



ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE

WEDNESDAY, JUNE 23, 2010 - 3:30 P.M.

CVRD BOARDROOM, 175 INGRAM STREET

AGENDA

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3. <u>BUSINESS ARISING FROM THE MINUTES:</u>	
4. <u>DELEGATIONS:</u> No delegations	
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R1 Kerry Village Water and Sewer System Service Area Amendment Bylaws.	5 – 10
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R7 Invasive Species Management Discussion	Verbal
6. <u>NEW BUSINESS:</u>	

7. **CLOSED SESSION**

Motion that the meeting be closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90, subsection as noted in accordance with each agenda item

SM1 Minutes of the April 28, 2010 Engineering and Environmental Services Committee meeting. 33

SSR1 Sub {(1) (j)} – FOIPPA 34 - 36

8. **NEXT MEETING: July 28, 2010**

9. **ADJOURNMENT:**

Distribution:

Director Cossey, Chair
Director Kuhn, Vice-Chair
Director Dorey
Director Duncan
Director Giles
Director Harrison
Director Haywood
Director Iannidinardo
Director Kent
Director Marcotte
Director Morrison

As Well As:

Warren Jones, CAO
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, Manager, Corporate Services

Agenda Cover Only:

Directors Hutchins, McGonigle, Seymour, Walker
Tom Anderson, General Manager, Planning & Development
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 & Environmental Services Committee held in the CVRD Boardroom, 175 Ingram Street, Duncan, on May 26, 2010 at 3:30 p.m.

PRESENT: Director Kuhn, Acting Chair
Directors Dorey, Duncan, Harrison, and Alternate
Directors Gutensohn, Heinio, Krug

ABSENT: Directors Cossey, Giles, Haywood, Iannidinardo,
Kent, Marcotte, Morrison

ALSO

PRESENT: W. Jones, CAO, CVRD
B. Dennison, P. Eng., General Manager, E & E
D. Leitch, AScT., Manager, Water Management
(3:55 pm). K. Miller, Manager, Environmental Regional Policy
J. Bath, Recording Secretary

**APPROVAL
OF AGENDA**

Amendments:

1. Item R2 was deleted from agenda.
2. NB1 – Staff report providing an amendment to Budget 575 was added under New Business.

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 April 28, 2010 regular Engineering & Environmental Services Committee meeting be adopted.

MOTION CARRIED

**BUSINESS ARISING
OUT OF MINUTES**

Mr. Dennison advised that staff would bring the Gas Tax funding requisition report is being brought forward to the next Electoral Area Services Committee meeting.

DELEGATIONS

No delegations

REPORTS

R1

Staff report regarding request for critical streetlight at 935 Whittaker Road, Electoral Area A.

It was moved and seconded that a *critical location* streetlight be installed on the hydro pole adjacent to the Malahat Fire Hall, 935 Whittaker Road in Electoral Area A – Mill Bay/Malahat, as requested in a petition from local residents.

MOTION CARRIED

R2 Deleted.

R3 A staff report suggesting an amendment to Schedule B of the Honeymoon Bay Water System Management Bylaw.

It was moved and seconded that it be recommended that "CVRD Bylaw No. 3390 – Honeymoon Bay Water System Management Amendment Bylaw, 2010" be forwarded to the Board for three readings and adoption.

MOTION CARRIED

R4 Staff report providing Service Establishment and Loan Authorization Bylaws for the Douglas Hill Water System.

It was moved and seconded:

1. That "CVRD Bylaw No. 3382 – Douglas Hill Water System Service Establishment Bylaw, 2010", be forwarded to the Board for consideration of three readings and, following provincial approval, be adopted.
2. That "CVRD Bylaw No. 3383 - Douglas Hill Water System Loan Authorization Bylaw, 2010", be forwarded to the Board for consideration of three readings and, following provincial approval, be adopted.
3. That it be recommended to the Board that, in order to provide service area residents with the option of paying their portion of borrowing costs up front, the necessary Parcel Tax Roll Bylaw include terms and conditions for waiving or reducing the parcel tax charge.

