



ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE

WEDNESDAY, JANUARY 23, 2013

3:00 P.M.

CVRD Boardroom, 175 Ingram Street

AGENDA

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2.	<u>ADOPTION OF MINUTES:</u>	
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3.	<u>BUSINESS ARISING FROM THE MINUTES:</u>	
4.	<u>DELEGATIONS:</u> none	
5.	<u>CORRESPONDENCE:</u> none	
6.	<u>REPORTS:</u>	
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8. **QUESTION PERIOD:**

9. **CLOSED SESSION:**

10. **ADJOURNMENT**

The next meeting of the Engineering & Environmental Services Committee will be held February 27, 2013.

Distribution:

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

Director Marcotte
Director McGonigle
Director Morrison
Director Walker
Director Weaver

As Well As:

Rob 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, General 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 November 28, 2012 at 3:30 p.m.

PRESENT: Director Iannidinardo, Chair
Director Dorey, Vice-Chair
Directors Duncan, Fraser, Giles, Hutchins,
Lefebure <4:30 p.m.>, Marcotte, Morrison, Walker
and Weaver

ABSENT: Director McGonigle

ALSO

PRESENT: W. Jones, CAO, CVRD
B. Dennison, P. Eng., General Manager, E & E
B. McDonald, Manager, Recycling & Waste Man.
J. Adair, Superintendent, Solid Waste Operations
J. Bath, Recording Secretary

**APPROVAL
OF AGENDA**

The following items were added to the agenda:

NB1 – Cowichan Bay float homes
NB2 – Peerless Road facility upgrades
NB3 – Glass Collection

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

MOTION CARRIED

**ADOPTION
OF MINUTES**

It was moved and seconded that the minutes of the October 24, 2012 regular Engineering & Environmental Services Committee meeting be adopted.

MOTION CARRIED

**BUSINESS ARISING OUT
OF MINUTES**

No business arising

DELEGATIONS

D1

Chemainus Secondary School's Green Team requested funding towards a recycling station at their school.

R1

(Brought forward)

A staff report was considered regarding Chemainus Secondary School's request for a donation towards two new Recycling Centres.

It was moved and seconded that a one-time donation of \$850 be provided from Function 520 towards the Chemainus Secondary School's purchase of recycling centres to assist with the School's *"Zero Waste Pilot Demonstration Project"*.

MOTION CARRIED

It was moved and seconded that staff develop a policy regarding provision of donations to schools and non-profit groups seeking funding for green initiatives.

MOTION CARRIED

D2

Robert Carlyle requested forgiveness for his Youbou Water System user fee invoice for the period April 15 to October 15, 2012 due to a water leak on his property.

It was moved and seconded that a one-time forgiveness for excessive water usage be granted to 8160 Sa-see-nos Crescent, in accordance with CVRD Bylaw No. .2946 – Youbou Water System Management Bylaw, 2007.

MOTION CARRIED

D3

Brian Roberts, Cowichan Energy Alternatives Society provided a status update on bio-fuel production in the Cowichan Valley and the bio-diesel pump/distribution system at the Bings Creek Solid Waste Management Complex.

REPORTS

R2

A staff report was considered regarding an amendment to the Twin Cedars Sewer System Service Area.

It was moved and seconded that it be recommended to the Board that "CVRD Bylaw No. 2871 – Twin Cedars Sewer System Service Establishment Bylaw, 2006", be amended to revise the service area boundaries to include the following CVRD Parks properties:

Quarry Nature Park:

PID 025-019-058, Lot 1, Sections 11 & 12, Range 5, Shawnigan District, Plan 72280

PID 000-546-640 Lot A, Sections 12 & 13, Range 5, Shawnigan District, Plan 41279

Cobble Hill Common:

PID: 006-913-211, Lot 1, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809

PID: 006-913-229; Lot 2, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809

PID: 006-913-253; Lot 3, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809

PID: 006-913-261; Lot 4, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809

PID: 006-913-300; Lot 5, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809

PID: 006-913-326; Lot 6, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809

PID: 006-913-270; Lot 7, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809

PID: 006-913-296; Lot 8, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809

Watson Avenue Wetland Park:

PID: 017-390-842; Lot 4, Section 12, Range 6, Shawnigan District, Plan VIP84630

2. That the amended bylaw be forwarded to the Board for consideration of three readings and adoption.
3. That all connection fees for the above note properties be waived.

