



## ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE

WEDNESDAY, MAY 27, 2009 - 3:30 P.M.

CVRD BOARDROOM, 175 INGRAM STREET

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### AGENDA

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7. <b><u>PRESS/PUBLIC QUESTIONS PERIOD</u></b>	
8. <b><u>CLOSED SESSION</u></b> - No closed session items.	
9. <b><u>NEXT MEETING:</u></b> June 24, 2009	
10. <b><u>ADJOURNMENT:</u></b>	

**Distribution:**

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

As Well As:

Director Iannidinardo, Electoral Area D  
Director Kent, City of Duncan  
Director Marcotte, Electoral Area H  
Director Morrison, Electoral Area F  
Warren Jones, Administrator  
Brian Dennison, General Manager, Engineering & Environmental Services  
Bob McDonald, Manager, Recycling & Waste Diversion  
Dave Leitch, ASCT., Manager, Water Management  
Kate Miller, Manager, Regional Environmental Policy  
Mark Kueber, Treasurer

Agenda Cover Only:

Directors Hutchins, McGonigle, Seymour, Walker  
Tom Anderson, Manager, Development Services  
Joe Barry, Corporate Secretary

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

Minutes of the regular meeting of the Engineering and Environmental Services Committee held in the Boardroom, 175 Ingram Street, Duncan, on April 22, 2009 at 3:30 p.m.

**PRESENT:** Director Cossey, Chair  
Directors Dorey, Duncan, Harrison, Haywood, Kent,  
Kuhn, Iannidinardo, Morrison, and Alternate Director  
Krug

**ABSENT:** Director Giles

**ALSO**

**PRESENT:** B. Dennison, P. Eng., General Manager, E & E  
B. McDonald, Manager, Recycling & Waste Management  
Kate Miller, Manager, Regional Environmental Policy  
J. Bath, Recording Secretary

**APPROVAL  
OF AGENDA**

New Business items NB1, NB2 and NB3 were added to the agenda.

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

**MOTION CARRIED**

It was agreed by consensus to end the meeting at 5:00 p.m.

**ADOPTION  
OF MINUTES**

**It was moved and seconded that the minutes of the February 25, 2009 regular Engineering & Environmental Services Committee meeting be adopted.**

**MOTION CARRIED**

**BUSINESS ARISING  
OUT OF MINUTES**

1. The Manager, Recycling and Waste Management, provided an update regarding the cloth bag campaign. Staff are looking at having a few hundred bags printed for promotional use as it is very expensive to provide good quality bags with the CVRD logo to every household. In combination with this initiative, letters will be sent to all local businesses discouraging use of plastic bags.
2. The General Manager, Engineering and Environmental Services, advised that discussions with Shawnigan Lake School concerning the partnership agreement for the development, ownership and usage of Wells A and B, located on their property is proceeding. The agreement will be brought forward once finalized.

**DELEGATIONS**

There were no delegations.

**REPORTS****R1**

A staff report was considered regarding re-distribution of Gas Tax Funding Allocations.

**It was moved and seconded that the Board accept the following modifications to the Gas Tax funding allocations for the Engineering and Environmental Services Department:**

- 1. Remove the Kerry Village Sewer rehabilitation project from the Gas Tax funding list as a result of grant monies received under the Towns for Tomorrow program**
- 2. Increase the Gas Tax funding for the Honeymoon Bay reservoir project to \$180,000.00 due to an increase in costs to supply Hydro power to the water treatment building.**
- 3. Increase the Gas Tax funding for the Satellite Park Reservoir and Treatment building upgrades to \$380,000.00, due to the requirement of a fire pump.**
- 4. Substitute the Dogwood Ridge water reservoir and treatment building upgrade project into the 2009/2010 Gas Tax project list if alternative funding becomes available for the Saltair reservoir project.**

**MOTION CARRIED**

**R2**

A staff report was considered regarding initiation of a "*Smoke Free*" campaign to raise awareness regarding open burning in the Cowichan Valley.

Discussion took place with the following suggestions from the Committee:

1. Provide developers with information regarding controlled burning of landclearing debris with rezoning applications.
2. Send information out with utility bills regarding free yard & garden drop-off at recycling depots.

**FOR INFORMATION**

**R3**

A staff report was considered regarding the Board's directive of December 10, 2008 to embed an "Environmental Lens" into all decision-making immediately.

It was moved and seconded that it be recommended to the Board that the Manager of Regional Environmental Policy, working with the Environment Commission and CVRD and member municipal staff, develop a variety of environmental lenses for Board consideration, usable by the CVRD and its member municipality staff to support the Board's resolution of December 10, 2008, that *"the CVRD embed an environmental lens into all decision-making immediately"*.