MOTION CARRIED

R5

Staff report regarding the Koksilah River hydrometric gauge.

Discussion took place regarding the most appropriate location for placement of the hydrometric gauge.

It was moved and seconded that the CVRD request that the Ministry of Environment have the Koksilah River at Cowichan Station (08HA003) hydrometric gauge converted from an "active, archival" gauge to an "active, real-time telemetry" gauge.

MOTION CARRIED

R6

Staff report regarding funding an Engineering Feasibility Study for the Shellwood Water System.

It was moved and seconded that the CVRD Board approve 100% funding to carry out an engineering assessment of the Shellwood Improvement District Water System, to a maximum cost of \$15,000 with the funding coming from the CVRD Electoral Area Feasibility Study Function, and that, if a new water service area function is created, these funds be paid back to the study function by the newly created service area.

MOTION CARRIED

R7

Staff report regarding potential CVRD takeover of the Sylvania Improvement District Water System, Electoral Area A.

The Director for Electoral Area A asked that the words "provide First Stage Approval" be removed from the staff recommendation.

It was moved and seconded that the Board authorize staff time to continue with the process of investigating takeover of the Sylvania Improvement District Water System, located in Electoral Area A, as requested by Sylvania Improvement Trustees, 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 on which infrastructure works are located will be placed within registered Statutory Rights-of-way, using the CVRD's standard charge terms;
- A utility transfer agreement be executed between the CVRD and the owners;
- A CVRD review of the system be undertaken in order to address deficiencies in the water system;

- The owner of utility be willing to sell and/or 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 that an assessment of the system be carried out, funded to a maximum cost of \$15,000, with \$5,000 from the CVRD Feasibility Study Function and \$10,000 through a Provincial Feasibility Study Grant; and that, upon completion of a successful petition process, bylaws be prepared to create a service area for this utility.

MOTION CARRIED

NEW BUSINESS

NB1

Staff report providing an amendment to approve short term borrowing for Budget 575.

It was moved and seconded that it be recommended that the CVRD Board approve short term borrowing, to be paid back over 5-years under the Liabilities Agreement, Section 175 of the Community Charter, for the following items:

- 1) Up to \$75,000.00 for the purchase of a mini Excavator
 - 2) Up to \$76,000.00 for the purchase of two Hybrid vehicles
- and further that the 2010 Engineering and Environmental Services Control Budget 575 be amended accordingly.

MOTION CARRIED

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 4:43 p.m.

Chair

Recording Secretary

Dated: _____



C.V.R.D

STAFF REPORT

R1

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING
OF JUNE 23, 2010

DATE: June 1, 2010

FILE NO: 5600-30-KVW/09

FROM: Gord Bonekamp, Sr. Engineering Technologist, Engineering & Environmental Services

SUBJECT: Kerry Village Water and Sewer System Service Establishment Amendment Bylaws

Recommendation:

That it be recommended to the Board:

1. That the *Certificates of Sufficiency*, confirming that sufficient petitions requesting inclusion into the Kerry Village Water and Sewer System Service Areas be received.
2. That the boundaries of the Kerry Village Water and Sewer System service areas be extended to include "Lot A, Section 2, Range 7, Shawnigan Land District, Plan 45532".
3. That "CVRD Bylaw No. 2491 – Kerry Village Water System Service Establishment Bylaw, 2004", be amended to include Lot A, and be forwarded to the Board for consideration of three readings and adoption.
4. That "CVRD Bylaw No. 2489 – Kerry Village Sewer System Service Establishment Bylaw, 2004", be amended to include Lot A, and be forwarded to the Board for consideration of three readings and adoption.

Purpose: To obtain approval to proceed with the extension to the boundaries of the Kerry Village Water and Sewer System Service Areas to include one additional property.

Financial Implications: New users brought into the service area will generate user fees, which will reduce overall charges to the existing customers. The property owners are responsible for all construction costs.