MOTION CARRIED

R3

A staff report was brought forward regarding an amendment to the Douglas Hill Water System Management Bylaw.

Discussion took place regarding swaying from CVRD policy in allowing a larger consumption rate than is normal for CVRD water systems. The Director for Electoral Area C advised that this water system used to have unlimited consumption, so this is a change and it will gradually be reduced again.

It was moved and seconded that "CVRD Bylaw No. 3657 – Douglas Hill Water System Management Amendment Bylaw, 2012" be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

R4

A staff report was considered regarding a petition to include Hecate Park into the Cowichan Bay Waterworks District.

It was moved and seconded that a petition be submitted to the Cowichan Bay Waterworks District to include Hecate Park and the Cowichan Bay Boat Launch (legally described as "Water Lease Lots 645 & 648, Cowichan Land District"), within the Cowichan Bay Waterworks District, and that the Board Chair and Corporate Secretary be authorized to sign the necessary documents.

MOTION CARRIED

R5

A staff report was considered regarding an amendment request to the Lambourn Estates Sewer service area.

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 service area be received.
2. That *CVRD Bylaw No. 3052 – Lambourn Estates Sewer System Service Establishment Bylaw, 2008* be amended to include the following properties:
"PID 003-753-131, Lot 2, Section 4, Range 6, Plan 18564, Cowichan District"
"PID 003-698-823, Lot 2, Section 4, Range 6, Plan 19165, Cowichan District"
"PID 003-698-521, Lot 4, Section 4, Range 6, Plan 19165, Cowichan District"
"PID 003-698-475, Lot 1, Section 4, Range 6, Plan 19165, Cowichan District" and
"PID 002-802-571, Lot 1, Section 4, Range 6, Plan 24679, Cowichan District"

and further that the amended bylaw be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

R6

A staff report provided the Committee with an overview of the draft *Packaging and Printed Paper (PPP) Stewardship Plan*.

FOR INFORMATION

It was moved and seconded that staff provide the Committee with an educational report on appropriate recycling methods.

MOTION CARRIED

R7

A staff report provided the new Cobble Hill Drainage System Management Bylaw.

It was moved and seconded that it be recommended that "*CVRD Bylaw No. 3650 – Cobble Hill Drainage System Management Bylaw, 2012*" be forwarded to the CVRD Board for three readings and adoption.

MOTION CARRIED

R8

A staff report provided a summary of Regional Recycling Data collected for 2011.

FOR INFORMATION

NEW BUSINESS

NB1

A staff report was considered regarding carrying out a Feasibility Study to explore engineering options, cost and funding to connect float homes to the Cowichan Bay Sewer System.

It was moved and seconded that it be recommended that staff be authorized to proceed with a Feasibility Study for Cowichan Bay Marinas and float homes, and further that the study be funded to a maximum amount of \$15,000 to be withdrawn from the Electoral Feasibility Studies Function and repaid upon establishment of a Debt Repayment Service Area within the Cowichan Bay Sewer System Service Area.

MOTION CARRIED

NB3

(Brought forward)

Director Giles asked staff why glass is not collected as part of the curbside collection program?

Mr. McDonald responded that, although it is an inconvenience, collection of glass is very labour intensive and costly to collect at curbside. We encourage residents to stockpile items that are not collected at curbside and bring to CVRD Recycling Depots where they can see the many other items that are collected.

NB2

Staff provided a PowerPoint presentation giving an update on the Peerless Road Recycling Depot upgrade project.

FOR INFORMATION

It was moved and seconded that an information board be installed at Peerless Road to provide display project information and allow public input by means of a comment sheet or other appropriate means within the soonest possible timeframe.

MOTION CARRIED

**RESOLVE INTO
CLOSED SESSION
5:40 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, Section 90 {Sub (1) (c)}.

MOTION CARRIED

**RISE FROM
CLOSED SESSION
5:45 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 5:46 pm

Chair

Recording Secretary

Dated:



R1

STAFF REPORT

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF JANUARY 23, 2013

DATE: December 5, 2012 **FILE NO:** 0400-01/EA-B
FROM: Louise Knodel-Joy, Water Management, Engineering & Environmental Services
SUBJECT: Engineering Assessment – Warmland Properties Development Sewer Systems

Recommendation/Action:

That the CVRD Board approve 100% funding from the CVRD Feasibility Study Function to carry out an engineering assessment of the Warmland Property development's three strata sewer systems, to a maximum cost of \$15,000, and further that if a new CVRD sewer service function is created, the funds be reimbursed by the newly created service area.