**MOTION CARRIED**

R4

A staff report was considered regarding Honeymoon Bay Water System Service Area Expansion to include one property owned by TimberWest.

4:20 p.m. - Director Iannidinardo excused herself due to a conflict of interest as her son is an Executive Director with TimberWest.

It was moved and seconded that, once a formal agreement between the CVRD and TimberWest has been executed and a petition for inclusion into the Honeymoon Bay Water System Service area is received from TimberWest, a bylaw be prepared to amend "CVRD Bylaw No. 1588 – Honeymoon Bay Local Service (Community Water Supply and Distribution) Establishment Bylaw, 1983", by extending the boundaries of the service area to include the property described as *"Lot 2, Section 38, Plan VIP59274 in Renfrew District (Situate in Cowichan Lake District)"*, and further that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.

**MOTION CARRIED**

4:25 p.m. – Director Iannidinardo rejoined the meeting.

R5

A staff report was considered regarding First Stage Approval Process for CRVD Takeover of Utilities.

Director Kent left meeting at 4:30 p.m.

It was moved and seconded that the Board approve the following template as a first stage approval process/recommendation for both new and existing CVRD utility takeovers:

1. "That the Board provide first stage of approval and authorize staff time to continue with the process of potential takeover of the Click here to enter text. system(s), located in Electoral Area Click here to enter text., as requested by Click here to enter text., 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:
2. All lands on which infrastructure works are located will be placed within registered Statutory Rights-of-way, using the CVRD's standard charge terms;
3. A utility transfer agreement be executed between the CVRD and the owners;
4. A CVRD in-house review of the system be undertaken in order to address deficiencies in the water system;
5. The owner of utility be willing to sell and/or transfer the system to the CVRD;
6. A public consultation process regarding CVRD takeover be undertaken;
7. 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.
8. This list is not exhaustive and items may be added, deleted or altered prior to a formal agreement being executed and further that, upon completion of a successful petition process, bylaws be prepared to create a service area for this utility."

**MOTION CARRIED**

**R6**

A staff report was considered regarding application for funding under the Provincial "Brownfield Renewal Strategy".

**It was moved and seconded that staff apply for funding under the BC Brownfield Renewal Strategy, in order to pursue remediation of the Peerless Road and Meade Creek ash fills.**

**MOTION CARRIED**

**R7**

A staff report was presented for information purposes, which provided the Committee with a report on Greenhouse Gas (GHG) Inventory.

**INFORMATION ONLY**

**NEW BUSINESS**

**NB1**

A staff report provided an update on the Cowichan Biodiesel Co-op Project.

It was moved and seconded that the Board Chair and Corporate Secretary be authorized to sign a temporary occupancy agreement with Cowichan Energy Alternatives, in cooperation with the Cowichan Biodiesel Cooperative, regarding the siting and operation of a waste vegetable oil collection/recycling depot and bio-diesel production facility at the CVRD's Bings Creek Solid Waste Management Complex.

**MOTION CARRIED**

The Committee agreed by census to extend adjournment of the meeting to 5:30 p.m.

**NB2**

A staff report was considered requesting approval for an application for funding, under the Canada-BC Building Canada Fund – Communities Component for Phase One of the “*Collaborative Projects envelope – Lower Cowichan Koksilah River Integrated Flood Management and Mapping Plan*” project.

Director Duncan proposed that, in conjunction with funding already available, the CVRD utilities and member municipalities benefiting from this project each support it with a contribution. He suggested the Eagle Heights Sewer System in Electoral Area E could fund up to \$30,000.

**It was moved and seconded that the *Collaborative Projects envelope - Lower Cowichan Koksilah River Integrated Flood Management and Mapping Plan* project be submitted for funding under the Canada-British Columbia Building Canada Fund – Communities Component.**

**MOTION CARRIED**

Director Iannidinardo left the meeting at 5:12 p.m.

**NB3**

**Curbside collection update** – The Manager, Recycling and Waste Management provided the Committee with an update regarding collection of organics (i.e. that cannot go into a backyard composter, such as cooked foods, waxed paper, pizza boxes, meat bones, etc.) at curbside.

