



## ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE

WEDNESDAY, MAY 23, 2012 - 3:30 P.M.  
CVRD Boardroom, 175 Ingram Street

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### AGENDA

		<u>PAGES</u>
1.	<b><u>APPROVAL OF AGENDA</u></b>	1 - 2
2.	<b><u>ADOPTION OF MINUTES</u></b>	
	M1 Minutes of the March 28, 2012 meeting of the Engineering & Environmental Services Committee.	3 - 5
3.	<b><u>BUSINESS ARISING FROM THE MINUTES</u></b>	
4.	<b><u>DELEGATIONS:</u></b>	
	D1 Applicant: Ian Graeme Subject: Youbou Water System – request for refund	6
5.	<b><u>CORRESPONDENCE</u></b>	
6.	<b><u>REPORTS</u></b>	
	R1 Electoral Area I Critical Streetlight Installations Brian Dennison, General Manager, E&E	7
	R2 1 <sup>st</sup> Stage Approval – Burnum Water System Dave Leitch, Manager, Water Management Division	8-11
	R3 Brownfield Renewal Funding Application 3900 Drinkwater Road - Stage 1 Preliminary Site Investigation Bob McDonald, Manager, Recycling & Waste Management	12-14
	R4 In-house Curbside Program – Loan Authorization Bylaw Bob McDonald, Manager, Recycling & Waste Management	15-17
	R5 Mesachie Lake Water System Capital Reserve Fund Bylaw Dave Leitch, Manager, Water Management Division	18
	R6 Cobble Hill Drainage Merger Dave Leitch, Manager, Water Management Division	19-20
	R7 Environmental Strategic Plan Kate Miller, Manager, Regional Environmental Policy Division	21-22

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R8	Pesticide Management Program - Notice of Intent to Treat Kate Miller, Manager, Regional Environmental Policy Division	23-25
R9	Cherry Blossom Estates Water System Approval In Principle Dave Leitch, Manager, Water Management Division	26-28
R10	Sole Source Contract scrap metal Jason Adair, Superintendent, Solid Waste Operations	29-30

**7. NEW BUSINESS:**

**8. QUESTION PERIOD:**

**9. CLOSED SESSION:**

**10. ADJOURNMENT**

The next meeting of the Engineering & Environmental Services Committee will be held June 27, 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, Manager, Water Management  
Kate Miller, Manager, Regional Environmental Policy  
Jason Adair, Superintendent, Solid Waste Operations  
Mark Kueber, General Manager, Corporate Services

**Agenda Cover Only:**

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

**PRESENT:** Minutes of the regular meeting of the Engineering & Environmental Services Committee held in the CVRD Boardroom, 175 Ingram Street, Duncan, on March 28, 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

**ALSO**

**PRESENT:** B. Dennison, P. Eng., General Manager, E & E  
D. Leitch, Manager, Water Management  
B. McDonald, Manager, Recycling & Waste Management  
J. Adair, Superintendent, Solid Waste Operations  
J. Bath, Recording Secretary

**APPROVAL  
OF AGENDA**

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

**MOTION CARRIED**

**ADOPTION  
OF MINUTES**

**It was moved and seconded that the minutes of the February 22, 2012 regular Engineering & Environmental Services Committee meeting be adopted.**

**MOTION CARRIED**

**BUSINESS ARISING  
OUT OF MINUTES**

No business arising.

**DELEGATIONS**

**D1**

Wendy Sayers, Saltair Water System customer, asked that the Committee reconsider their decision to not allow a second forgiveness for a water use overage on her property as the second leak was between the main house and a second residence on the property.

Director Dorey spoke in favour of forgiveness for the second leak.

**REPORTS**

**R1**

A staff report regarding tipping fee increases under Bylaw No. 2108 was considered.

**It was moved and seconded that CVRD Bylaw No. 3591 – Solid Waste Management Charges and Regulations Amendment Bylaw, 2012 be forwarded to the Board for consideration of three readings and adoption.**

**MOTION CARRIED**

**R2**

A staff report was considered regarding establishment of a Fisher Road Advisory Committee.

It was moved and seconded that the Fisher Road Advisory Committee, which will report to CVRD staff, be established and chaired by the Director Electoral Area C – Cobble Hill, with the following Committee appointments for two year terms:

- Michael Croft
- Don Herriott
- Francis Hugo
- Rob Reid
- David Slade

**MOTION CARRIED**

**R3**

A staff report was considered regarding increasing the maximum requisition limit for the Sentinel Ridge Sewer System.

It was moved and seconded that it be recommended to the Board that a bylaw be prepared to amend "CVRD Bylaw No. 2790 – Sentinel Ridge Sewer System Service Establishment Bylaw, 2006", to increase the maximum requisition from \$42,400 to \$53,125, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.

**MOTION CARRIED**

**R4**

A staff report requesting additional funding for the Mill Springs Sewer Assessment Study was considered.

It was moved and seconded that the engineering assessment of the Mill Springs Sewer System, carried out by Kerr Wood Leidal, be funded by an additional \$4,000 from the CVRD Electoral Feasibility Studies fund, and repaid upon establishment of a Mill Springs Sewer function.

**MOTION CARRIED**

**R5**

A staff report was considered regarding two new critical street lighting locations in Electoral Area C.

It was moved and seconded that it be recommended to the Board that two *critical location streetlights* be installed at the following locations in Electoral Area C:

1. Intersection of Cobble Hill Road and Empress Avenue
  2. Intersection of Cobble Hill Road and Fisher Road
- and further that first priority be given to item Number 1 above.

**MOTION CARRIED**

## **NEW BUSINESS**

**NB1**

A staff report was considered regarding an amendment to the Lambourn Estates Sewer Service Area 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 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 002-802-651, Lot 7, Section 4, Range 6, Cowichan District, Plan 24679, except part in Plans 39250 and VIP60753.*"
3. That the amendment 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**

**D1 - continued**

It was moved and seconded that a partial forgiveness be granted to the owners of 11231 Chemainus Road to decrease the total overage payment from \$1,500 to \$300 in order to offset the cost of the newly installed waterline.

**MOTION CARRIED**

**RESOLVE INTO  
CLOSED SESSION  
4:30 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) (k).

**MOTION CARRIED**

**RISE FROM  
CLOSED SESSION  
5:20 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 5:21 pm

\_\_\_\_\_  
Chair

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

Dated:

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

Request to Address:

☐ CVRD Board☒ Committee

If Committee, specify the Committee here:

Engineering &amp; Environmental Servi

Meeting Date: 04/25/2012

Meeting Time: 1530

**Applicant Information**

Applicant Name: Ian Graeme

Representing: Mr. Ian Graeme, Mrs. Diana Life, Dr. Patricia Ty, C (Name of organization if applicable)

As: Property owners at 8181, 8191, 8201, 8211 and 8: (Capacity / Office)

Number Attending: 3

**Applicant Contact Information**

Applicant Mailing Address: 2615 Dean Avenue

Applicant City: Victoria

Applicant Telephone: 250-213-3858

Applicant Fax:

Applicant Email: Ian.Graeme@gmail.com

**Presentation Topic and Nature of Request:**

Topic: Completion of Central Youbou Water System

Nature of Request: My February 14, 2010 and subsequent emails and letters requesting a status update on the above system and a request for a refund of levies until access to the system is made available.