Relation to the Corporate Strategic Plan: Reliable essential service.

Financial Implications: (Reviewed by Finance Division: sem)

All costs would be funded by the CVRD Feasibility Study Function and repaid by the service area should a new service area function be created from this process.

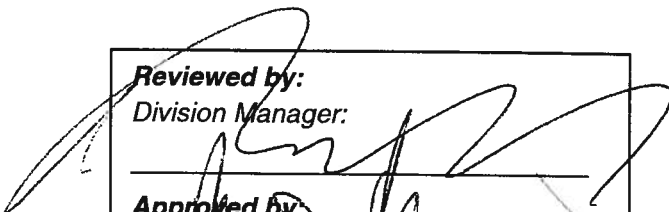
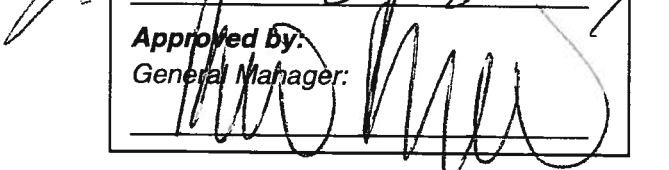
Background:

At the Board meeting of February 8, 2012, it was resolved that an assessment of the three sewer 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 planning study grant. However, following this, staff received notice from the Province that there have been no grants awarded from the Planning Study Grant Program since 2010. Consequently, the three strata corporations have requested approval to have the cost of the assessment funded from the CVRD Feasibility Study Function. Upon successful completion of CVRD takeover of the systems, the cost of the assessment would be returned to the CVRD Feasibility Study Function.

Submitted by,


Louise Knodel-Joy
Senior Engineering Technologist
Water Management Division

LKJ:jlb

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



R2

STAFF REPORT

ENGINEERING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING OF JANUARY 23, 2013

DATE: January 10, 2013 **FILE No:** 5330-30-CWS/SWW/SWS/SLN
FROM: Gord Bonekamp, Senior Engineering Technologist, Water Management Division
SUBJECT: Capital Expenditures Prior to Adoption of 2013 Budget

Recommendation:

That it be recommended to the Board that the CVRD Purchasing Policy be waived, and prior to approval of the 2013 budget, authorize undertaking of capital works for The Carlton and the Shellwood Water Systems.

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

Financial Implications: (Reviewed by Finance Division: *SEW*)

Carlton Water System: \$344,374 has been budgeted in 2013 for capital upgrades to this system, of which \$50,000 will be funded by MFA Long Term Borrowing and \$260,000 funded by Community Works (Gas Tax) Fund. This water system has a reserve fund of \$34,374, which is being transferred over to the CVRD.

Shellwood Water System: \$443,058 has been budgeted in 2013 for capital upgrades to this system, of which \$85,000 will be funded by MFA Long Term Borrowing and \$260,000 funded through the Community Works (Gas Tax) Fund. This water system has a reserve fund \$98,058, which is being transferred over to the CVRD.

Background

The CVRD took over ownership of the Carlton and Shellwood Improvement District water systems effective January 2, 2013. Staff would like to proceed with capital upgrade preliminary design work for water treatment buildings and reservoir replacements for both the Carlton and Shellwood Water Systems prior to approval of the 2013 budget. Preliminary funding would also be used for well pump testing and an analysis of the two systems.

The following two projects will continue in 2013:

1. Continuation of upgrades to the Saltair Water System, which includes upgrades to the existing PRV Station and an additional steel bolted reservoir installation, as well as distribution water line replacement.

.../2

2. Further upgrades to the Shawnigan Lake North Water System include treatment building, pump station and well upgrades in order to receive well water from the Shawnigan Lake School well into the existing storage reservoir and distribution system.