Interdepartmental/Agency Implications: The amendment bylaws would require the approval of the service area voters before it can be adopted. In cases where a sufficient petition for services has been received, voter approval may be obtained by the Electoral Area Director consenting, in writing, to the adoption of the Bylaw. Engineering & Environmental Services are responsible for the operation and administration of these services. Valid and sufficient Petitions for Services have been received. *Certificates of Sufficiency* and a site plan are attached for consideration.

Background: This property, described as "Lot A, Section 2, Range 7, Shawnigan Land District, Plan 45532", is an existing 2.25 hectare (5.55 acres) parcel with 30 metres of road frontage on Bourbon Road. In the attached letter, dated April 28, 2010, the owners formally requested inclusion into the Kerry Village Water and Sewer Service Areas. *Certificates of Sufficiency* and a site plan are attached for consideration.

Submitted by

Gordon Bonekamp, ASCT
Senior Engineering Technologist
Engineering & Environmental Services

GB:jlh

Approved by:

Brian Dennison, General Manager,
Engineering and Environmental Services

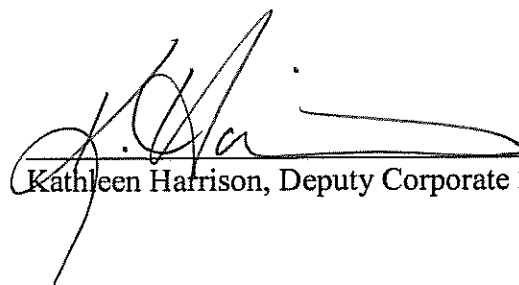


CERTIFICATE OF SUFFICIENCY

I hereby certify that the petition for inclusion in the *Kerry Village Water System Service Area* is sufficient, pursuant to section 797.4 of the *Local Government Act*.

DATED at Duncan, British Columbia
this 3rd day of June, 2010

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)
)


Kathleen Harrison, Deputy Corporate Secretary

Kerry Village Water System Service Area

Total Number of Parcels requesting inclusion in the Service Area:	1
Net Taxable Value of All Land and Improvements of new Parcels:	\$584,000.00
Number of Valid Petitions Received:	1
Net Taxable Value of Petitions Received (Land and Improvements):	\$584,000.00

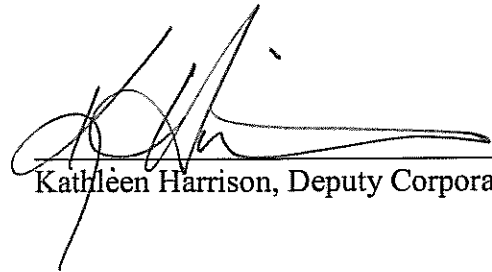


CERTIFICATE OF SUFFICIENCY

I hereby certify that the petition for inclusion in the *Kerry Village Sewer System Service Area* is sufficient, pursuant to section 797.4 of the *Local Government Act*.