## STAFF REPORT

# R1

### ENGINEERING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING OF MAY 23, 2012

**DATE:** April 4, 2012 **FILE NO:** 5400-20-02/1  
**FROM:** Joanne Bath, Administration Coordinator, Engineering & Environmental Services  
**SUBJECT:** Critical Location Streetlights – Electoral Area I – Youbou/Meade Creek

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**Recommendation:**

That it be recommended to the Board that two *critical location streetlights* be installed at the following locations in Electoral Area I:

1. Intersection of Indian Road and Beaver Road
2. 8365 Beaver Road

**Relation to the Corporate Strategic Plan:** Safe and healthy community.

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

Annual operating costs will be approximately \$228.00 for each light (\$19.00 per month). BC Hydro have advised that there will be no capital installation charges. Although this expenditure was not anticipated in the 2012 budget, the budget has the capacity to incur hydro charges commencing in September 2012.

**Background:**

The CVRD Critical Location Street Lighting 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 Electoral Area Director has put forward a request due to several concerns raised by residents. These locations are on a rural road with very poor night time visibility.

Submitted by,

Joanne Bath  
Administration Coordinator  
Engineering and Environmental Services

**Reviewed by:**

Division Manager:

**Approved by:**

General Manager:

:jlb

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## STAFF REPORT

# R2

### ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF MAY 23, 2012

**DATE:** May 8, 2012 **FILE NO:** 5330-30-Burnum  
**FROM:** Louise Knodel-Joy, Water Management, Engineering & Environmental Services  
**SUBJECT:** First Stage Approval for CVRD takeover of the Burnum Water System

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#### Recommendation:

That it be recommended to the Board that:

1. First stage approval and authorization of staff time be provided to investigate the takeover of the Burnum Water System, located in Electoral Area B, as requested by Julie Hall owner of Burnum Utility, 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 the 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 owner;
  - A CVRD review of the system be undertaken in order to address deficiencies in the water system;
  - The owner of the utility be willing to transfer the system 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.
  - This list is not exhaustive and items may be added, deleted or altered prior to a formal agreement being executed; and further
2. That an assessment of the system be carried out, funded to a maximum cost of \$15,000 from the CVRD Feasibility Study Function and repaid upon establishment of a CVRD function.
3. That, upon completion of a successful petition process, bylaws be prepared to create a service area for this utility.

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

.../2



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

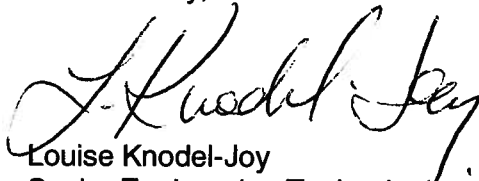
As the request to takeover this system was just received, it was not included in the 2012 budget; however, it is anticipated that CVRD-operation of this utility would not proceed until 2013. All costs to operate the utility would be borne by the users of the system. The feasibility study will be funded to a maximum cost of \$15,000, with funding provided by the CVRD Feasibility Study Function (130). The Feasibility Study function allows for approximately four studies a year and has not been fully committed. The utility currently has a reserve fund balance of approximately \$100,000.

**Background:**

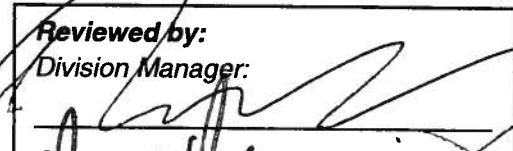
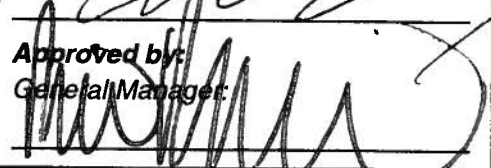
The Burnum Water System services 82 residential lots and includes four separate supply wells, reservoir, water treatment building, and water distribution system. The water system is approximately 30 years old. Due to critical health concerns, the owner is requesting that the CVRD take over the operation and ownership of the water system as soon as possible.

A review of the system is required to assess necessary upgrades required for the CVRD to take over and operate this water system.

Submitted by,

  
Louise Knodel-Joy  
Senior Engineering Technologist  
Water Management Division

LKJ/jlb

<b>Reviewed by:</b> Division Manager:	
<b>Approved by:</b> General Manager:	

May 7, 2012

Cowichan Valley Regional District  
175 Ingram Street  
Duncan, BC V9L 1N8

Attention: David Leitch

Dear Mr. Leitch

Re Burnum Utility Water Works Ltd - Sale of share

On behalf of Burnum Utility Water Works Ltd. Due to unexpected critical Health concerns, I do hereby request that Cowichan Valley Regional District take over the operation and ownership of the aforementioned water facility as soon as possible.

Yours truly



Julie Hall  
Burnum Utility  
250 737 1441  
Julie7hall@hotmail.com



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.

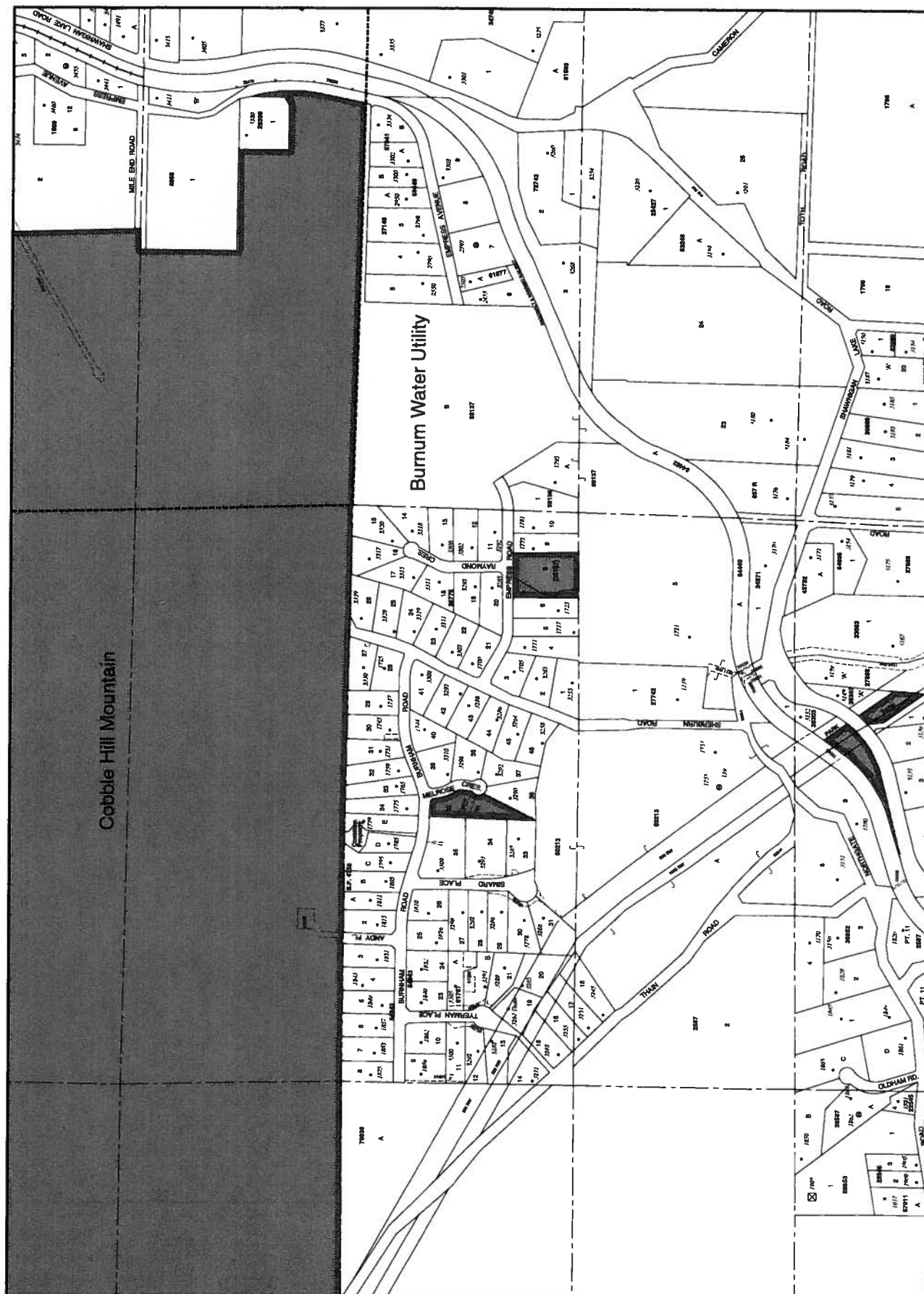
All persons making use of this compilation are advised that amendments have been consolidated for convenience purposes only and that boundaries are representational.