Submitted by,



Gord Bonekamp, Senior Engineering Technologist
Water Management Division

GB:jlb

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Reviewed by: Division Manager:

Approved by: General Manager:




STAFF REPORT

R3

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE OF JANUARY 23, 2013

DATE: January 11, 2013 **FILE No:** ES-020-12

FROM: Jason Adair, Superintendent, Solid Waste Operations

SUBJECT: Waste Collection Totes – Award of Request for Proposals

Recommendation/Action:

That the Board waive the CVRD Purchasing Policy, and, prior to approval of the 2013 budget, authorize award of Request for Proposals ES-020-12 for supply and delivery of seventeen thousand five hundred ($\leq 17\,500$) automated waste collection totes to Rollins Machinery, for a total of up to \$845,000, plus applicable taxes; and further that the Board Chair and Corporate Secretary be authorized to sign the agreement for this purchase.

Relation to the Corporate Strategic Plan:

This initiative relates to the Healthy Environment and Sustainable Infrastructure sections of the Corporate Strategic Plan.

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

Waiving of the purchasing policy is required with any capital expenditure prior to adoption of the budget, and is requested due to time constraints. The total cost to purchase, assemble and distribute the waste collection totes is \$845,000. The purchase price of the collection totes and trucks will fall within the \$1,775,000 to be borrowed as allowed for under "CVRD Bylaw No. 3607 – In-House Curbside Collection Service Loan Authorization (Trucks and Totes) Bylaw, 2012". The borrowing will be done through the Municipal Finance Authority over a 15 year term. The capital expenditure, debt payment and borrowing are included in the 2013 Budget through Function 515 Curbside Collection.

Background:

The waste collection tote proposals were evaluated by using four sets of scored criteria: lowest overall cost, technical specifications, warranty and delivery time. There were a total of five submissions received. A corresponding schedule of scoring was developed and used consistently by a team of staff evaluators. The result being that the best overall proposal was rated the highest score with the award correspondingly provided to that proponent. The totes selected are manufactured by Schaeffer Inc. and are the most dominant/proven brand in automated curbside collection programs throughout BC and North America. The Schaeffer tote stood out by having easy roll rubber wheels, excellent references and a very durable lid and handles.

The standard/default tote sizes for the program are 140 litres for garbage collection and 240 litres for recycling collection. However, residents will be asked for their preferred size through an upcoming survey. They can upsize their garbage tote selections to a larger 240 or 360 litre tote. For the recycling container they will also have an option to upsize to a 360 litre tote, or downsize to a 140 or 80 litre size.

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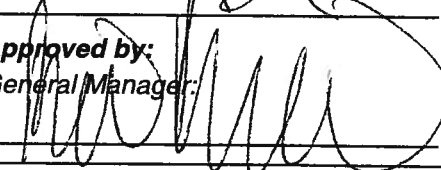
Upsizing or downsizing a recycling tote can be done at no extra charge. However, upsizing to a larger garbage tote will result in a disposal surcharge. Staff are currently working on the surcharge rates for the bigger garbage totes. Moving to a more accurate user-pay model will ensure those that produce less garbage will not be subsidizing others. Following the customer survey, the order will be placed to accommodate requested changes in tote size, plus some extra containers for changes at a later date.

Staff are currently working on a multifaceted communication program for the automated curbside collection program. Over the next several months a number of options and initiatives designed to make the new program well received will be brought forward for discussion at Committee, then launched to assist residents in the switchover and ongoing use of the automated collection service.

Submitted by,



for:
Jason Adair, Superintendent
Solid Waste Operations
Recycling & Waste Management Division

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

JA;jlb
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R4

STAFF REPORT

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF JANUARY 23, 2013,

DATE: January 11, 2013 **FILE NO:** 5330-30-Peerless
FROM: Harmony Huffman, Environmental Technologist
SUBJECT: Peerless Road Remediation & Upgrades –
Civil Engineering Works – Sole Source Award

Recommendation/Action:

Recommendation to be provided at meeting with proposal from McElhanney Engineering Ltd.

Relation to the Corporate Strategic Plan: Responsible waste management.

Financial Impact: *(Reviewed by Finance Division: Not Required)*

The Peerless Road Upgrades and Ash Landfill Remediation project is included in the 2013 solid Waste Management budget. Partial funding for this project is provided through the Federal Gas Tax program.

