



**CENTRAL SECTOR LIQUID WASTE MANAGEMENT PLAN
STEERING COMMITTEE**

**THURSDAY, SEPTEMBER 26, 2013 - 9:00 A.M.
CVRD Boardroom, 175 Ingram Street**

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The next meeting of the Central Sector Liquid Waste Management Plan Steering Committee will be held November 28, 2013.

Distribution:

Mayor Lefebure, Chair, North Cowichan
Chief Harvey Alphonse, Cowichan Tribes
Mayor Phil Kent, City of Duncan
Director Duncan, Electoral Area E
Director Iannidinardo, Electoral Area D

As Well As:

Dave Devana, CAO, North Cowichan
John MacKay, P. Eng., North Cowichan
Tom Ireland, CAO, City of Duncan
Abbas Farahbakhsh, City of Duncan
Brian Dennison, P. Eng., CVRD
Baljeet Mann, MoE
Maureen Tommy, Cowichan Tribes
Helen Reid, Cowichan Tribes

Copy To:

Rob Hutchins, CVRD Chair
Warren Jones, CAO, CVRD

Minutes of the meeting of the Central Sector Liquid Waste Management Plan Steering Committee held in the Boardroom, 175 Ingram Street, Duncan, on March 28, 2013 at 9:00 a.m.

PRESENT: Jon Lefebure, North Cowichan, Chair
Loren Duncan, CVRD Electoral Area E
Lori Iannidinardo, CVRD Electoral Area D
Sharon Jackson, City of Duncan

ABSENT: Chief Alphonse and Mayor Kent

ALSO PRESENT: Brian Dennison, P. Eng., CVRD
Peter de Verteuil, City of Duncan
Abbas Farahbakhsh, City of Duncan
Dave Devana, CAO, North Cowichan
John MacKay, P. Eng., North Cowichan
Baljeet Mann, MoE (*Via Conference Call*)
Joanne Bath, Recording Secretary

**APPROVAL OF
AGENDA**

Item R2.1 was added to the agenda.

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 January 24, 2013 Central Sector Liquid Waste Management Plan Steering Committee meeting be adopted as presented.

MOTION CARRIED

**BUSINESS ARISING
OUT OF MINUTES**

CORRESPONDENCE

C1

Correspondence was received from UBCM advising that the Gas Tax General Strategic Priorities Fund and Innovations Fund application for the Duncan/North Cowichan JUB Wastewater Outfall Relocation and Community Integrated Resource Recovery Project was not successful.

John MacKay suggested that another application be submitted for the next round.

It was moved and seconded that the correspondence from UBCM be received and filed.

MOTION CARRIED

C2

Correspondence was received from the Cowichan Watershed Board regarding "*Non-point Source Pollution*".

Brian Dennison advised that the CVRD has re-directed gas tax funding to undertake a stakeholder process in the Cowichan Basin area, which the CVRD are suggesting could include non-point source pollution. It was suggested that Mr. Dennison write the Cowichan Watershed Board requesting he attend their next meeting to discuss this issue.-

It was moved and seconded that the correspondence from the Cowichan Watershed Board be received and filed.

MOTION CARRIED

REPORTS

R1

Brian Dennison provided an update on the creation of a CVRD function for the Central Sector Liquid Waste Management Plan, advising that the Province has approved the function for 2013, for which \$100,000 has been requisitioned.

FOR INFORMATION

R2

A draft RFP for the Joint Utilities Board (JUB) Governance Study was reviewed.

Mr. Dennison asked for direction regarding proceeding with this RFP.

It was moved and seconded that the Municipality of North Cowichan modify the Terms of Reference for the Request for Proposals to investigate alternatives for governance of the JUB lagoon treatment system and circulate the revised Terms of Reference to the Central Sector Liquid Waste Management Plan Steering Committee for input, prior to be approved by the Joint Utilities Board.

MOTION CARRIED

The Committee agreed by consensus that, once the report is complete, the JUB will bring its recommendations back to the Steering Committee for comment prior to the JUB making a decision on the options presented.