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

Printed: May 9, 2012



**Scale: 1:10,000**





## STAFF REPORT

# R3

### ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF MAY 23, 2012

**DATE:** May 14, 2012 **FILE NO:** 1855-03-BCB

**FROM:** Kathleen Milward, Environmental Technologist

**SUBJECT:** Brownfield Renewal Funding Program Application for Stage 1 Preliminary Site Investigation at 3900 Drinkwater Road, Duncan.

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**Recommendation/Action:**

That the committee support the submission of an application to the Brownfield Renewal Funding Program in regard to undertaking a Stage 1 Preliminary Site Investigation at the Bings Creek Solid Waste Management Complex, 3900 Drinkwater Road, Duncan.

**Relation to the Corporate Strategic Plan:**

Responsible Waste Management

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

The Brownfield Renewal Funding Program will fund up to 85% of eligible project costs or \$10,000, whichever is less, for a Stage 1 Preliminary Site Investigation. It is estimated that the Stage 1 Preliminary Site Investigation will cost approximately \$10,000. In the event that the funding application is not successful, the project costs have been included in the 2012 Budget.

**Background:**

The 52.63 acre property located at 3900 Drinkwater Road in Duncan was purchased by the CVRD in October 1996 for the purpose of constructing the Bings Creek Solid Waste Management Complex. The easternmost corner of the property was inhabited by a shake and shingle mill at the time of purchase, and the CVRD accepted assignment of the unregistered lease agreement as part of the sale. Although the original lease encompassed a 5 acre parcel, the footprint of the mill's operations eventually doubled in size to approximately 10 acres.

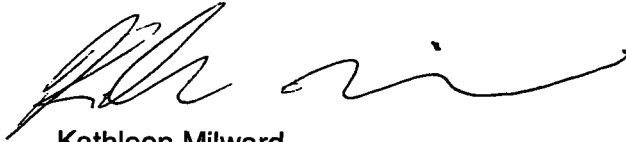
In May, 2008, the CVRD Engineering & Environmental Services Committee recommended that staff pursue subdivision of the eastern corner of the property into four new lots with Industrial Heavy (I2) Zoning. This would have enabled the CVRD to implement a formal lease agreement with the mill and provide future revenue opportunities through the attraction of heavy-industrial tenants for the proposed new lots.

As a result of consecutive unpaid rental monies, the shake and shingle mill was issued an eviction notice to vacate the premises by November 30, 2010; which included removal of all equipment, buildings and belongings. The now vacant site still contains remaining infrastructure from their operation, including a water well, concrete pads, and a three-phase hydro pole; it is also presumed to house a septic tank. Over the years, mill operations resulted in a significant amount of wood waste being stockpiled on the site, in addition to large amounts of wood chips and other fill being used to modify the existing terrain. According to interviews conducted by CVRD staff, a large above ground fuel storage tank was also used on this site.

.../2

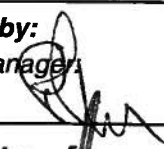

The CVRD has begun the subdivision process through the approving body of the District of North Cowichan. The 18.26 acre parcel slated for subdivision is comprised of proposed lots A through D (refer to the attached proposed site plan). As required by North Cowichan as part of the subdivision process, a site profile was carried out under the BC Contaminated Sites Regulation. The site profile indicated that the site may be contaminated based on historic uses, thus a Preliminary Site Investigation by a Qualified Environmental Consultant must take place before the subdivision process can continue.

Submitted by,



Kathleen Milward  
Environmental Technologist  
Recycling & Waste Management

KM:jlb

<b>Reviewed by:</b> Division Manager:	
<b>Approved by:</b> General Manager:	


File: \\Cvrdstore1\le\_e\Administration\Staff Reports\E&E\2012\Brownfield Renewal\$-App-BCSWMP-May-23-2012.docx

Date: November 11, 2009  
 Approving Officer: [Signature]

**Approving Officer:** \_\_\_\_\_

**SCALE 1 : 2000**

all distances are in metres.



