Terrace Development" and are adjacent to the Sentinel Ridge Drainage and Street Lighting Service Areas. The owner is intending to build all the necessary drainage and street lighting infrastructure for this development. In a resolution (No. 08-232-5) ratified in April 2008, the CVRD Board provided approval in principle for takeover of the drainage system from Ocean Terrace Properties Ltd. for this 438 lot development. The owner is now requesting CVRD takeover of the drainage, as well as street lighting services.

Valid and sufficient Petitions for Services have been received. The *Certificates of Sufficiency* and a site plan are attached for consideration.

Submitted by

Dave Leitch, Manager,  
Water Management Division

LKJ/jlb

Reviewed by:

Division Manager:

Approved by:

General Manager

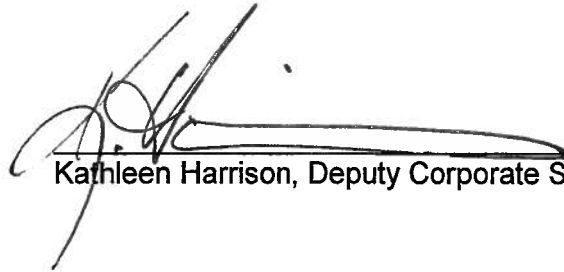


### CERTIFICATE OF SUFFICIENCY

I hereby certify that the petition for inclusion into the *Sentinel Ridge Street Lighting Service Area* within a portion of Electoral Area A – Mill Bay / Malahat is sufficient pursuant to section 797.4 of the *Local Government Act*.

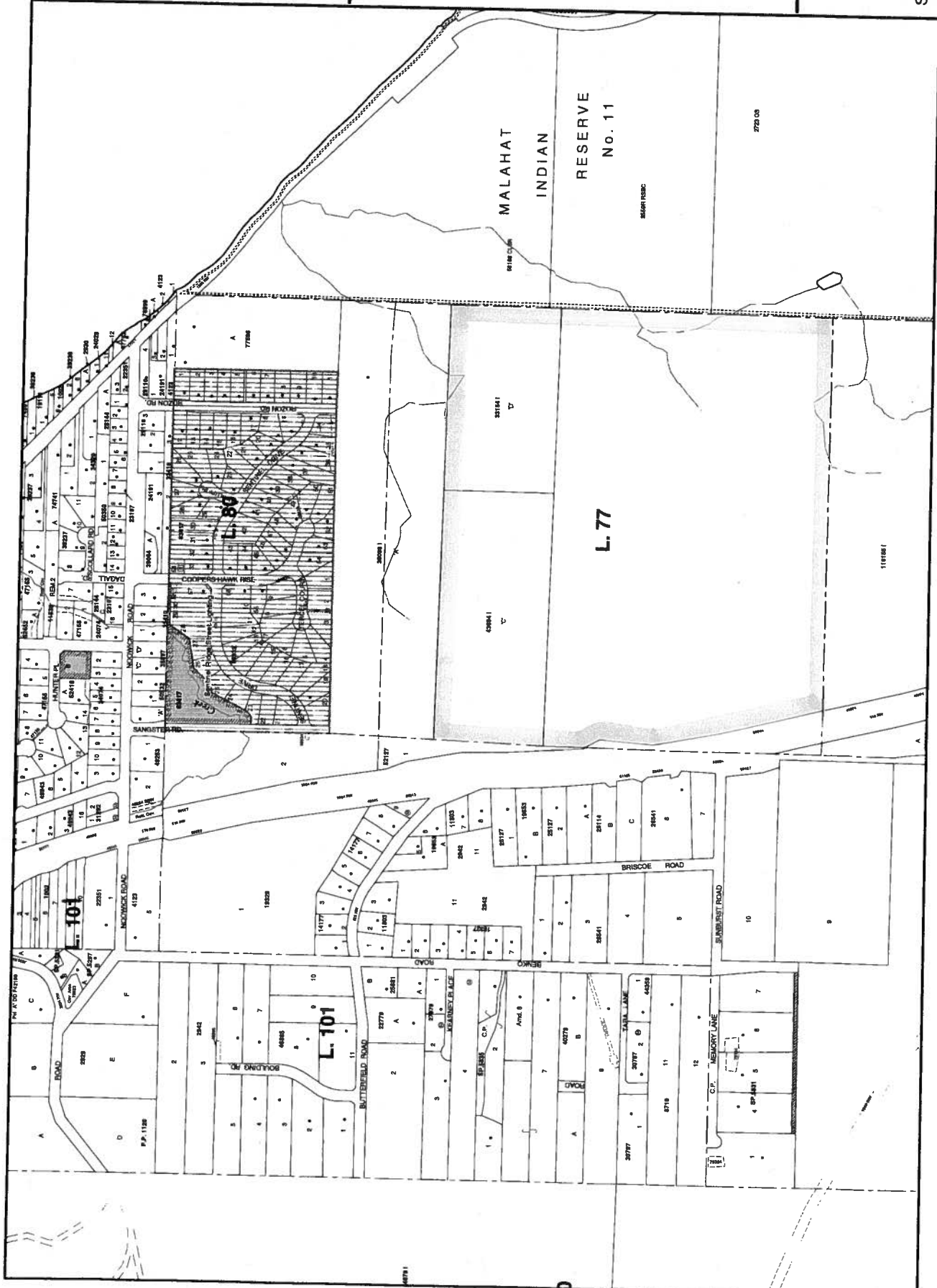
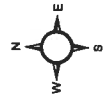
DATED at Duncan, British Columbia  
this 18<sup>th</sup> day of February, 2011