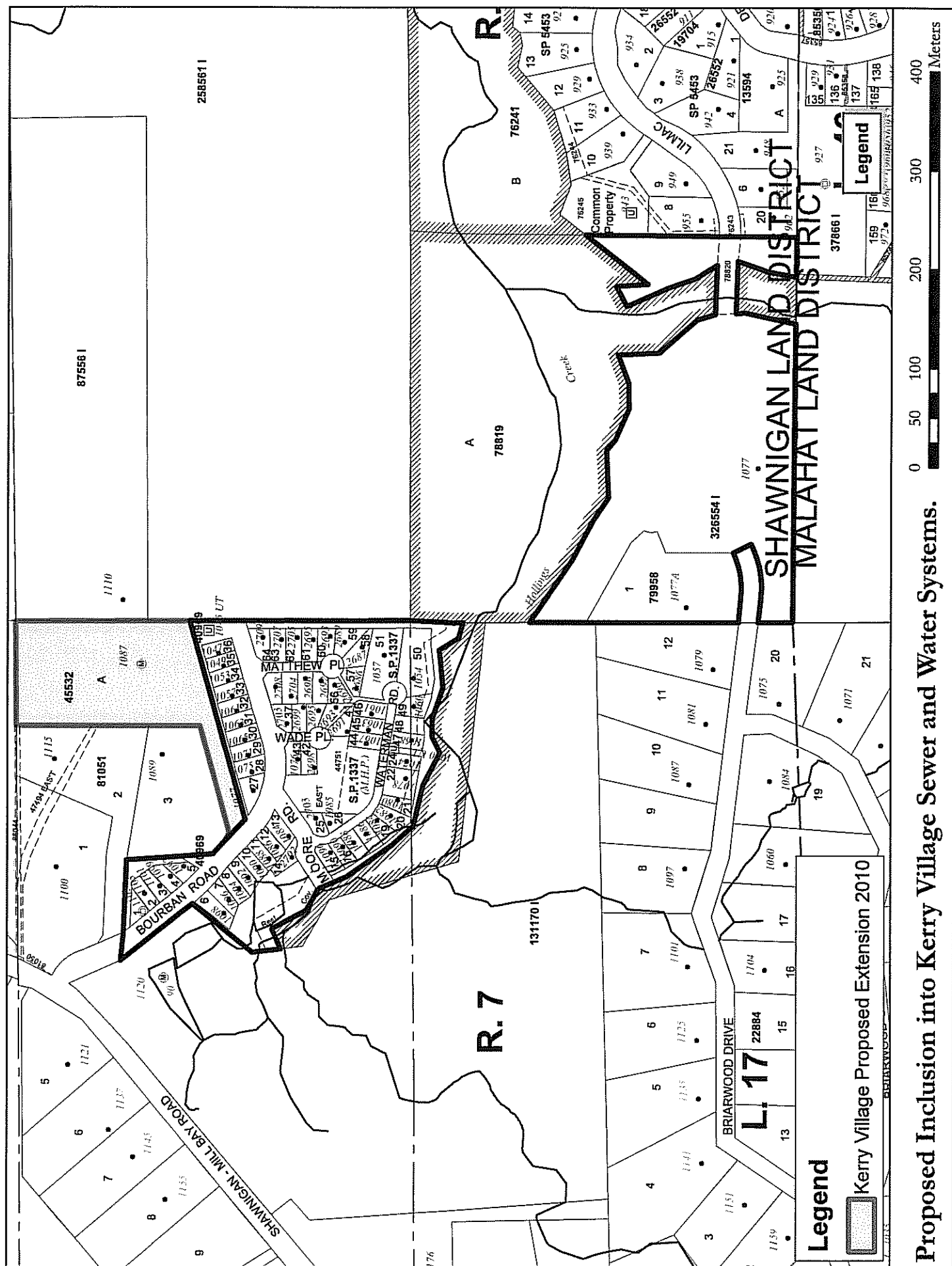
DATED at Duncan, British Columbia
this 3rd day of June, 2010

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)
)


Kathleen Harrison, Deputy Corporate Secretary

Kerry Village Sewer System Service Area

Total Number of Parcels requesting inclusion in the Service Area:	1
Net Taxable Value of All Land and Improvements of new Parcels:	\$584,000.00
Number of Valid Petitions Received:	1
Net Taxable Value of Petitions Received (Land and Improvements):	\$584,000.00



April 28, 2010

Gord Bonekamp, AScT
Sr. Engineering Technologist
Cowichan Valley Regional District



APR 30 2010

Dear Mr. Bonekamp

As per our discussion I would like to formally request that my property be included in the Kerry Village water and sewage areas of service. We would like to connect our house to city water and sewer systems. Our property address is

1087 Bourban Rd.
Mill Bay
BC
V0R 2P2

Yours Truly

Ch Jameson
Margaret Jameson

Charles Larry and Margaret Jameson

Original:	Copies to:
Board:	GB
Committee(s):	
Directed by:	Date: 30 APR 10
5600-30-KVW/06	
5340-30-KVS/06	