**KENYON  
WILSON**

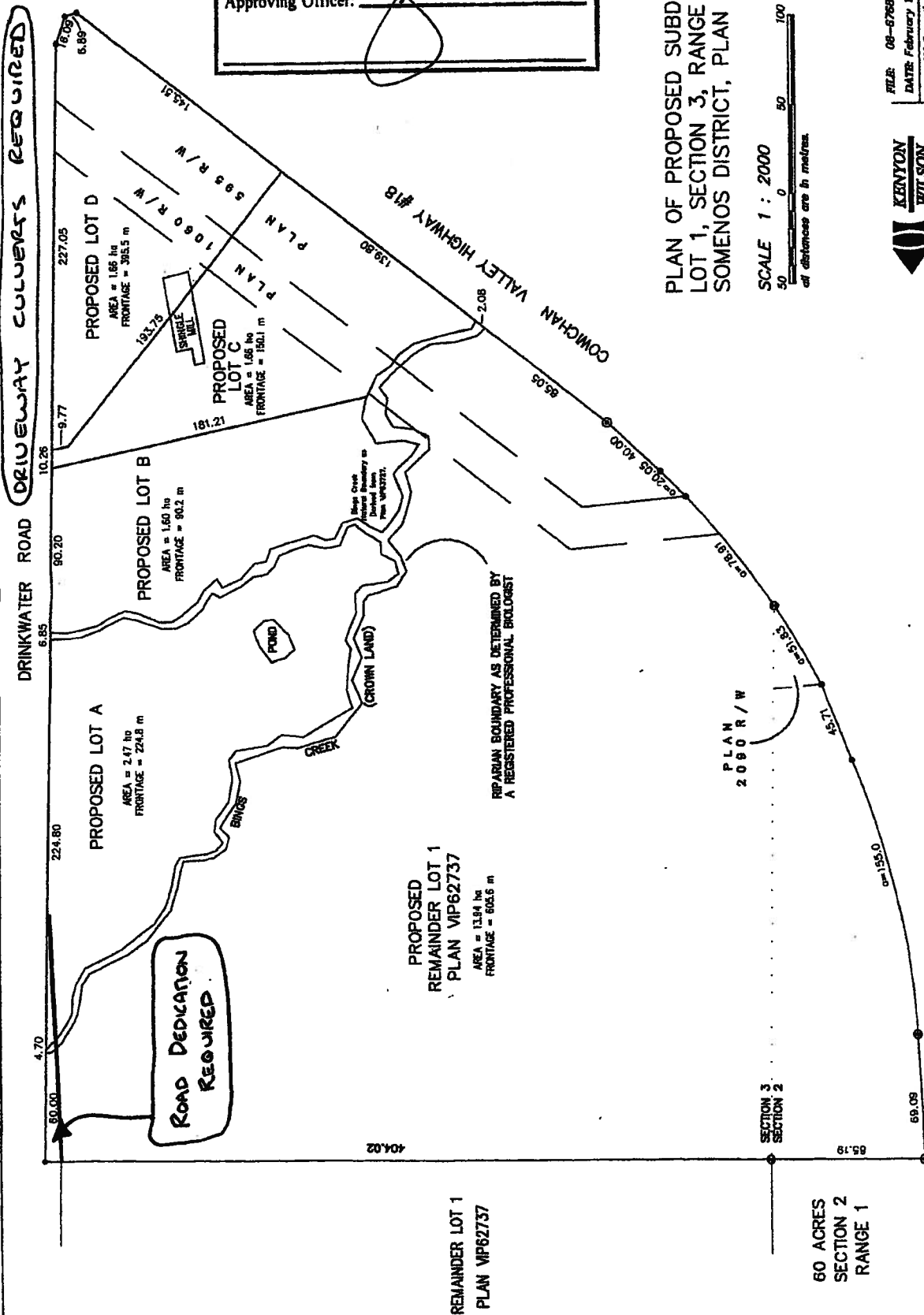
**PROFESSIONAL LAND SURVEYORS**

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**FILE:** 08-8768 CARD R2.DWG

**DATE:** February 19, 2008.

**221 Camellia Avenue**  
**Durham, N.C. 27621 (252) 746-7745**





## STAFF REPORT

# R4

### ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF MAY 23, 2012

**DATE:** May 15, 2012 **FILE NO:** 5360-30-EAs  
**FROM:** Harmony Huffman, Environmental Technologist  
**SUBJECT:** In-House Curbside Collection Trucks and wheeled totes – Loan Authorization Bylaw

#### Recommendation/Action:

That it be recommended to the Board that:

1. CVRD Bylaw No. 3607 – In-House Curbside Collection Service Loan Authorization (Trucks and Totes) Bylaw, 2012, to purchase three fully automated curbside collection trucks and 17,500 wheeled totes for an amount not to exceed \$1,775,000, to be paid back over 15 years, be forwarded to the Board for consideration of three readings, and, following provincial and voter approval, adoption.
2. An Alternate Approval Process be carried out to obtain consent of the voters for the Loan Authorization Bylaw.

#### Relation to the Corporate Strategic Plan:

Provides a reliable essential service.

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

Capital costs of \$1,775,000 incurred for the purchase of three automated curbside trucks and 17,500 wheeled totes will be funded through borrowing from the Municipal Finance Authority over a 15 year period commencing in November 2012. The service area encompasses all nine Electoral Areas, with no anticipated changes to service or fees.

#### Background:

On April 11, 2012, the CVRD Board approved the purchase of three fully automated curbside collection trucks for a cost of \$900,000, and 17,500 wheeled totes for a cost of \$875,000, for the purpose of switching from a contractor delivery service model to an in-house curbside collection model at the current levels of service, commencing June 1, 2013. The maximum total cost of the purchases will be \$1,775,000. The Board also approved that a Loan Authorization Bylaw be prepared to fund the purchase of three curbside collection totes and 17,500 wheeled totes.

Submitted by:

Harmony Huffman, Environmental Technologist  
Recycling & Waste Management Division

HH:jlh

Reviewed by:

Division Manager:

Approved by:

General Manager:



## COWICHAN VALLEY REGIONAL DISTRICT

### Bylaw No. 3607

#### **A Bylaw to Authorize the Borrowing of Funds to Purchase Three-Fully Automated Curbside Collection Trucks and 17,500 Wheeled Totes**

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**WHEREAS** the Board of the Cowichan Valley Regional District established *Solid Waste* as a Service under the provisions of Bylaw No. 1758, cited as "CVRD – Solid Waste Management Local Service Establishment Bylaw No. 22, 1996";

**AND WHEREAS** under the authority of Bylaw No. 1758 the Board of the Cowichan Valley Regional District established a garbage and/or recyclable materials collection service, to certain areas and classes of land within the CVRD, under the provisions of Bylaw No. 1958, cited as "CVRD Bylaw No. 1958 – Cowichan Valley Regional District Garbage and/or Recyclable Materials Collection Bylaw, 1999", as amended;

**AND WHEREAS** the Board of the Cowichan Valley Regional District wishes to move from a contractor delivery service model for the collection of garbage and/or recyclable materials for the service area participants of Bylaw No. 1958, to an in-house curbside collection model;

**AND WHEREAS** the Board of the Cowichan Valley Regional District wishes to borrow money to fund the purchase of three-fully automated curbside collection trucks at a cost of \$900,000; and 17,500 wheeled totes at a cost of \$875,000, for the purpose of providing in-house curbside collection services to all Nine Electoral Areas of the Regional District;

**AND WHEREAS** the estimated total cost of purchasing the equipment to provide in-house curbside collection services to all Nine Electoral Areas of the Regional District is One Million Seven Hundred and Seventy-Five Thousand Dollars (\$1,775,000);

**AND WHEREAS** the sum to be borrowed is not to exceed One Million Seven Hundred and Seventy-Five Thousand Dollars (\$1,775,000), which is the amount of debt to be created by this bylaw;

**AND WHEREAS** the authority to borrow under this bylaw expires five years from the date on which it is adopted;

**AND WHEREAS** the Board of the Cowichan Valley Regional District has obtained the approval of the service area electors for this bylaw in accordance with the *Local Government Act* and *Community Charter*;

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

.../2



**1. CITATION**

This bylaw may be cited for all purposes as "CVRD Bylaw No. 3607 – In-House Curbside Collection Service Loan Authorization (Trucks and Totes) Bylaw, 2012".

**2. LOAN AUTHORIZATION**

The Cowichan Valley Regional District is hereby empowered and authorized to purchase the capital assets necessary to provide in-house curbside collection services to all Nine Electoral Areas of the CVRD in general accordance with the plans on file in the Regional District office, and to do all things necessary in connection therewith and, without limiting the generality of the foregoing, to borrow upon the credit of the Regional District a sum not exceeding One Million Seven Hundred and Seventy-Five Thousand Dollars (\$1,775,000).

**3. TERM OF DEBENTURES**

The maximum term for which debentures may be issued to secure the debt created by this bylaw is 15 years.

**4. SERVICE TO WHICH THE LOAN AUTHORIZATION RELATES**

This bylaw relates to the *Solid Waste Management Local Service Area* established pursuant to Bylaw No. 1758, cited as "CVRD – Solid Waste Management Local Service Establishment Bylaw No. 22, 1996"; and the *Garbage and/or Recyclable Materials Collection Service* pursuant to Bylaw No. 1958, cited as "CVRD Bylaw No. 1958 – Cowichan Valley Regional District Garbage and/or Recyclable Materials Collection Bylaw, 1999".

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

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

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

I hereby certify this to be a true and correct copy of Bylaw No. 3607 as given Third Reading on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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

\_\_\_\_\_  
Date

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this \_\_\_\_\_ day  
of \_\_\_\_\_, 2012.