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Kathleen Harrison, Deputy Corporate Secretary

#### Sentinel Ridge Street Lighting Service Area

|  |              |
|--|--------------|
| Total Number of Parcels Requesting Inclusion in Service Area:    | 3            |
| Net Taxable Value of All Land and Improvements:                  | \$2,615,000. |
| Number of Valid Petitions Received:                              | 3            |
| Net Taxable Value of Petitions Received (Land and Improvements): | \$2,615,000. |



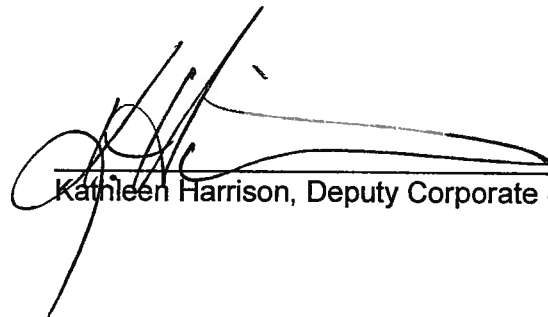


### CERTIFICATE OF SUFFICIENCY

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

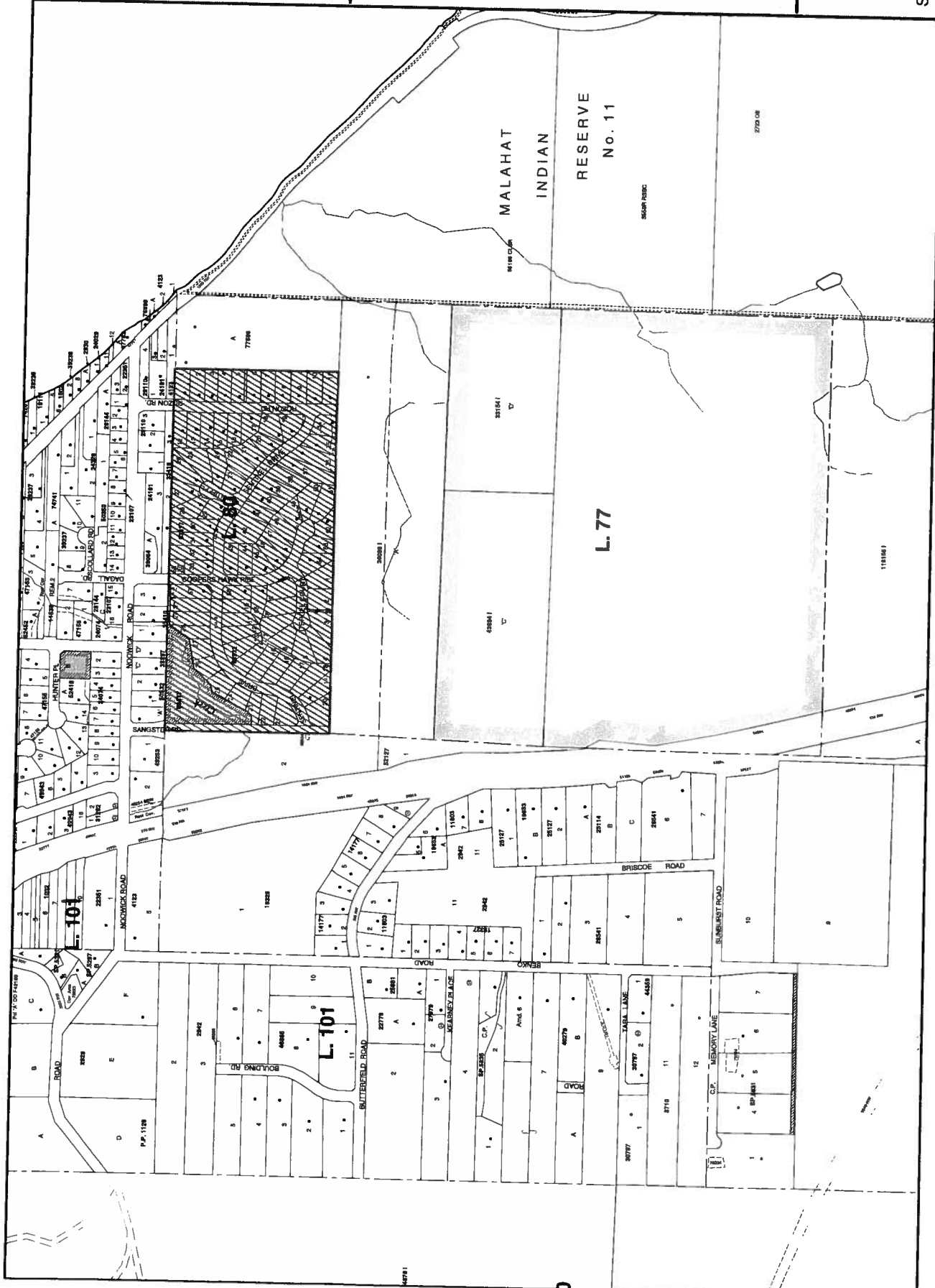
DATED at Duncan, British Columbia  
this 21<sup>st</sup> day of February, 2011