Background:

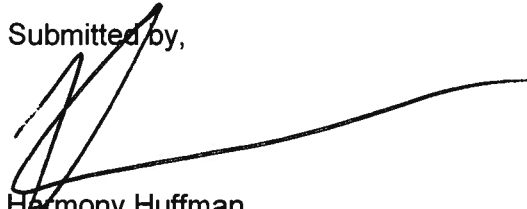
As was reported to the Board on January 9, 2013, the Peerless Road Upgrade and Ash Landfill Remediation project is currently underway, with conceptual design recently completed. The next stage of work for the project is developing detailed design drawings and preparation of a tender package. During its meeting on January 9th, the Board moved that staff proceed with detailed design work and tendering of the Peerless Road Upgrades and Ash Landfill Remediation project.

A central component of the next stage of work will be that provided by a civil engineering consultant. McElhanney Engineering Ltd. has played a key role to-date in the development of conceptual designs for the Peerless Road site and is familiar with all aspects of the project, as well as with other members of the project team. In order to maintain the integrity of the current design and to ensure that there is consistency with regard to project management, staff recommend that McElhanney Engineering Ltd. be retained on a sole source basis for the completion of detailed design, preparation of tender documents, and carrying out of construction supervision. A proposal from McElhanney, which is currently being finalized with input from staff, outlining fees for these items will be distributed along with a staff recommendation at the January 23rd Committee meeting. Staff anticipate that the proposal will be greater than \$75,000, therefore it is being brought forward for the Committee's review in accordance with the Cowichan Valley Regional District's Purchasing Policy, which outlines that any sole source award over \$75,000 requires Board approval.

.../2

To maintain overall project consistency, sole source proposals have also been requested from the architectural, environmental and landfill closure consultants that have worked in the development of the conceptual design. These proposals are expected to be less than the \$75,000 threshold for Board review and as such will be presented to the Chief Administrative Officer for approval as per the purchasing policy. Additional consulting services (e.g. structural, mechanical and electrical engineering, geotechnical consulting etc.) will be obtained on a competitive basis.

Submitted by,



Harmony Huffman
Environmental Technologist

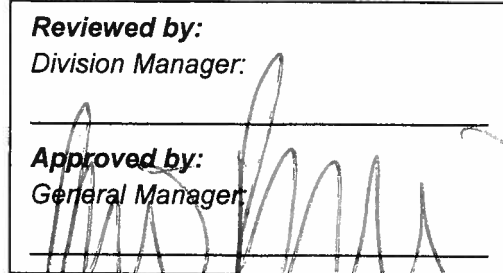
HH:jlb

Reviewed by:

Division Manager:

Approved by:

General Manager:



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STAFF REPORT

R4.1

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF JANUARY 23, 2013,

DATE: January 22, 2013

FILE NO: 5330-30-Peerless

FROM: Norm Olive, Manager, Capital Projects

SUBJECT: Peerless Road Remediation & Upgrades
Civil Engineering Works, Direct Award Contract

Recommendation/Action:

That it be recommended to the Board that the CVRD Purchasing Policy be waived and, prior to approval of the 2013 Budget, a sole source contract be awarded to McElhanney Engineering Ltd. for \$270,000, plus applicable taxes, for completion of detailed design, tender preparation and construction supervision, for the Peerless Road Ash Landfill Remediation and Upgrades project.

Relation to the Corporate Strategic Plan: Responsible waste management.

Financial Impact: (Reviewed by Finance Division: SEN)

The Peerless Road Upgrades and Ash Landfill Remediation project is included in the 2013 Solid Waste Management budget for an amount of \$4,237,732. Partial funding for this project is provided through the Federal Gas Tax program. The design fees are within the preliminary budget figures for the project as presented at the January 9, 2013 CVRD Board meeting.

Background:

Further to Staff Report R4, attached to your agenda package, regarding a civil engineering proposal for the Peerless Road project, the enclosed fee from McElhanney Engineering Ltd. outlines a cost for provision of civil engineering services including detailed design, tender preparation and construction supervision. The fee provided is reasonable, within normal construction costs, and it is below the Association of Professional Engineers & Geoscientists BC recommended fee guidelines. Staff recommend that McElhanney Engineering Ltd. be retained under a direct award contract for the completion of detailed design, preparation of tender documents, and construction supervision related to the Peerless Road project, to a maximum of \$270,000 plus applicable taxes.