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

\_\_\_\_\_  
Chairperson

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



C·V·R·D

STAFF REPORT

R5

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING  
OF MAY 23, 2012

DATE: May 10, 2012

FILE NO:

Bylaws

FROM: David Leitch, ASCT., Manager, Water Management Division

SUBJECT: 2012 Capital Reserve Fund Bylaw – Mesachie Lake Water System

**Recommendation:**

That it be recommended to the Board that a Capital Reserve Fund Expenditure Bylaw be prepared for withdrawal of funds not exceeding \$25,000 from the *Mesachie Lake Water System Capital Reserve Fund* to finance reservoir access, security and Water Treatment Plant controls, and further that the 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 Impact:** (Reviewed by Finance Division: *Senf*)

As part of the 2012 approved budget, monies from the Mesachie Lake Water System were identified to be withdrawn from capital reserve funds to assist in paying the capital cost of the above-mentioned works. Without the contribution of these reserve funds, there is insufficient money in the operating budget to complete these capital projects. Currently the Mesachie Lake Water system has an uncommitted reserve balance of \$78,711.

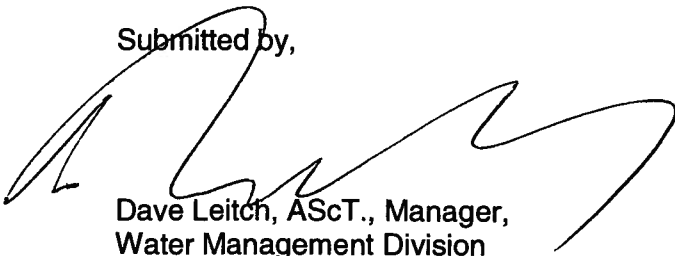
**Background:**

The Mesachie Lake reservoir is remotely located on Forestry Lands with access to the reservoir being through a CVRD right-of-way. When the CVRD took over ownership of the Mesachie Lake Water System, there was never a proper vehicle access to the reservoir and over the years, the condition of the road has steadily declined to the point where we can no longer get a service vehicle to the reservoir for regular service or in the case of an emergency.

This utility is the only CVRD operated water system that is not required by the Vancouver Island Health Authority (VIHA) to disinfect the distribution water. As a result, VIHA is requiring the CVRD to install an emergency backup disinfection system that will require a number of automation and control modifications to the water treatment building.

Accessing money for these capital upgrades through the Mesachie Lake Capital Reserve Fund will enable this work to be completed without an impact to the current rate structure.

Submitted by,



Dave Leitch, ASCT., Manager,  
Water Management Division

DL/jlb  
Bath\Z:\ES\Memos2011\E&E\BylawAmendment-ReserveFundBylaws-May25.docx

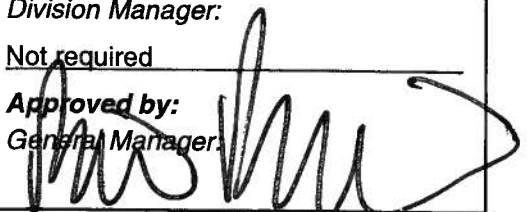
**Reviewed by:**

Division Manager:

Not required

**Approved by:**

General Manager:





## STAFF REPORT

**R6**

### ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF MAY 23, 2012

**DATE:** May 10, 2012 **FILE NO:** Bylaw No. 3538  
**FROM:** Louise Knodel-Joy, Senior Engineering Technologist Water Management Division  
**SUBJECT:** Cobble Hill Drainage System Service Merger Bylaw No. 3538

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**Recommendation/Action:**

That "CVRD Bylaw No. 3538 – Cobble Hill Drainage System Service Merger Bylaw, 2011", be amended by changing the maximum requisition limit from \$18,800 to \$19,600; and that the amended bylaw be forwarded to the Board for consideration of the third reading as amended; and following provincial approval, be forwarded to the Board for consideration of adoption.

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

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

The current requisition limit for the Twin Cedars Drainage System Service (Bylaw No. 2858) was set in February, 2007 at the greater of \$7,431 or an amount that equals the amount raised by applying a property value tax rate of \$4.5256 per \$1,000 to the net taxable value of land and improvements in the service area. The current requisition limit for the Cobble Hill Drainage System Service (Bylaw No. 3085) was set in September, 2009 at the greater of \$9,912 or an amount that equals the amount raised by applying a property value tax rate of \$0.1434 per \$1,000 to the net taxable value of land and improvements in the service area. The current requisition limit for the Cobble Hill Village Drainage #2 Service System (Bylaw No. 3104) was set in May 2008 at the greater of \$3,200 or an amount that equals the amount raised by applying a property value tax rate of \$9.19 per \$1,000 to the net taxable value of land and improvements in the service area. In order to accommodate operating costs for the merged service area of approximately 325 properties, the maximum requisition of the overall drainage system will be \$19,600 annually.


The annual cost of providing the service is to be recovered through property value taxes to be requisitioned and collected on the basis of the net taxable value of land and improvements within the participating areas, and are currently \$7,125 for the Twin Cedars Drainage System, \$2,800 for the Cobble Hill Village #2 Drainage System and \$8,260 for the Cobble Hill Drainage System. Merging the three services areas into one overall service area will result in a reduction in costs to the current customers of the Twin Cedars System and Cobble Hill Village #2 Drainage System. Charges for the Cobble Hill Drainage System will rise from \$0.1434 to \$0.1792 per thousand to the net taxable value of land and improvements in the service area, which is less than the maximum requisition limit increase allowable of 25%, over a five year period, with the Electoral Area Director's consent in accordance with Section 801 of the Local Government Act. Annual charges for residential property owners assessed value within the merged service area are anticipated to be \$15.33 per \$100,000.

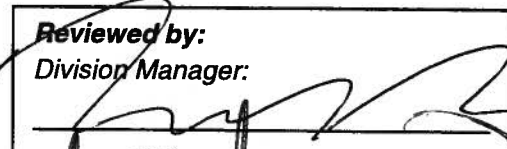

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**Background:**

In order to correct an error in the maximum requisition limit set out in Bylaw No. 3538, it is recommended that the third reading of "Bylaw No. 3538 – Cobble Hill Drainage System Service Merger Bylaw, 2011", which merges the Twin Cedars Drainage System, the Cobble Hill Village Drainage #2 System and the Cobble Hill Drainage System into one overall drainage system service, be rescinded, and an amendment bylaw be created to change the maximum requisition limit from **\$18,800 to \$19,600.**

Submitted by,

  
Louise Knodel-Joy  
Senior Engineering Technologist  
Water Management Division

<b>Reviewed by:</b> Division Manager:

<b>Approved by:</b> General Manager:


LKJ/jlb

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**R7**

## **STAFF REPORT**

### **ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF MAY 23, 2012**

**DATE:** May 15, 2012

File No.

**FROM:** Kate Miller, M.Sc. MCIP, LEED AP, Manager Regional Environmental Policy Division

**SUBJECT:** Development of a CVRD Environmental Strategy

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**Recommendation/Action:** For information purposes only.

**Relation to the Corporate Strategic Plan:**

This initiative is a action item under the *Lead By Example* strategic objective, which had an action item of initiating a Regional Strategic Environmental Plan in 2012.