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Kathleen Harrison, Deputy Corporate Secretary

#### Sentinel Ridge Drainage Service Area

|  |              |
|--|--------------|
| Total Number of Parcels Requesting Inclusion in Service Area:    | 3            |
| Net Taxable Value of All Land and Improvements:                  | \$2,615,000. |
| Number of Valid Petitions Received:                              | 3            |
| Net Taxable Value of Petitions Received (Land and Improvements): | \$2,615,000. |





## STAFF REPORT

**R5**

### ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF FEBRUARY 22, 2012

**DATE:** February 3, 2012

**FILE NO:** 5340-30-TCS/09

**FROM:** Louise Knodel-Joy, Senior Engineering Technologist

**SUBJECT:** Twin Cedars Sewer Service Establishment Amendment Bylaw. Electoral Area C.

#### Recommendation:

That it be recommended to the Board:

1. That the *Certificates of Sufficiency*, confirming that a sufficient petition requesting inclusion into the Twin Cedars Sewer System Service Areas be received.
2. That "CVRD Bylaw No. 2871 – Twin Cedars Sewer System Service Establishment Bylaw, 2006", be amended to include "Lots 1,2,3,5,6,7,8,9,19,20,21,22,23,24, Block 18, Section 12, Range 6, Shawnigan District, Plan 1809", and that the amendment bylaw be forwarded to the CVRD Board for three readings and adoption.
3. That the amended bylaw be forwarded to the Board for consideration of 3 readings and adoption.

Relation to the Corporate Strategic Plan: Reliable essential service.

Financial Impact: (Reviewed by Finance Division: *SEM*)

New users brought into the service area, will generate additional user fees, thereby improving the financial stability of this system. The property owner is responsible for all construction costs.

#### Background:

The owners of the above noted property, Evergreen Independent School, are requesting inclusion in the Twin Cedars Sewer System Service Area and have agreed to pay all costs for sewermain construction to the property line. The school is made up of the above noted 14 lots, but is linked through a single folio. Therefore only one Parcel Tax will be levied.

The amendment bylaws would require 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 Electoral Area Director consenting, in writing, to the adoption of the Bylaw. Engineering & Environmental Services are responsible for the operation and administration of these services. A valid and sufficient Petition for Services has been received. The *Certificate of Sufficiency* and a site plan is attached for consideration.