**INFORMATION ONLY**

**NB4**

**Moved to closed session.**

**RESOLVE INTO  
IN CAMERA  
5:25 p.m.**

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

**MOTION CARRIED**

**RISE FROM  
IN CAMERA  
5:40 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 5:42 pm

\_\_\_\_\_  
Chair

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

Dated: \_\_\_\_\_

**D1**

### Request to Appear as a Delegation

#### Meeting Information

Request to Address:\*

CVRD Board

Committee

If Committee, specify the Committee here:\*

engineering/environmental

Meeting Date:\* 05/27/2009

Meeting Time:\* 6:00pm

#### Applicant Information

Applicant Name: Bench Make a Difference Club

Representing: \_\_\_\_\_

As: \_\_\_\_\_

Number Attending: 15

(Name of organization if applicable)

(Capacity / Office)

#### Applicant Contact Information

Applicant Mailing Address: 1501 Cowichan Bay Rd

Applicant City: Cowichan Bay BC

Applicant Telephone: 250 743-5552

Applicant Fax: \_\_\_\_\_

Applicant Email: dsmith@sd79.bc.ca

#### Presentation Topic and Nature of Request:

The Bench Make a Difference group would like to present their 5 minute video and a few questions to the new board with the regards to banning plastic grocery bags in the Cowichan Valley.

We would also request that they be first on the agenda as they range in age from 7 to 10 years of age. Thank you for your concern and interest.

Debbie Smith,  
co-ordinator of the Make a Difference Club

\* indicates required fields.



C·V·R·D

STAFF REPORT

**R1**

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING  
OF MAY 27, 2009

DATE: 20 May 2009 FILE NO: 5380-01  
FROM: Kathleen Milward, Environmental Technologist  
SUBJECT: Plastic Bag Reduction Campaign

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**Recommendations:** For information only.

**Purpose:** To provide the Committee with an update on the Plastic Bag Reduction Campaign.

**Financial Implications:** None at this time.

**Interdepartmental/Agency Implications:** Not applicable.

**Background:**

In June, 2008, the Bench Elementary School "Make a Difference Club" presented to the CVRD Regional Services Committee regarding the possibility of banning single-use plastic bags in the Cowichan Valley. This was mainly due to litter and wildlife impacts. In addition, Resolution No. 08-462, from the CVRD Board meeting of July 9, 2008, asked staff to consider the possibility of cloth shopping bags being provided to each household in the Cowichan Valley Regional District. Although work was done towards this end last summer, other issues took priority and only recently is this initiative nearing completion and becoming ready for launch.

As discussed at the April 22, 2009 Engineering and Environment Services Committee meeting, the concept of purchasing and distributing reusable cloth bags for 30,000 households in the region is cost-prohibitive, would compete with private retailers of cloth bags, and would be counter-productive to the Zero Waste Initiative, as it would generate more potential waste. Instead, staff suggested focusing on outreach and education for residents and businesses to encourage customers to make smart "Zero Waste" decisions. This conclusion was reached due to the numerous options already existing for the local purchase of re-useable bags, as most of the larger stores in the Cowichan Valley carry their own line. It was further recommended that local government should lead by example, in informing the public of the options available and encouraging residents to reduce, reuse, and recycle, even when it comes to grocery bags.

Investing in a smaller number of cloth shopping bags to use as promotional items for various outreach and education opportunities within the CVRD was determined to be a sound decision in support of the Zero Waste Initiative. It was also proposed that an informational notice be sent out to commercial businesses helping them promote Zero Waste in their dealings.

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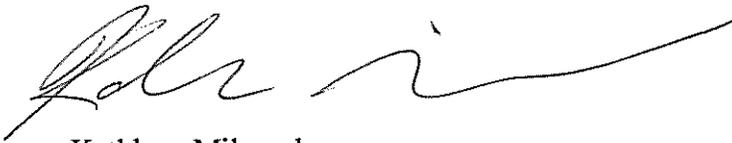
**Discussion:**

Several hundred promotional cloth shopping bags, screen-printed with the CVRD “Zero Waste” logo, are currently on order from a local business. These bags are expected to be ready to hand out on Clean Air Day (June 3, 2009) festivities as prizes for the Commuter Challenge. They will also be given out as promotional items supporting the Zero Waste Initiative in upcoming months. A letter is being drafted that will target local businesses that offer plastic bags to their customers. This letter will outline current research that has been done on the detrimental effects of single use plastic bags and offer alternative strategies to avoid or decrease the amount being consumed. It will also discount the questionable environmental claims put forth by the newer “degradable plastic bags” that have proliferated recently.