Submitted by,

Norm Olive, P. Eng.
Manager, Capital Projects

HH:jlh

Reviewed by:
Division Manager:

Approved by:
General Manager:



R5

STAFF REPORT
ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING
OF JANUARY 23, 2013

DATE: January 15, 2013
FROM: Ilse Sarady, Environmental Technologist, Engineering & Environmental Services
SUBJECT: Formation of Solid Waste Advisory Sub-Committee

Recommendation/Action:

That a Solid Waste Advisory Committee be formed as a sub-committee to the Engineering and Environmental Service Committee, and further that the draft sub-committee Terms of Reference be adopted in principle pending stakeholder consultation.

Relation to the Corporate Strategic Plan: This initiative will keep industry stakeholders proactively informed of matters concerning solid waste.

Financial Implications: (Reviewed by Finance Division: _____)
None.

Background:

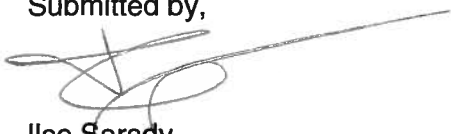
This proposal to form a Solid Waste Advisory Committee (SWAC) originates from a request from the newly established Cowichan Valley Waste Management Association ('CVWMA'), to have greater consultation between local, private solid waste industry stakeholders and the CVRD on CVRD initiatives and programs relating to solid waste matters.

The purpose of the SWAC is to be an avenue for knowledge and information sharing between private and public solid waste stakeholders and the CVRD. This is achieved by soliciting comments from committee members on various current and proposed solid waste initiatives and programs. Any recommendations from this 'working group' would be brought to committee for discussion and recommendation to the Board as appropriate.

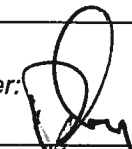
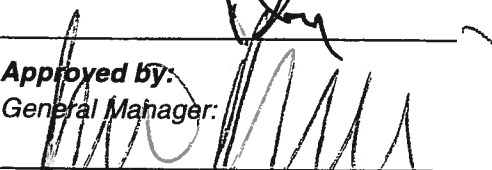
As recommended by the CVRD Board Chair, the SWAC would report to the Engineering and Environmental Service Committee, as this Standing Committee of the Board is most in-touch with all solid waste programs and initiatives. The draft Terms of Reference (attached) are for review and approval in principle only, pending further meeting(s) with the CVWMA.

As required by Provincial legislation, the public monitoring and advisory (PMAC) responsibility for ensuring the Solid Waste Management Plan is implemented properly would remain with the Environment Commission.

Submitted by,



Ilse Sarady
Environmental Technologist
Recycling and Waste Management Division

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

CVRD
Solid Waste Advisory Sub-Committee
Term of Reference
January 2013

Background:

The founding of the Solid Waste Advisory Sub-Committee ('SWAC') derived from a request from the newly established Cowichan Valley Waste Management Association ('CVWMA'). CVWMA requested greater consultation between local, private solid waste industry stakeholder and the Cowichan Valley Regional District ('CVRD') on CVRD initiatives and programs relating to solid waste matters.

Purpose and Reporting:

The purpose of the SWAC is to be an avenue for knowledge and information sharing between private and public solid waste stakeholders and the CVRD. This is achieved by allowing Sub-Committee members to review and comment on solid waste initiatives and programs during their development and implementation.

Comments and recommendations from the SWAC may be put forward to the Engineering and Environmental Service Committee ('E&ESC'), which may refer matters to the Board for consideration.

With approval from the E&ESC the Sub-Committee may initiate its own business. That is, it may review an issue deemed to be in the best interest of the community regarding solid waste matters.

Membership:

The Sub-Committee will be composed of up to (10) members. To ensure that public, private and CVRD's interests are fairly represented the Sub-Committee will consist of three (3) members from the Environmental Commission, four (4) CVWMA representatives and three (3) Board members.

CVRD staff will be represented by the Recycling and Waste Management Division Manager or an appropriate designate.

The Sub-Committee is required to elect a Chairperson and a Vice-chairperson at the first meeting of each new calendar year.

Term of office:

Two years is the recommended term of office. Members may be re-appointed at the discretion of the E&ESC. Members will serve without remuneration.

Meetings:

The Sub-Committee will convene a maximum of twice (2) per calendar year.

Sub-Committee meetings must follow proceedings outlined in CVRD Bylaw No. 2922 – *Consolidated for Convenience with Amending Bylaw No. 3459*.