Submitted by

Louise Knodel-Joy,  
Senior Engineering Technologist  
Water Management Division

Reviewed by:  
Division Manager:

Approved by:  
General Manager:

LKJ:jlb

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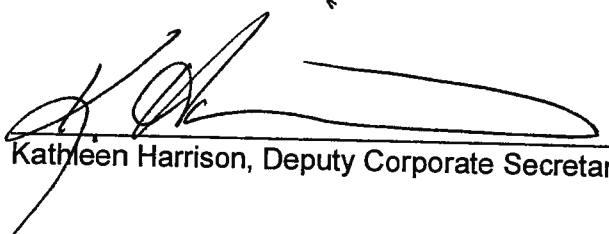




## CERTIFICATE OF SUFFICIENCY

I hereby certify that the petition for inclusion in the *Twin Cedars Sewer System Service Area* within a portion of Electoral Area C – Cobble Hill is sufficient, pursuant to section 797.4 of the *Local Government Act*.

DATED at Duncan, British Columbia )  
this 30<sup>th</sup> day of January, 2012. )  
)

  
Kathleen Harrison, Deputy Corporate Secretary

### Twin Cedars Sewer System Service Area

|  |           |
|--|-----------|
| Total Number of Parcels requesting inclusion in Service Area:  | 14        |
| Net Taxable Value of All Land and Improvements of Parcels requesting inclusion in the Service Area:<br>(14 Parcels connected to One Folio – Considered One Unit) | \$542,000 |
| Number of Petitions received:  | 14        |
| Net Taxable Value of Petitions received (Land and Improvements):<br>(2012 Value)   | \$542,000 |



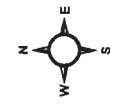
**Cowichan  
Valley  
Regional  
District**

This map is compiled from various sources for internal use and is designed for reference purposes only. The Regional District does not warrant the accuracy.

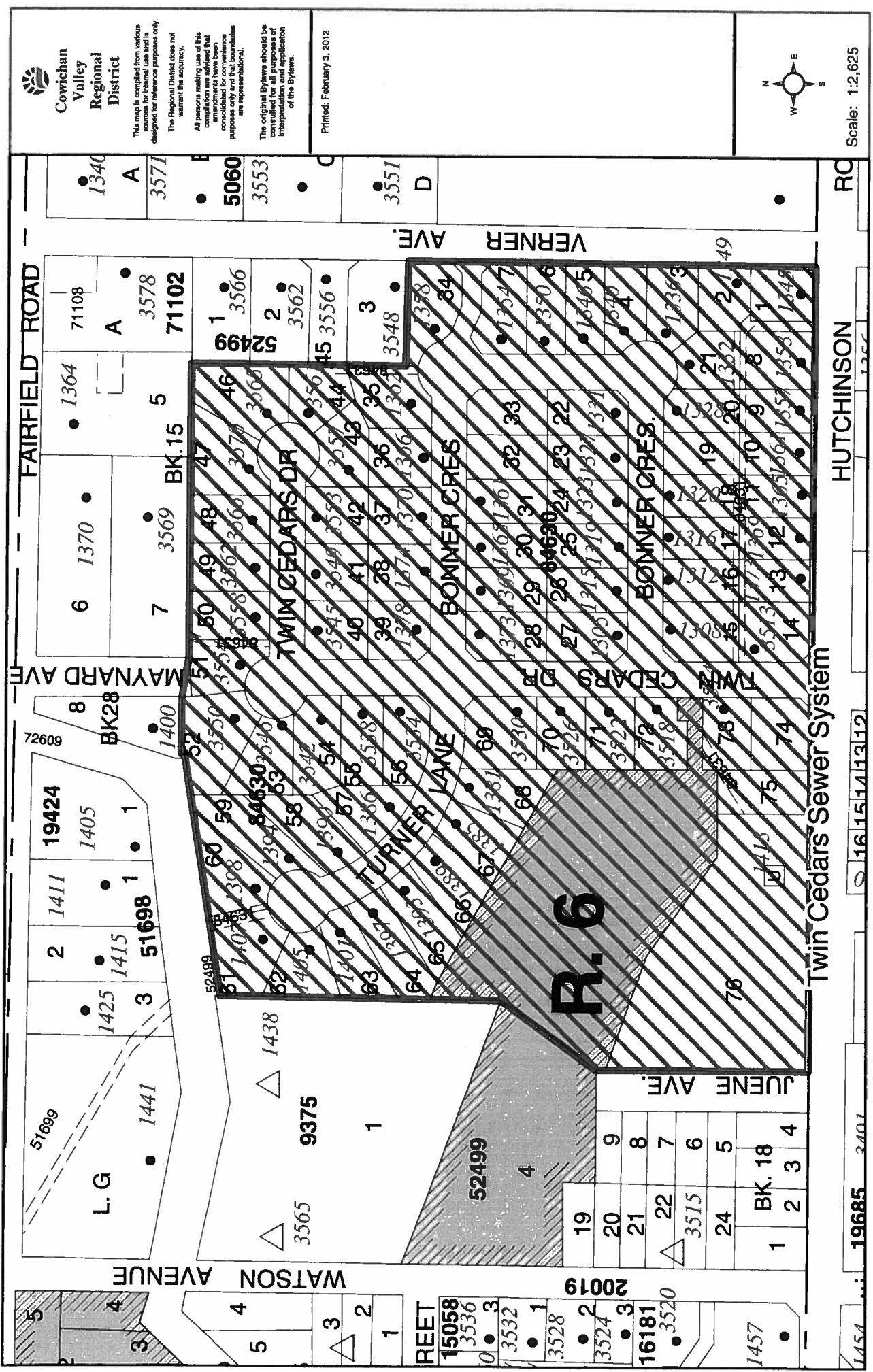
All persons making use of this map are advised that the boundaries are not intended for legal purposes only and that boundaries are not intended for legal purposes only and that boundaries are not intended for legal purposes only.