08

April 28, 2010

Gord Bonekamp, AScT
Sr. Engineering Technologist
Cowichan Valley Regional District

C.V.R.D.
RECEIVED


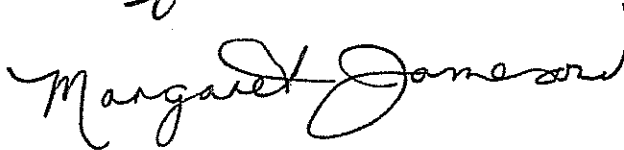
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1087 Bourban Rd.
Mill Bay
BC
V0R 2P2

Yours Truly

Charles Larry and Margaret Jameson

Original:	Copies to:
Board:	GB
Committee(s):	
Directed by:	Date: 30 Apr 10
5600-30-KVW/06	
5340-30-KVS/06	



R2

STAFF REPORT

ENGINEERING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING OF JUNE 23, 2010

DATE: June 16, 2010 **FILE NO:** 5520-20/EAB

FROM: Joanne Bath, Administrative Coordinator, Engineering & Environmental Services

SUBJECT: Amendment Bylaw No. 3403 – Electoral Area B – Shawnigan Lake Critical Location Street Lighting Service

Recommendations:

1. That is be recommended to the Board that "CVRD Bylaw No. 2138 - Electoral Area B - Shawnigan Lake Critical Location Streetlighting Service Establishment Bylaw, 2010", be amended to increase the maximum requisition limit from \$1,000. to \$3,000.
2. That amendment Bylaw No. 3403 be forwarded to the Board for consideration of three readings and, following provincial and voter approval, be considered for adoption.
3. That voter approval for adoption of Bylaw No. 3403 be obtained through an Alternative Approval Process.

Purpose: To seek approval to increase the maximum requisition limit for the Electoral Area B – Shawnigan Lake Critical Location Streetlighting Service and to introduce the attached amendment Bylaw No. 3403.

Financial Implications: The annual cost of providing this service is recovered through property value taxes requisitioned and collected on the basis of the net taxable value of land and improvements. Currently, the maximum amount of money that may be requisitioned annually in support of this service is the greater of \$1,000. or an amount that could be raised by a property value tax of \$0.0006 per \$1,000. of net taxable land and improvements. If Bylaw No. 3403 is adopted and the maximum (\$3,000.) is requisitioned, then the average annual cost to residential property owners would be approximately \$0.18 per \$100,000. of net taxable land and improvements.

Interdepartmental/Agency Implications: Before Bylaw No. 3403 can be adopted, the Inspector of Municipalities and service area electors must grant approval. Pursuant to Section 797.5 of the *Local Government Act* and Section 84 of the *Community Charter*, voter approval may be obtained through an alternative approval process.

.../2

Background:

The critical streetlighting budgets normally are very lean, with no charges other than the monthly hydro payment; however, infrequently installation will include a capital expenditure. Currently, installation of the critical streetlight at the corner of Cameron Taggart and Lovers Lane, approved by the Board at their meeting of May 12, 2010, is on hold as a transformer must be installed for a cost to the CVRD of \$2,057.44. In order to allow for minor capital expenditures in the critical streetlighting budget, the maximum requisition limit must be increased from \$1,000. to \$3,000.