Confidentially:

Material and information shared and produced by the Sub-Committee is subject to freedom of information requests and applicable regulations.

**NB1****STAFF REPORT****ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING
OF JANUARY 23, 2013****DATE:** January 17, 2013**FILE No:** 5340-30-TWS/09**FROM:** Dave Leitch, Manager, Water Management**SUBJECT:** Twin Cedars Sewer System Service Amendment Bylaw**Recommendation/Action:**

1. That it be recommended that "*Bylaw No. 3678 - Twin Cedars Sewer System Service Amendment Bylaw, 2013*" be forwarded to the Board for three readings, and following Provincial approval, adoption.
2. That the connection fees be waived for inclusion of the following CVRD Park properties in the Twin Cedars Sewer System service area:
 - PID 025-019-058, Lot 1, Sections 11 & 12, Range 5, Shawnigan District, Plan 72280;
 - PID 000-546-640, Lot A, Sections 12 & 13, Range 5, Shawnigan District, Plan 41279;
 - PID 006-913-211, Lot 1, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;
 - PID 006-913-229, Lot 2, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;
 - PID 006-913-253, Lot 3, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;
 - PID 006-913-261, Lot 4, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;
 - PID 006-913-300, Lot 5, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;
 - PID 006-913-326, Lot 6, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;
 - PID 006-913-270, Lot 7, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;
 - PID 006-913-296, Lot 8, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;
 - PID 017-390-842, Lot 4, Section 12, Range 6, Shawnigan District, Plan VIP 52499

Relation to the Corporate Strategic Plan: Reliable essential service.**Financial Impact:** None**Background:**

At its meeting of November 28, 2012, the Engineering & Environmental Services Committee resolved that an amendment bylaw be drafted to include CVRD Parks' properties within the Twin Cedars Sewer System service area and that the connection fees be waived for these properties. The resolution that subsequently went to the Board inadvertently left out waiving the connection fees and that the amendment bylaw be forwarded for 3 readings and adoption. This is therefore being brought back before the Committee.

Submitted by,


Dave Leitch, Manager,
Water Management**Reviewed by:**

Division Manager:

Approved by:

General Manager:

:jlb

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COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3678

A Bylaw to Amend the Boundaries of the Twin Cedars Sewer System Service Area

WHEREAS the Board of the Cowichan Valley Regional District established the *Twin Cedars Sewer System Service Area* under the provisions of Bylaw No. 2871, cited as "CVRD Bylaw No. 2871 – Twin Cedars Sewer System Service Establishment Bylaw, 2006", as amended;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to extend the boundaries of the service area to include the following 11 CVRD Parks properties:

- PID 025-019-058, Lot 1, Sections 11 & 12, Range 5, Shawnigan District, Plan 72280;
- PID 000-546-640, Lot A, Sections 12 & 13, Range 5, Shawnigan District, Plan 41279;
- PID 006-913-211, Lot 1, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;
- PID 006-913-229, Lot 2, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;
- PID 006-913-253, Lot 3, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;
- PID 006-913-261, Lot 4, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;
- PID 006-913-300, Lot 5, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;
- PID 006-913-326, Lot 6, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;
- PID 006-913-270, Lot 7, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;
- PID 006-913-296, Lot 8, Block 32, Section 12, Range 6, Shawnigan District, Plan 1809;
- PID 017-390-842, Lot 4, Section 12, Range 6, Shawnigan District, Plan VIP 52499;

AND WHEREAS the Director of Electoral Area C – Cobble Hill has consented, in writing, to the adoption of this bylaw;

NOW THEREFORE the Board 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. 3678 – Twin Cedars Sewer System Service Amendment Bylaw, 2013**".

2. **AMENDMENT**

That Bylaw No. 2871 be amended by deleting the existing Schedule A and replacing it with the Schedule A attached to this bylaw.

.../2

READ A FIRST TIME this _____ day of _____, 2013.

READ A SECOND TIME this _____ day of _____, 2013.

READ A THIRD TIME this _____ day of _____, 2013.

I hereby certify this to be a true and correct copy of Bylaw No. 3678 as given Third Reading on the _____ day of _____, 2013.

Corporate Secretary

Date

RECEIVED the approval of the Inspector of Municipalities this _____ day of _____, 2013.

ADOPTED this _____ day of _____, 2013.

Chairperson

Corporate Secretary