The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

Printed: February 3, 2012



Scale: 1:2,625





**R6**

## STAFF REPORT

### ENGINEERING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING OF FEBRUARY 22, 2012

**DATE:** February 7, 2012

**FILE NO:**

Bylaw 2144

**FROM:** Joanne Bath, Administration Coordinator, Engineering & Environmental Services

**SUBJECT:** Requisition Limit Increase – Electoral Area I Critical Streetlighting

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#### **Recommendation:**

That it be recommended to the Board that a bylaw be prepared to amend "CVRD Bylaw No. 2144 – Electoral Area I –Youbou/Meade Creek Critical Location Streetlighting Service Establishment Bylaw, 2000", to increase the maximum requisition from \$1,000 to \$1,245, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.

**Relation to the Corporate Strategic Plan:** Provides a reliable essential service.

#### **Financial Implications:** (Reviewed by Finance Division: *Sen*)

The annual cost of providing this service is recovered by requisition of money to be collected by a property value tax on land and improvements. The maximum to be requisitioned for this service has been \$1,000.00 since 2000. An increase is now required as residents have requested three additional critical streetlights. The maximum requisition limit increase is below the allowable 25% over a five year period, in accordance with Section 801 of the Local Government Act.

#### **Background:**

The CVRD Critical Location Streetlighting Policy states "That upon written request, and subject to BC Hydro and Committee approval, a singular streetlight be installed at critical intersections and sites for safety reasons in areas such as transit stops, hazardous intersections, schools, community and regional parks, and cluster mailboxes". The written request must include signatures on a petition from area residents. In this case, the Area Director has requested 3 additional lights be installed where residents have advised her of safety concerns due to dark intersections and a poorly lit residential area. Prior to bringing a report in this regard to the Engineering & Environmental Services Committee, staff are awaiting a response from BC Hydro to verify if installation of the suggested locations is feasible and if there would be any cost to the CVRD.

Submitted by,

Joanne Bath, Administration Coordinator  
Engineering & Environmental Services

**Reviewed by:**

Division Manager:

N/A

**Approved by:**

General Manager:

JLB



C·V·R·D

R7

STAFF REPORT

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING  
OF FEBRUARY 22, 2012

DATE: February 3, 2012

FILE NO: 5600-30-SLNW/09

FROM: Louise Knodel-Joy, Senior Engineering Technologist

SUBJECT: Shawnigan Lake North Water Service Establishment Amendment Bylaw.  
Electoral Area B.

**Recommendation:**

That it be recommended to the Board:

1. That the *Certificates of Sufficiency*, confirming that a sufficient petition requesting inclusion into the Shawnigan Lake North Water System Service Areas be received.
2. That "CVRD Bylaw No. 1911 – Shawnigan Lake North Water System Service Establishment Bylaw, 1999", be amended to include "Lot B, Shawnigan Lake Suburban Lots, Shawnigan District, Plan 1363", and that the amendment bylaw be forwarded to the CVRD Board for three readings and adoption.
3. That the amended bylaw be forwarded to the Board for consideration of 3 readings and adoption.

**Relation to the Corporate Strategic Plan:** essential service

**Financial Impact:** (Reviewed by Finance Division: *Sen*)

New users brought into the service area, will generate additional user fees, thereby improving the financial stability of this system. The property owner is responsible for all construction costs.