Furthermore, the placement of an actual ban on the use of plastic bags in the CVRD is not a viable option at this time. The CVRD does not currently have the authority to implement such a ban nor does it possess the staffing power for enforcement. Rather than alienating local businesses by imposing bans, educating them with greener alternatives is supportive of the Zero Waste Initiative. Moreover, as an added incentive, the effort put forth by these businesses bodes well for their public image as perceived through an environmental lens.

In addition, the CVRD is fortunately one of only a few jurisdictions that accepts all ‘film’ plastics for recycling at curbside. This service provides an easy and environmentally sound option for people to deal with any plastic bags they may acquire.

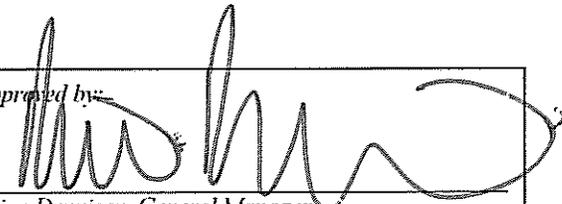
Submitted by,



Kathleen Milward  
Environmental Technologist

KM:jlb

Approved by:



Brian Demison, General Manager,  
Engineering and Environmental Services



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**R2**

**STAFF REPORT**

**ENGINEERING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING  
OF MAY 27, 2009**

**DATE:** May 20, 2009

**FILE NO:** 5330-30-BCOpBldg

**FROM:** Jeralyn Jackson, Project Engineer

**SUBJECT:** AAP Process - New CVRD Operations Building at Bings Creek

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**Recommendation:**

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

- 1. A new operations facility and expansion of the existing staff building. be constructed at Bings Creek Solid Waste Complex to support solid waste and Water Management operations.**
- 2. A loan authorization bylaw for approximately \$590,000 be prepared to cover the cost of the project.**
- 3. An Alternate Approval Process be carried out to obtain consent of the voters for the Loan Authorization Bylaw.**

**Purpose:** To consider the construction of a new operations facility at Bings Creek.

**Financial Implications:** This project is estimated to cost approximately \$690,000. Of this, \$100,000 will come from Gas Tax Funding (as discussed below) and \$590,000 will be financed by borrowing over a twenty year period following voter approval being obtained through an Alternate Approval Process (AAP).

**Interdepartmental/Agency Implications:** The CVRD Board may borrow money for any purpose of a capital nature through a loan authorization bylaw. Before the Board can adopt a loan authorization bylaw, it must receive the approval of the Province and the service area voters. Administrative staff to prepare the required documentation.

**Background:**

As the CVRD continues to take over additional sewer, water and drainage facilities, the size of the Water Management Division crew continues to grow. Temporary facilities for the crew have been provided at what was to be the bottle depot at Bings Creek; however, operational needs have clearly exceeded this facility. Also, there is the need for proper shower and cleanup facilities, as the present building does not have these attributes. In addition, the size of crew warrants the creation of a foreman position to coordinate the crew from the field, as previously approved by the CVRD Board. The foreman will require some office space and support to function efficiently.

Similarly, solid waste operations have grown increasingly complex which, together with the growth in staffing and operational hours at the existing two drop-off depots, and the establishment of a South Cowichan Drop-off Depot, warrants the establishment of a manager on-site replacing the existing coordinator. This change has also been approved the Board. This management position requires suitable office space and support.

It is therefore recommended that a new operations facility and an expansion of the existing staff building to accommodate new administrative capabilities be built at the Bings Creek site. This upgrade would include an expansion of the existing showers, washrooms, change rooms, meeting room/lunch room and three offices for supervisory and support staff, and a stand-alone two-bay operations building situated northwest of the staff building.

In 2008, the Board approved the allocation of \$100,000 of Gas Tax funding for the establishment of a bio-diesel facility on the Bings Creek site. In discussions with representatives of the non-profit Bio-diesel Co-op, the existing utilities building would perfectly suit their needs. Approval has therefore been obtained from UBCM, which administers the Gas Tax program, to use the \$100,000 of funding for the new building and provide the existing building to the Bio-diesel Co-op.

A consultant has prepared a cost estimate for \$690,000 for the expansion of the staff building and new operations facility. Approximately 20% of the use would be attributable to solid waste purposes with 80% being attributable to utilities usage. The share of approximately \$138,000 from the Solid Waste Budget would therefore mostly be paid through Gas Tax funding, with approximately \$38,000 borrowed through MFA funding. The Water Management share of approximately \$552,000 would be borrowed through MFA funding and paid back over 20-years, resulting in an annual cost of about \$47,000 distributed amongst all the utilities.