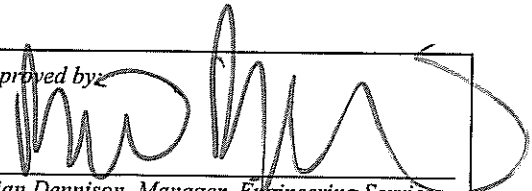
Submitted by,



Joanne Bath, Administrative Coordinator
Engineering & Environmental Services

:jlb

Bath: Z:\ESMemos2010\AAP-SLCriticalStLgting-Jun23-10.doc

Approved by: 
Brian Dennison, Manager, Engineering Services



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3403

A Bylaw to Amend Electoral Area B – Shawnigan Lake Critical Location Streetlighting Service Establishment Bylaw No. 2138

WHEREAS the Board of the Cowichan Valley Regional District established the *Area B - Shawnigan Lake Critical Location Streetlighting Service* under the provisions of Bylaw No. 2138, cited as "CVRD Bylaw No. 2138 – Electoral Area B - Shawnigan Lake Critical Location Streetlighting Service Establishment Bylaw, 2000", for the purpose of providing a critical location streetlighting service for Electoral Area B – Shawnigan Lake;

AND WHEREAS the Regional District wishes to amend Bylaw No. 2138 by increasing the maximum annual requisition limit from One Thousand Dollars (\$1,000.) to Three Thousand Dollars (\$3,000).

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

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

1. CITATION

This bylaw may be cited as "CVRD Bylaw No. 3403 – Area B - Shawnigan Lake Critical Location Streetlighting Service Amendment Bylaw, 2010".

AMENDMENTS:

2. Bylaw No. 2138, cited as "CVRD Bylaw No. 2138 – Electoral Area B – Shawnigan Lake Critical Location Streetlighting Service Establishment Bylaw, 2000", is hereby amended as follows:
 - a) That the word "One" be deleted and replaced with the word "Three" and the number "1" be deleted and replaced with the number "3" in the third Whereas clause of the preamble.

.../2

- b) That Section 5 be deleted and replaced with the following:

METHOD OF COST RECOVERY:

5. The annual cost of providing this service shall be recovered by one or more of the following:
- a) property value taxes requisitioned and collected on the basis of the net taxable value of land and improvements within the service area, as per the *Local Government Act*;
 - b) revenues raised by other means authorized by the *Local Government Act* or another *Act*.

MAXIMUM REQUISITION:

6. The maximum amount of money that may be requisitioned annually in support of this service shall be the greater of \$3,000. or an amount equal to the amount that could be raised by a property value tax of \$.0018 per \$1,000. of net taxable value of land and improvements within the service area.

READ A FIRST TIME this _____ day of _____, 2010.

READ A SECOND TIME this _____ day of _____, 2010.

READ A THIRD TIME this _____ day of _____, 2010.

I hereby certify this to be a true and correct copy of Bylaw No. 3403 as given Third Reading on the _____ day of _____, 2010.

Corporate Secretary

Date

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this _____ day of _____ 2010.

ADOPTED this _____ day of _____, 2010.

Chairperson

Corporate Secretary



R3

STAFF REPORT

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE OF JUNE 23, 2010

DATE: June 10, 2010

FILE NO: 3900-20-2108

FROM: Cat Wilson, Environmental Resources Assistant

SUBJECT: Use of Clear Bags for Garbage Disposal

Recommendation:

To include the use of clear bags as a requirement for all garbage disposal when developing the new curbside collection program.

Purpose: To explore various clear bag programs, and to provide information on the effects of a clear bag program on waste diversion.

Financial Implications: None at this time. Minimal if program is adopted.

Interdepartmental/Agency Implications: None at this time.

Background: There has been interest in starting a Clear Bag Disposal program in the CVRD, which would involve making clear bags mandatory for garbage disposal. Clear bag programs support waste diversion and the CVRD's goal of zero waste.

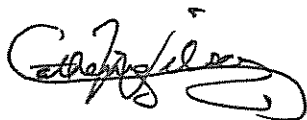
Discussion: Several jurisdictions across Canada and the United States have established clear bag programs. Most programs involve mandatory clear bag use for all curbside pick-up programs and drop-off facilities. Requiring the use of clear bags for waste disposal in the CVRD would require an amendment to Bylaw 2108 (Solid Waste Management Charges and Regulations), and possibly development of an additional bylaw.