**Background:**

The owners of the above noted property are requesting inclusion into the Shawnigan Lake North Water System Service Area. The owners have been made aware that they must pay water connection fees, extension fees and water conservation program fees, (approved at the CVRD Board meeting of December 9, 2009).

The amendment bylaw would require 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 Electoral Area Director consenting, in writing, to the adoption of the Bylaw. Engineering & Environmental Services are responsible for the operation and administration of these services. A valid and sufficient Petition for Services has been received. The *Certificate of Sufficiency* and a site plan is attached for consideration.

Submitted by

Louise Knodel-Joy,  
Senior Engineering Technologist  
Water Management Division

**Reviewed by:**

Division Manager:

**Approved by:**

General Manager:

LKJ:jlb

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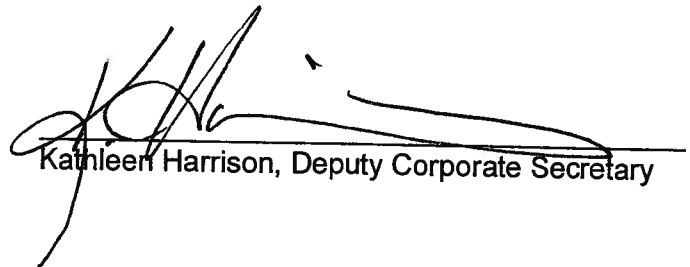


## CERTIFICATE OF SUFFICIENCY

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 9<sup>th</sup> day of February, 2012 )

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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:<br>(PID 004-166-248)                     | 1           |
| Net Taxable Value of All Land and Improvements of Parcels<br>requesting inclusion in the Service Area: | \$1,079,000 |
| Number of Petitions received:  | 1           |
| Net Taxable Value of Petitions received (Land and Improvements):                                       | \$1,079,000 |



**Cowichan  
Valley  
Regional  
District**

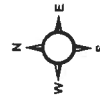
This map is compiled from various sources for internal use only and is not designed for reference purposes only.

The Regional District does not warrant the accuracy.

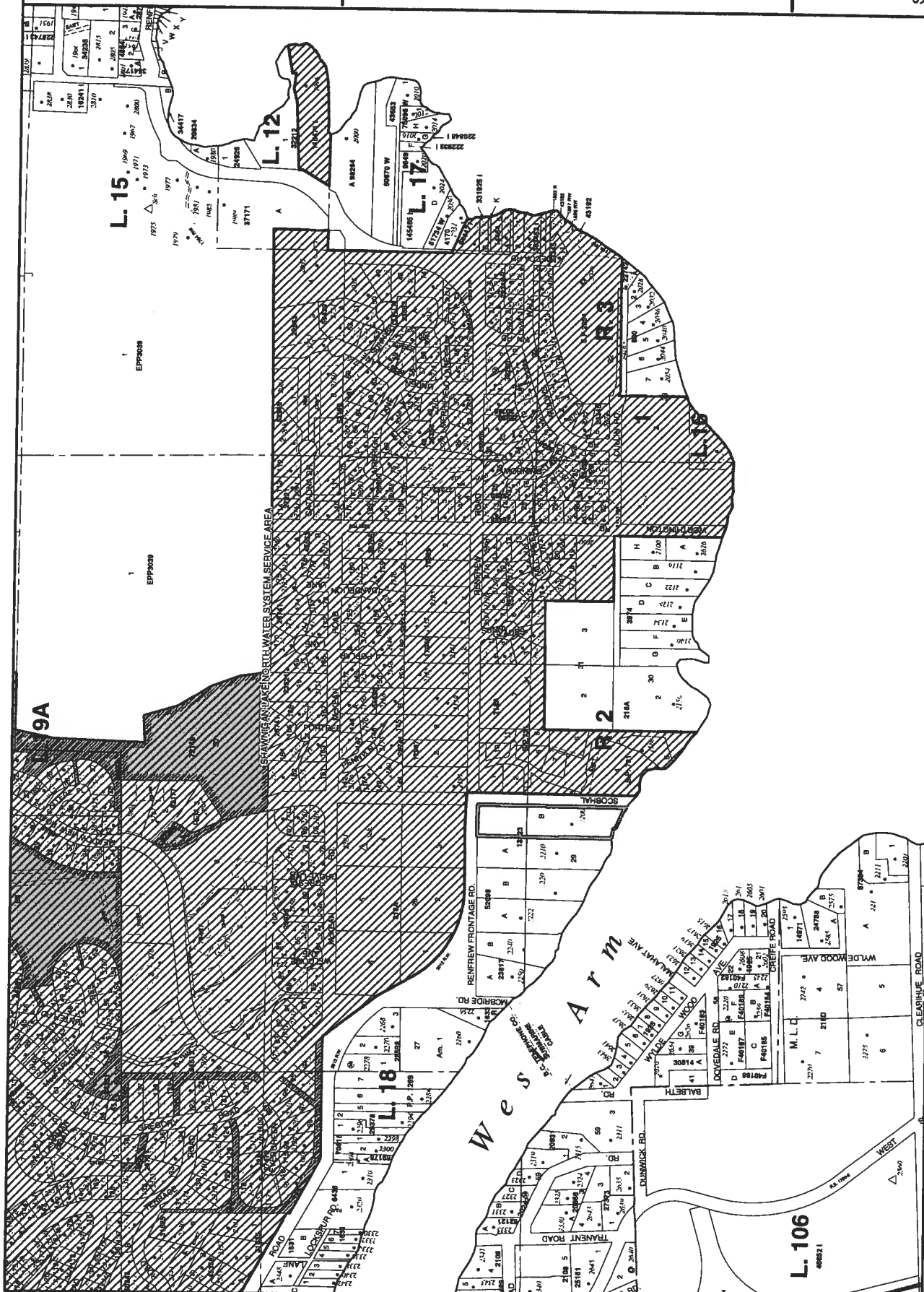
All persons making use of this compilation are advised that amendments have been made to the original data for reference purposes only and that boundaries are representative.