It was agreed that the governance determined by this study for the JUB facility could also determine a governance model for any new facility that may evolve.

- R3 John MacKay provided an update on the technical study regarding the lagoon treatment process, advising that it will not move ahead until funding is approved by the JUB.

FOR INFORMATION

- R4 A staff report from Brian Dennison was reviewed regarding options for a public and technical advisory committee.

The Committee discussed the inclusion of agricultural development in the amendment.

It was moved and seconded that it be recommended to the CVRD Board that the CVRD formally notify the Ministry of Environment of the intent to commence an amendment process for the Central Sector Liquid Waste Management Plan.

MOTION CARRIED

- R5 The following membership representation was suggested for striking a public and technical committee:

- CVRD Electoral Area D representative
- CVRD Electoral Area E representative
- North Cowichan Chief Engineer
- City of Duncan – Director of Public Works
- 1 Cowichan Tribes representative
- 5 public representatives (perhaps Environment Commission members)
- 1 Ministry of Environment representative
- 1 VIHA representative
- 1 CVRD Planner
- 1 Economic Development Commission member
- 1 Department of Fisheries and Oceans representative

Baljeet Mann, Ministry of Environment, commented that she agreed that all the above noted parties should be invited and that it be documented if they do not accept. Ms. Mann also suggested including the Ministry of Agricultural, Environment Canada, CVRD Environment Commission and the Cowichan Watershed Board.

It was suggested that the CVRD receive input from Steering Committee members prior to formalizing the committee structure.

The Committee agreed that Steering Committee members would not sit on the Public and Technical Committee.

The Committee agreed by consensus that a revised list of committee representation be brought back to the next meeting of the Steering Committee.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 11:05 a.m.

Chair

Recording Secretary

Dated: _____



C1
COPY

April 11, 2013

File No. 5345-20-CSLWMP/AMEND4

Baljeet Mann, Section Head
Government & Compliance
Ministry of Environment
2080 Labieux Road
NANAIMO B.C. V9T 6J9

Dear Ms. Mann:

RE: CVRD Central Sector Liquid Waste Management Plan Amendment

The following resolution was ratified by the Cowichan Valley Regional District Board of Directors at their regular meeting of April 10, 2013:

"That the CVRD formally notify the Ministry of Environment of the intent to commence an amendment process for the Central Sector Liquid Waste Management Plan."

CVRD staff will therefore be contacting you regarding an initial meeting to discuss the goals and development for the amendment.

We look forward to your continued participation and input in this process.

Best regards,

Brian W.D. Dennison, P. Eng.
General Manager
Engineering Services

:jlb

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R4

STAFF REPORT

**CENTRAL SECTOR LIQUID WASTE MANAGEMENT PLAN STEERING COMMITTEE MEETING
OF SEPTEMBER 26, 2013**

DATE: September 23, 2013 **FILE No:** CSLWMP
FROM: Emily Doyle-Yamaguchi, Engineering Analyst, Engineering Services
SUBJECT: Public and Technical Committee

Recommendation/Action:

That a public and technical committee be struck with representation from the following:

Electoral Area D – Public representative, assigned by the Electoral Area Director.

Electoral Area E – Public representative, assigned by the Electoral Area Director

North Cowichan Chief Engineer or designate

City of Duncan – Director of Public Works, or designate

1 Cowichan Tribes representative

3 public representatives

2 CVRD Environment Commission representatives

1 Ministry of Environment representative

1 VIHA representative

1 CVRD Planner

1 Economic Development Commission member

1 Department of Fisheries and Oceans representative

1 Ministry of Agriculture Representative

1 Environment Canada Representative

1 Cowichan Watershed Board Representative

Relation to the Corporate Strategic Plan:

Financial Impact: *(Not applicable)*

Background:

At the March 28, 2013 meeting, the Committee requested that a revised list of Public and Technical Committee representation be provided.

Two options are suggested for soliciting public representatives:

- 1) Advertise among the broader community for members;
- 2) Approach key stakeholder groups who have an existing interest in the development and outcomes of the CSLWMP amendment.