**Financial Impact:** Not at this time, associated budget was approved in the 2012 Budget.

**Background:**

The CVRD'S Environment Commission was formally established in 2007, one of the primary tasks the Commission was charged with was the development of an Environmental Strategy for the region. The Commission felt that the development of a fully detailed strategy document with goals, actions and specific activities was not necessary at that time and instead recommended that the CVRD incorporate the following goals into their operations and corporate philosophy:

- to do no harm to the natural environment, by determining what the limits and carrying capacity of our environment are and staying within them;
- to enhance and restore/rehabilitate the natural infrastructure, by developing tools and mechanisms which provide positive and negative incentives for environmental stewardship;
- to enhance and restore/rehabilitate the natural infrastructure, by developing tools and mechanisms which provide positive and negative incentives for environmental stewardship;
- to encourage development of infrastructure that protects and enhances that natural environment.
- to lead in environmental excellence through CVRD policies and operations.

Those goals are now a fundamental component of the CVRD corporate strategic plan, which provides high level guidance to the organization as a whole. Subsequent to that recommendation the Commission undertook a community consultation process, in partnership with the CVRD Environmental Policy Division, under the **12 big ideas campaign** to gauge public support and interest in the CVRD's proposed areas of environmental activities. This public outreach and consultation was extremely successful and identified the CVRD as a leader in early environmental planning and Commission as a legitimate entity in the community.

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Following the public and corporate discussions regarding environmental issues, there were many questions posed about the actual state of the CVRD environment and the basis upon which to make strategic and effective future recommendations for action. Under the rubric of "*if you don't measure you don't manage*", the 2010 State of the Environment report was developed. This document established a science based background document providing a baseline for the development of targets and goals for the future in a number of key areas, including both the state of the CVRD's natural environment, as well as its human interactions with the natural environment.

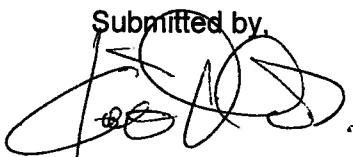
Both the CVRD Environment Commission and the Regional Environmental Policy Division have proposed that now is the appropriate time to develop a subsequent Environmental Strategic Plan (ESP), which will outline a strategy for the CVRD to address priority environmental issues, the associated process, and structures required for effective implementation. This plan will provide a basis for the organization in moving forward to meeting its objectives similar to the Solid Waste Management Strategy or the recently completed Sustainable Economic Development Strategy. It is anticipated that this planning process will be developed in partnership between the two organizational entities, but may also be inclusive of other community or organizational groups and perspectives. Staff and the Environment Commission will, as their initial task, finalize the ESP scope of work. This strategy will provide important information to the ongoing development of a Regional Sustainability Strategy.

At this time the proposed ESP will address *a broad, high-level assessment of the CVRD relationship to environmental issues*, with the focus on strategic guidance rather than in depth technical evaluation of specific issues. The ESP will, however, identify where further in-depth technical study is required.

The ESP will also consider existing or upcoming planning processes (i.e. Regional Sustainability Strategy, Cowichan Basin Water Study, Solid Waste Management Plan etc.). Rather than overlap in scope with these initiatives, the ESP is intended to be the document that provides a environmental focus and action plan within a consistent, CVRD-wide strategy and policy development. Additionally, the ESP will identify resources and funding required for plan implementation. A core goal of the ESP will be achieving maximum benefit relative to the limited CVRD resources available.

The CVRD's unique and innovative approach recognizes that implementing an integrated environmental strategy will require several years, and occur within an ever shifting context of regulatory changes, economic cycles and a significant probability of accelerated climate change impacts. The Environment Commission is intended to be a permanent structure within the CVRD, a standing body tasked with advising the CVRD on managing environmental considerations within this complex context. The ESP is therefore intended to be a flexible blue print for action that can be adjusted to reflect emerging priorities and incorporate adaptive responses to a changing environment.

Submitted by,

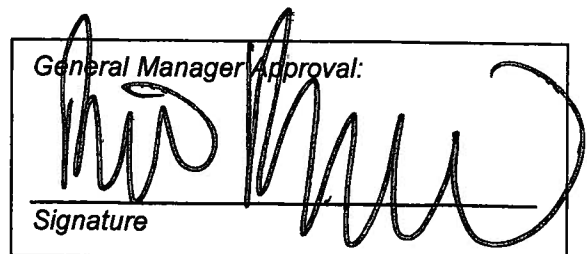


Kate Miller, Manager  
Regional Environmental Policy Division

KM:jlb

General Manager Approval:

Signature



**R8****STAFF REPORT****ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING  
OF MAY 23, 2012****DATE:** May 15, 2012**File No.** 5280-01-MELP**FROM:** Kate Miller, M.Sc. MCIP, LEED AP, Manager Regional Environmental Policy Division**SUBJECT:** Notice of Intent to Treat Under a Multi Agency Pest Management Plan (PMP)

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**Recommendation/Action:** For information purposes only.**Relation to the Corporate Strategic Plan:**

This external initiative is linked to the corporate strategic action *Identifying and Mapping Areas of High Conservation Value* and *Develop Policies and Guidelines to Protect Sensitive Areas*. The CVRD 2012 annual work plan includes an action item to develop an invasive species strategy for the region - the CVRD specific strategy will identify species of concern based on public health, impacts to infrastructure and biodiversity.

**Financial Impact:** (n/a)**Background:**

The Province of BC has provided us with the attached formal *Notice of Intent to Treat* invasive species on Crown Lands under the jurisdiction of the following provincial agencies: Ministry of Forests, Lands and Natural Resource Operations, Transportation and Infrastructure, and Environment (Parks and Protected areas). This Pesticide Management Plan (PMP) is a coordinated multi agency approach and will be lead by the Ministry of Forests, Lands and Natural Resource Operations.

The pest management plan will include manual, mechanical and biological controls, as well as spot application of three herbicides (glyphosate, triclopyr and minopyralid), on appropriate sites and species. The herbicide may be applied using a combination of stem injection, cut and insert, wick application, basal bark or backpack sprayers.

The area of treatment covers Crown Lands over the whole of the CVRD. The proponent has worked closely with the Coastal Invasive Plant Committee (CIPC) of which the CVRD is a partner. The CIPC has developed a strategic plan to address high priority species and a presentation was made to the Regional Board in April 2011 that discussed how the plan was developed and opportunities for local government involvement for lands under their jurisdiction. Copies of the CIPC strategy can be provided to directors at their request. The province, through this PMP, seeks to address priority species on the lands in which it has responsibility to manage.

Submitted by,

Kate Miller, Manager  
Regional Environmental Policy Division

General Manager Approval:

Signature

KM:jlb

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File: 15460-07/ PMP 738-0012-09/14

April 30, 2012

Jeff Fournier  
Senior Pesticide Management Officer  
Ministry of Environment  
Lower Mainland and Vancouver Island Regions  
10470 - 152 Street  
Surrey, BC V3R-0Y3

Dear Jeff Fournier:

**Re: 2012 Notice of Intent to Treat under the South Coastal Multi-agency Pest Management Plan (PMP) 738-0012-09/14**

The provincial agencies authorized to participate under the south coastal multi-agency PMP are the Ministries of Forests, Lands and Natural Resource Operations, Transportation and Infrastructure, and Environment (Parks & Protected Areas). The Ministry of Forests, Lands and Natural Resource Operations is the proponent. Each agency is committed to the principles of integrated pest management, thereby employing manual, mechanical and biological controls, as well as spot application of three herbicides (glyphosate, triclopyr and aminopyralid), on appropriate sites and species. The herbicides may be applied using a combination of stem injection, cut & insert, wick application, basal bark or backpack sprayers.