The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

Printed: January 24, 2012



Scale: 1:8,570





## STAFF REPORT

# R8

### ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF FEBRUARY 22, 2012

DATE: February 9, 2012

FILE NO: 2240-20-CGC

FROM: Harmony Huffman, Environmental Technologist

SUBJECT: CVRD Education Program

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**Recommendation/Action:** For information.

**Relation to the Corporate Strategic Plan:** Environmental education programming is identified under 'Healthy Environment' as a strategic action towards establishing sustainable communities.

**Financial Impact:** (Reviewed by Finance Division: SEN)

Funding for the environmental education program has been included in the 2012 operating budgets of participating divisions, including Recycling & Waste Management, Water Management and Facilities Fleet & Transit to a maximum of \$15,000. Program funding will be supplemented by up to \$5,000 with a successful application to the TD Friends of the Environment Foundation.

**Background:** The Recycling & Waste Management Division, in partnership with the Water Management Division, has offered a school education program to local schools since approximately 2006. The program was initially developed as a pilot project and facilitated by an environmental education team from the Nanaimo Recycling Exchange. The program saw educators from NRE offer free-of-charge workshops to local schools - Grades K-12 on topics related to solid waste and recycling, water conservation, and water management.

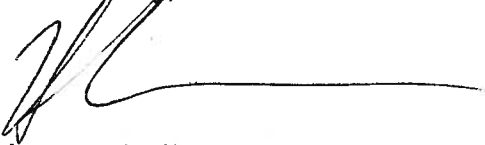
The School Education Program is now established within the District. To ensure that ongoing programming is consistent with the CVRD's purchasing policy, and to allow for both a review of existing services as well as for the development of a more comprehensive public education component, a Request for Proposals for the program was issued in December 2011. Development of a new contract for program delivery has also created an opportunity for the Facilities, Fleet and Transit Management Division to participate in the program.

The Cowichan Green Community submitted a successful proposal in response to the RFP. Staff are currently liaising with the Cowichan Green Community as the new program is developed. The anticipated start date is March 1, 2012. Some key features of the re-developed program are a comprehensive approach to development that includes early consultation with local schools, teachers and educators, and the introduction of dynamic workshops that will incorporate the immediate local environment as well as integrated messaging from the three participating divisions (Water, Waste and Transit). The contract will be structured so as to allow participation from additional CVRD divisions in future should funding become available.

.../2

Staff are also working with the Cowichan Green Community to prepare a funding application for up to \$5,000 from TD Friends of the Environment Foundation. If successful, the funding will allow supporting educational materials (such as water system models, tablet computers, games, and give-aways) to be purchased for the program.