Due to the overwhelming complexity of using an Alternative Approval Process for each of the existing sewer, water and drainage service areas, the CVRD Treasurer recommends that the borrowing authority be obtained for the solid waste function (520) only and the cost recovered from all the utilities through a transfer. The solid waste function would have the largest single share of the cost of the facility. This would also allow flexibility to adjust costs as new utilities are added or utility service areas change. This approach was used for the borrowing of the cost to construct the Ingram Street building.

Submitted by,

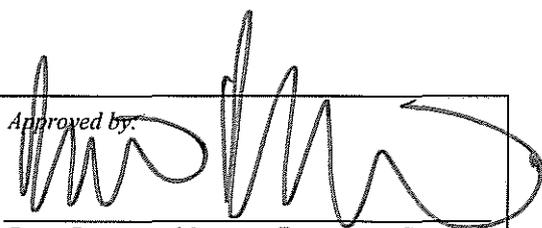


for:

Jeralyn Jackson, Project Engineer  
Engineering and Environmental Services

JHJ:jlb

Approved by:



Brian Dennison, Manager, Engineering Services



C·V·R·D

**R3**

**STAFF REPORT**

**ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING  
OF MAY 27, 2009**

**DATE:** May 20, 2009 **FILE NO:** 5330-20-MS  
**FROM:** Louise Knodel-Joy, Senior Engineering Technologist  
**SUBJECT:** Sidewalk Legislation Liability Revision Request

**Recommendation:**

**That it be recommended that the CVRD write to the Province to request a modification to provincial legislation to allow the transfer of liability for sidewalk snow and leaf removal maintenance to be assigned to homeowners.**

**Purpose:** To request a modification in provincial legislation to allow the transfer of liability for sidewalk snow and leaf removal maintenance to be assigned to homeowners.

**Financial Implications:** Not applicable.

**Interdepartmental/Agency Implications:** Liaising with the Corporate Secretariat Division.

**Background:**

At their regular meeting of February 11, 2009, the CVRD Board ratified Resolution No. 09-071-1, giving first stage approval for takeover of sewer, streetlighting and sidewalk services for the Mill Springs subdivision in Mill Bay. Item 9 of this resolution states that:

*"Takeover of the sidewalk system is dependent upon a modification to provincial legislation allowing the CVRD to transfer liability for sidewalk snow and leaf removal to homeowners."*

The CVRD does not manage sidewalk systems, but is prepared to maintain the concrete infrastructure, repairing and replacing panels when necessary, provided the homeowners maintain snow and leaf removal of that portion of sidewalk fronting their homes. Currently provincial legislation allows regional districts to create sidewalk service areas; but does not provide the ability to transfer liability to the homeowners to maintain snow and leaf removal.

Submitted by,

Louise Knodel-Joy  
Senior Engineering Technologist  
Water Management Division

Approved by:  
  
Brian Dennison, P. Eng., General Manager,  
Engineering & Environment



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STAFF REPORT

R4

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING  
OF MAY 27, 2009

DATE: May 20, 2009 FILE NO: 5330-20-FW  
FROM: Dave Leitch, ASCT., Manager, Water Management Division  
SUBJECT: Four Ways Development – Electoral Area D

**Recommendation:** Direction is requested.

**Purpose:** To update the status on the Four Ways development in Cowichan Bay.

**Financial Implications:** All costs to be borne by the developer.

**Interdepartmental/Agency Implications:** The Preliminary Layout Approval, issued by the Ministry of Transportation and Highways on September 3, 2008, is for a 48 lot strata subdivision.

**Background:** At its regular meeting of October 24, 2007, the CVRD Board ratified Resolution No. 07-773, approving, in principle, CVRD takeover of the Four Ways development, at the intersection of Cowichan Bay Road and Cherry Point Road. The system design would provide for on-site sewer collection, treatment and disposal for a 50 lot subdivision.

In April 2008, the developer for this subdivision requested a revised Agreement in Principle for connection to the Lambourn Estates Sewer System and an expansion to the Lambourn Sewer Local Service Area. If approved, inclusion of this proposed development into the existing Lambourn Estates Sewer System would be completed under the proposed Phase II upgrades to the sewer system. Staff received direction from the Engineering Services Committee to provide clarification on this request, but the developer has never pursued this option and there has been little apparent activity on the project with regards to it moving forward. We understand that the development may be having trouble getting the necessary density and/or land to create the required 50 units.

Director Iannidinardo has requested that the original approval in principle for this system be reviewed by the Committee.

Submitted by,

Dave Leitch, ASCT., Manager,  
Water Management Division

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