The earliest anticipated date to commence treatment, as per *Section 42* of the *Integrated Pest Management Regulations*, is May 22, 2012.

This PMP covers management of invasive alien plants on provincial Crown land within the geographic area defined by the Coastal Invasive Plant Committee (CIPC), which includes the following eight regional districts: Capital, Cowichan Valley, Alberni-Clayoquot, Comox Valley, Strathcona, Nanaimo, Powell River and Mount Waddington. The Ministry of Forests, Lands and Natural Resource Operations collaborates closely with the CIPC and partnering provincial agencies to enhance coordination across all jurisdictions to aid in eradicating/containing high priority invasive plant species that threaten human health and the biodiversity of high value ecosystems.

All invasive plant data is maintained within the Invasive Alien Plant Program (IAPP) application. Known sites may be viewed via the Map Display component within IAPP at: <http://www.for.gov.bc.ca/hra/Plants/application.htm>. The IAPP Application only indicates invasive plant/noxious weed incursions that have been entered into the database to date. Since these problematic

Page 1 of 2

Ministry of Forests, Lands and  
Natural Resource Operations

Range Branch Headquarters  
Regional Operations Division

Location:  
441 Columbia Street  
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Jeff Fournier

plants occur within the most densely populated area of BC, changes to the landscape occur too rapidly to realistically capture real-time spatial information for the purpose of accurately pre-identifying all areas to be treated under the authority of the PMP. However, the following areas may be treated:

Ministry of Forests, Lands and Natural Resource Operations - forest service roads, cut blocks and in-block roads, riparian areas and gravel pits within the South Island, Campbell River, North Island-Central Coast, and Sunshine Coast (excluding the Sechelt side) natural resource districts.

Ministry of Environment - conservancy areas, ecological reserves, protected areas, provincial parks, wildlife management areas, transfers of administration and control and acquisitions, including ecologically sensitive areas, riparian and wetland areas.

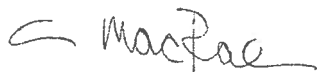
Ministry of Transportation and Infrastructure - rights-of-way, gravel pits, high traffic areas, and areas adjacent to sensitive ecological sites within Service Areas 1, 2, 3 and part of 5.

The following is a rough estimate of the number of sites and area planned for treatment by agency within the PMP area this year, based on existing information.

Agency	Estimated Chemical Site Treatments	Estimated Total Area (ha)
Forests, Lands and Natural Resource Operations	39	30
Transportation and Infrastructure	104	30
Environment (Parks and Protected Areas)	5	5
<b>TOTALS:</b>	148	65

As surveys of invasive plants will be completed throughout the field season, please note that there may be a need for additional unplanned treatments in order to eradicate early detection rapid response species before they become well-established. Also an effort will be made to conduct follow-up treatments to sites that were initially treated in the past.

Yours truly,



Catherine MacRae, P.Ag.  
Invasive Plant Specialist  
Range Branch

pc: W. Blake Fougere, Resource Stewardship Officer, Sunshine Coast District  
Becky Brown, EDRR Coordinator, Range Branch – Victoria  
Val Miller, Invasive Plant Officer, Range Branch - Nelson  
Crystal Wheeler, Environmental Roadside Manager, Ministry of Transportation and Infrastructure  
Amber Smith, Assistant Environmental Coordinator, Ministry of Transportation and Infrastructure  
Rachel McElory, Coordinator Coastal Invasive Plant Committee  
Michael Nihls, Manager of Parks, Comox Valley Regional District  
Carolyn Richman, Chair, Capital Region Invasive Species Partnership  
Kate Miller, Manager Regional Environmental Policy, Cowichan Valley Regional District



**R9**

## STAFF REPORT

### ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF MAY 23, 2012

DATE: May 16, 2012

FILE NO:

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

SUBJECT: Cherry Blossom Estates - First Stage Approval Amendment

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

That first stage approval granted to owners of Cherry Blossom Estates, "Lot 1, Section 8, Range 6, Sahtlam District, Plan 12309, Except Those Parts in Plans 22890, 23708, 25003 and 29157" be amended to be consistent with Zoning Amendment Bylaw No. 3285 (Cherry Blossom Estates) by acknowledging that the approval is for servicing of a 50 unit strata lot subdivision and by adding the following conditions:

1. That the sewage system be designed and constructed to treat and distributed effluent for irrigation and toilet use;
2. That water meters be installed at the developer's cost and a rate structure established to encourage conservation;
3. That a covenant be registered on all properties proposed for connection to the water and sewer systems to require "low flow" fixtures and appliances and the use of native and drought tolerant plant species for landscaping;
4. This list is not exhaustive and items may be added, deleted or altered prior to a formal agreement being executed.

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

**Financial Impact:** Not Applicable

#### **Background:**

The following resolution (No. 09-070-2) was ratified by the Cowichan Valley Regional District Board at their regular meeting of February 11, 2009:

*"That the CVRD grant approval in principle for takeover of the water and sanitary sewer systems for a proposed 90 lot strata subdivision, described as "Lot 1, Section 8, Range 6, Sahtlam District, Plan 12309, Except Those Parts in Plans 22890, 23708, 25003 and 29157", as requested in a letter from Robin Mayo, Ana Sona Investments Ltd., dated December 8, 2008, subject to the following conditions and without prejudice to the rezoning process:*

1. *The preliminary concepts, detailed design and installation must be approved by Engineering Services staff to ensure compliance with CVRD Design Standards and Subdivision Bylaw 1215, and further that the treatment system meet a Class A standard.*
2. *The developer must 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 for the sewage treatment and disposal system.*

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3. *That the developer provide a two-year warranty on the completed works, backed by an irrevocable Letter of Credit.*
4. *All lands on which infrastructure works are located are transferred to the CVRD, except where not practical, in which case will be 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 and disposal of effluent must be to ground.*
6. *The developer is required to provide a suitable reserve fund to start the water and sewer functions.*
7. *The developer is required to provide all water and sewer servicing infrastructure, including but not limited to, pumps, reservoir, SCADA system, fire protection, controls and mainlines, and sewage treatment works, disposal system, pumps, controls, gensets, and mainlines for the proposed development.*
8. *The developer shall pay all costs associated with monitoring and sampling requirements for the sewer system for the initial intensive monitoring period.*
9. *A utility transfer agreement must be executed between the CVRD and the owner/developer.*
10. *That the water source, treatment, reservoir and distribution works have adequate capacity and fire flow and have received approval from the Vancouver Island Health Authority.*
11. *That the developer provide an irrevocable letter of credit to be held as a contingency fund for up to two 2-years after 80% build-out of the development, in the event that it negatively impacts neighbouring wells, at which time it would be connected to a municipal system, using the developer's contingency fund.*
12. *That a successful petition process be carried out for establishment of service areas for the water and sewage systems;*

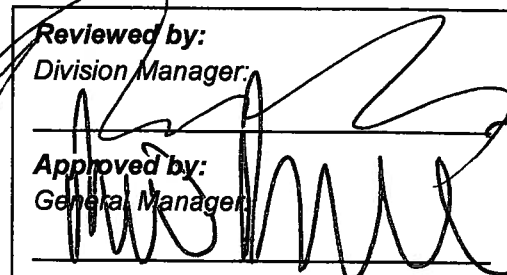
*and further that the necessary bylaws be prepared to create water and sewer service areas for these systems."*

Further to this approval, re-zoning of the former heavy industrial property was undertaken whereby the permitted number of dwellings was established at 50 and the owner was required to register a covenant on the property which included community water and sewer connection, water conservation and reuse of recycled wastewater for residential purposes. These lands subsequently reverted to the province prior to the covenants registration so it was not possible for the applicant to have it registered on title. As an alternative, the zoning was amended to include servicing and other development requirements within the new zone rather than in a covenant. The proposed changes to the first stage approval are intended to reinforce requirements contained within Zoning Amendment Bylaw No. 3285 (Cherry Blossom Estates).