Submitted by:



Harmony Huffman, Environmental Technologist  
Recycling & Waste Management Division

HHJ:jlb

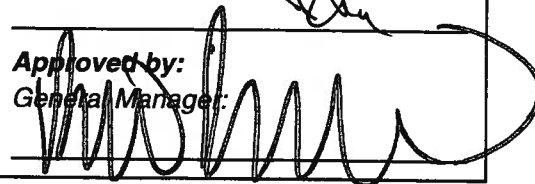
**Reviewed by:**

Division Manager:



**Approved by:**

General Manager:



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## STAFF REPORT

# R9

### ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF FEBRUARY 22, 2012

DATE: February 9, 2012

FILE NO: 1855-02-MC/FCM

FROM: Harmony Huffman, Environmental Technologist

SUBJECT: Federation of Canadian Municipalities  
Green Municipal Funding for Peerless Road Upgrade & Remediation Project

#### Recommendation/Action:

That staff apply for a grant under the Federation of Canadian Municipalities' Green Municipal Fund, to assist in the completion of a Phase 2 Environmental Site Assessment (ESA) and site-specific remediation action plan for the Peerless Road former incinerator site; and further, should an application to the Green Municipal Fund be approved, that the Chair and Corporate Secretary be authorized to sign the funding agreement on behalf of the CVRD.

Relation to the Corporate Strategic Plan: The completion of a Phase 2 ESA and remedial action planning project at the Peerless Road former incinerator site will help to restore, rehabilitate and enhance the natural environment by supporting a reduction in the number of acres of un-remediated Brownfield land within the CVRD. These activities fall within the Healthy Environment category of the Corporate Strategic Plan.

#### Financial Impact: (Reviewed by Finance Division: Sem)

Total costs for the project are expected to be between \$170,000 and \$230,000. These costs have been included in the 2012 Solid Waste Management operating budget, and will be funded using long-term borrowing from the Municipal Finance Authority (under Bylaw No. 3277). FCM grants for feasibility studies and field tests, including Phase 2 ESAs, cover up to 50% of eligible costs to a maximum of \$175,000. If the application is successful, grant monies will offset the borrowing required to complete this project, thereby freeing up borrowing capacity for application towards other authorized solid waste projects, such as upgrades to the Peerless Road drop-off depot.

Background: The operation of a municipal solid waste incinerator at the CVRD's Peerless Road facility (between approximately 1980 and 1998), has resulted in an estimated 40,000 tonnes of residual incinerator ash waste being deposited on the Peerless Road property. Remediation of the ashfill is a key goal of both the CVRD's Solid Waste Management Plan and the Corporate Strategic Plan. Environmental site assessments must be completed before remediation planning can occur. Remediation of the ashfill is also a critical component of planned upgrades to the Peerless Road drop-off facility, which has been identified as a key goal in the CVRD's Solid Waste Management Plan.

Submitted by,

Harmony Huffman  
Environmental Technologist

Reviewed by:

Division Manager:

Approved by:

General Manager:



## STAFF REPORT

# R10

### ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF FEBRUARY 22, 2012

**DATE:** February 9, 2012 **FILE No:** 5340-30-CBS/09

**FROM:** Louise Knodel-Joy, Senior Engineering Technologist Water Management Division

**SUBJECT:** Cowichan Community Land Trust Society Interpretive Centre  
Cowichan Bay Sewer Service Connection Charge

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#### **Recommendation/Action:**

That it be recommended that the Cowichan Bay Sewer System connection charge of \$3,500.00 be reduced to \$2,300.00 for the Cowichan Community Land Trust Society Interpretive Centre.

#### **Relation to the Corporate Strategic Plan:**

Develop long-range plans for sustainability in land use.


#### **Financial Impact:** (Reviewed by Finance Division: *Sen*)

The current connection charge to the Cowichan Sewer System is \$3,500.00. However, as the Cowichan Community Land Trust Society is a benevolent society, it has been requested that the fee be reduced to \$2,300.00.

#### **Background:**

In order to construct the Interpretive Centre in Cowichan Bay's Hecate Park, a Joint Utilities Board sewer capacity unit is required. As the Cowichan Bay Sewer System is currently at capacity with no sewer units available, it is proposed that a sewer unit be transferred from the Eagle Heights Sewer System to the Cowichan Bay Sewer System for a cost of \$2,300, as suggested by the Electoral Area Directors, in order for the Interpretive Centre to be built.

Submitted by,

  
Louise Knodel-Joy  
Senior Engineering Technologist  
Water Management Division  
LKJ/jlb

|  |
|--|
| <b>Reviewed by:</b><br>Division Manager: |
| <b>Approved by:</b><br>General Manager:  |