Submitted by,

Emily Doyle-Yamaguchi
Engineering Analyst

Reviewed by:

Division Manager:

Approved by:

General Manager:



R5

STAFF REPORT

**CENTRAL SECTOR LIQUID WASTE MANAGEMENT PLAN STEERING COMMITTEE MEETING
OF SEPTEMBER 26, 2013**

DATE: September 23, 2013 **FILE NO:** CSLWMP
FROM: Emily Doyle-Yamaguchi, Engineering Analyst, Engineering Services
SUBJECT: Review of Plan Deliverables

Recommendation/Action:

That review and discussion of the plan deliverables be undertaken in preparation for the Central Sector Liquid Waste Management Plan amendment and that this task be assigned to the Public and Technical Committee.

Relation to the Corporate Strategic Plan:

Financial Impact: (Not applicable)

Background:

The Ministry of Environment (MOE) has requested a status update on deliverables outlined in the CSLWMP prior to the plan being amended. These deliverables were summarized in a table by MOE staff and are attached to this staff report.

It is appropriate to assign a review of deliverables in the the existing plan to the Public and Technical Advisory Committee as background information necessary to carry out work on the amendment process.

Submitted by,

A handwritten signature in black ink, appearing to read "Emily Doyle-Yamaguchi", is written over a horizontal line.

Emily Doyle-Yamaguchi
Engineering Analyst
Engineering Services

EDY:jlb

Reviewed by:
Division Manager:

Approved by:
General Manager:

A large, stylized handwritten signature in blue ink is written over a horizontal line, extending to the right of the signature box.

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CVRD CS LWMP Program or Project Deliverable	Implementation Deadline
<u>Source Control</u>	
Amendment of Bylaws No. 1044 and No. 1130	1999
Development of a source control education program	2004
Potential development of inventory of non domestic discharges	none specified
Monitoring of influent and effluent at each of the treatment plants	none specified
<u>Volume Reduction</u>	
Development of an education program	2004
Continue/initiate further I & I control programs	2003
Prepare a sanitary sewer overflow management procedure	2000
<u>Stormwater Management Program</u>	
Development of public education program	2004
Amendment of CVRD Letters Patent	2001
Formation of committee to coordinate stormwater management issues	2001 and ongoing
<u>Joint Utilities Board Lagoon System</u>	
Reduction in phosphorus discharge to Cowichan River, to ≤ 18 kg/day.	2002
Development of a sampling program to monitor phosphorus loading in Cowichan River	2001
Development of a biosolids management plan	2004
Development of a biosolids education program	2005
River monitoring	2005
<u>Cowichan Bay Treatment Plant</u>	
Expansion of sewer local service area to include new development in general village area and existing properties with failing on-site sewage disposal systems. Cowichan Bay Treatment Plant to be replaced by forcemain connection to JUB.	2002
Cowichan Bay to eventually become partner in new replacement central treatment plant and outfall	none specified
<u>Maple Bay Servicing</u>	
DNC to plan for future provision of collector sewers within Maple Bay	2010
<u>Rural Area Servicing</u>	
Central Vancouver Island Health Region (CVIHR) or member municipality to work with CVIHR and/or MoE to assess sewage system needs for: a) Problem areas in existing development b) Future village centres c) Existing MoE permitted discharges that require upgrading or expansion	none specified
CVRD or member municipality to consider being registered discharger under MSR and will be prepared to take over existing permits when applicable	none specified
Sewer local service areas may be established for all new community sewage systems to enable financing	none specified
CVRD to develop a regulation, in cooperation with CRD and RDN to regulate private sector management of septage within CVRD.	2001
Development of brochure for on-site sewage system management	2000
CVRD to plan for future need to accept boat pump out at the Cowichan Bay wharf	none specified
<u>Future New Treatment Plant and Outfall</u>	
Continue efforts to locate a new site for a central treatment plant that can service a minimum of 70,000 people	2010
Undertake pre-design study work to evaluate outfall routing options for discharge of effluent to Satellite Channel	2010
Undertake baseline outfall monitoring work	2010
Public Education and consultation process will be undertaken to support the site selection and outfall study work	none specified