Submitted by,

  
Louise Knodel-Joy  
Senior Engineering Technologist  
Water Management Division

Reviewed by:
Division Manager:
Approved by:
General Manager:





**The Regional District does not warrant the accuracy.**

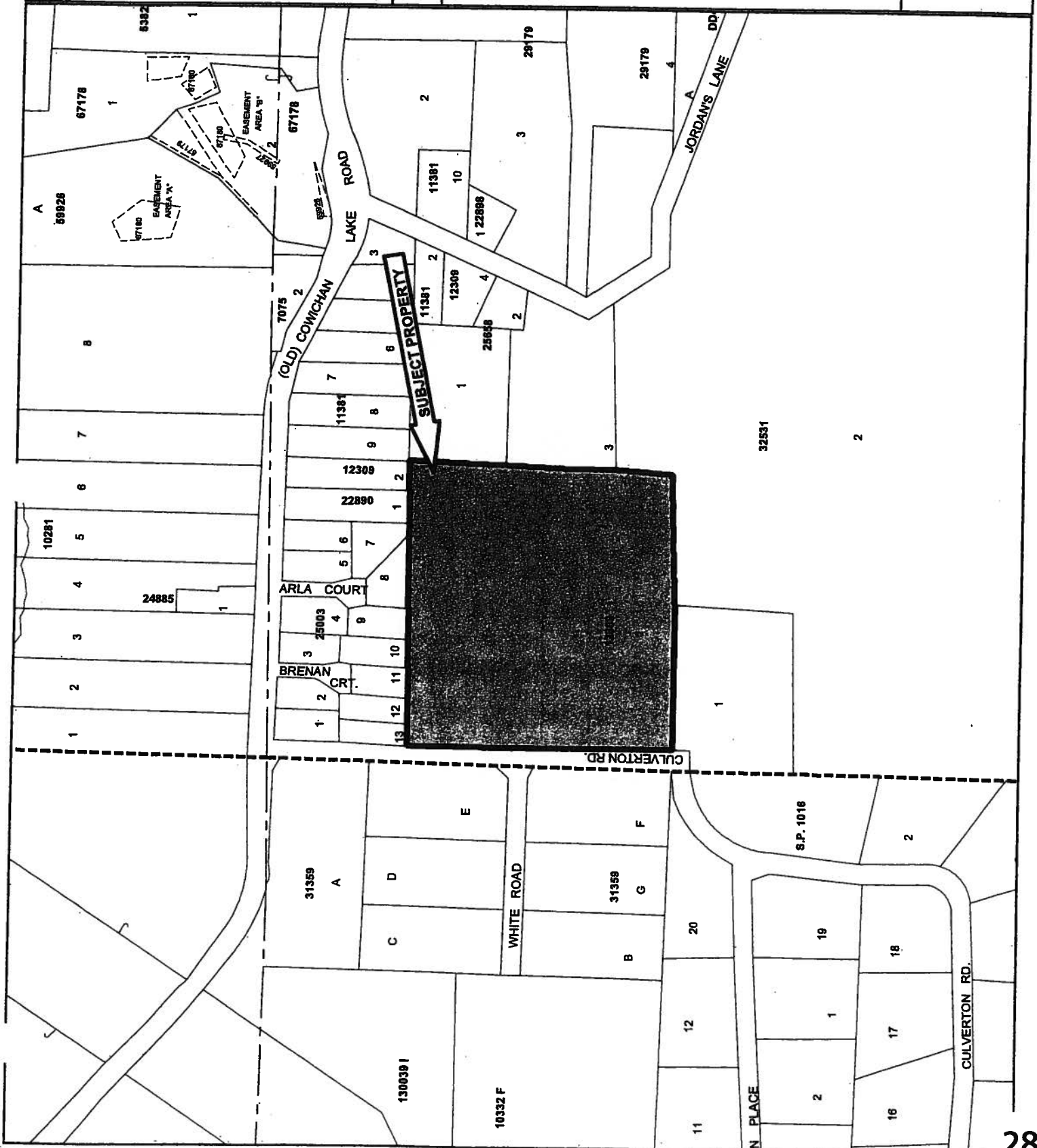
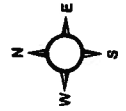
The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

**FILE: 7-E-07-RS**

### Legend



**Subject Property**



**R10****STAFF REPORT****ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING  
OF MAY 23, 2012****DATE:** May 16, 2012**FILE NO:** 2320-20-ScrapMetal**FROM:** Jason Adair, Superintendent, Solid Waste Operations**SUBJECT:** Sole Source Metal Processing**Recommendation/Action:**

That it be recommended that the CVRD Board approve a sole source three year contract to Schnitzer-Steel Pacific Inc. for scrap metal processing from July 1, 2012 to June 30, 2015.

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

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

The current metal processing contract provides revenues of \$80 per tonne and produced revenues of \$70,145 in 2011. Under terms of the new contract the per tonne rate will be based on the monthly Seattle American Metal Market Pricing minus a \$40 per tonne processing fee. For example, in April 2012 the price for scrap metal was \$175 per tonne, minus the \$40 processing fee; producing a reimbursement of \$135 a tonne, which results in an improvement of \$55 per tonne over the current contracted rate of \$80 per tonne. If this pricing trend were to continue from the contract implementation on July 1, 2012, metal salvaging revenue would increase by an estimated \$20,000 in 2012.

**Monthly Seattle American Metal Market Pricing 2012**

	Metal Price	Processing Fee	CVRD Revenue	Current CVRD Revenue	Increase Under New Terms
January	\$165	\$40	\$125	\$80	\$45
February	\$170	\$40	\$130	\$80	\$50
March	\$165	\$40	\$125	\$80	\$45
April	\$175	\$40	\$135	\$80	\$55
May	\$170	\$40	\$130	\$80	\$50

**Background:**

The three Solid Waste Management Complexes (Bings Creek, Peerless Road and Meade Creek) currently accept scrap metal for recycling. The current processor of this material is Schnitzer-Steel Pacific Inc. who is contractually obligated to provide on-site steel bins, haul and process all the CVRD's Scrap Metal.

Schnitzer-Steel Pacific is currently the only metal processor in the local area having purchased the majority ownership of all other local competitors in the metal salvaging business south of Campbell River. Under the new metal processing agreement the CVRD would be paid according to the monthly Seattle American Metal Market Pricing Index.

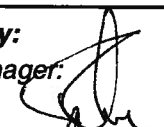

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Also, Schnitzer-Steel Pacific Inc. owns the steel mills that use the collected scrap metal in this agreement. This reduces the exposure of a limited processing market in a depressed market. Due to these conditions, CVRD staff are recommending a sole source agreement with Schnitzer-Steel Pacific Inc.

Submitted by,



Jason Adair, Superintendent  
Solid Waste Operations

<b>Reviewed by:</b> Division Manager:	
<b>Approved by:</b> General Manager:	

JA:jlb  
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