- Clear bag programs involve banning opaque and coloured bags for garbage disposal. Requiring the use of clear bags makes it easy for garbage collectors and drop-off attendants to monitor garbage for recyclables and banned items. Clear bags also work as a visual prompt for residents, as they get a second look at what is in their garbage before putting it on the curb or taking it to a drop-off facility. In other jurisdictions clear bag programs have reduced garbage generation by up to 50%, and nearly doubled recycling rates.
- The CVRD could approach a clear bag program in three possible ways: (1) the CVRD could purchase clear bags (with or without CVRD logo) and either provide or sell these to residents, (2) ban local retail outlets region-wide from selling opaque or coloured bags, or (3) mandate retail outlets to provide indication to customers of allowable clear bags for waste disposal. This last option would also reduce confusion over what constitutes a 'clear bag'.

Privacy issues are a common response to clear bag programs. Other jurisdictions have effectively addressed concerns by allowing public input into discussions surrounding the program, and by allowing one small opaque 'privacy bag' within each clear bag for personal items. Specifications over size and amount of privacy bags allowed would have to be included in Bylaw 2108. Other jurisdictions with clear bag programs have voiced concern over 'nesting' (when full opaque garbage bags are simply 'nested' within a clear bag), as this defeats the purpose of the clear bag program. Privacy concerns are a risk in starting up a clear bag program, but have been properly and effectively managed by other clear bag programs.

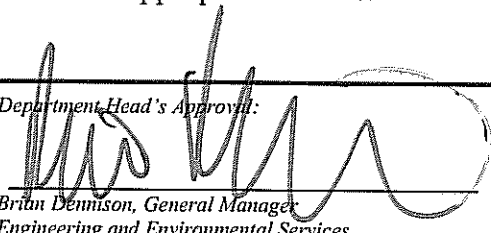
- Public education and awareness is an essential component of a successful clear bag program. An intensive awareness campaign should start at least 6 months prior to the launch of a clear bag program to ensure public familiarity with the program, and to allow residents and businesses to use up stock-piled opaque garbage bags. Education programs would include mass media (radio, newspaper ads and articles), public information sessions, distribution of program literature (which can be combined with other literature if launched simultaneously with re-vamped curbside program), inserts in bills, meetings with retailers and waste collectors, and visits to schools and community groups.
- Even with well established waste diversion programs, the implementation of clear bags for garbage disposal can result in dramatic decreases in garbage generation (30-50%) and increases in recycling (30-100%). Simultaneously introducing other initiatives, such as curbside organic collection, with clear bag programs can also greatly improve at-source sorting of wastes, recyclables and organics. Organics make up 30- 40% of household and industrial garbage—clear bag programs in conjunction with curbside organics programs have increased organics collection by 60% in other jurisdictions, which diverts a significant portion of compostable materials from the waste stream. When putting garbage on the curb, residents take a second look at their wastes—if they have access to recycling and organics programs, they are more likely to divert appropriate wastes.

Submitted by,



Cat Wilson
Environmental Resource Assistant
Engineering & Environmental Services

Department Head's Approval:



Brian Dennison, General Manager
Engineering and Environmental Services

CW:jlb

Bath: Z:\ES\Memos\2010\CleatBags-June23-10.doc



C·V·R·D

R4

STAFF REPORT

**ENGINEERING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING
OF JUNE 23, 2010**

DATE: June 7, 2010

BYLAW NO: 3396

FROM: Kathleen Harrison, Legislative Services Coordinator

SUBJECT: Bings Creek Solid Waste Management Complex Reserve Fund Amendment Bylaw
(Name Change – Solid Waste Management Facilities).

Recommendation:

That "CVRD Bylaw No. 3396 – Bings Creek Solid Waste Management Complex Reserve Fund Amendment Bylaw, 2010", be forwarded to the Board for consideration of three readings and adoption.

Purpose: To introduce Bylaw No. 3396 that amends the *Bings Creek Solid Waste Management Complex Reserve Fund Establishment Bylaw* by changing the name from "Bings Creek Solid Waste Management Complex" to "Solid Waste Management Facilities".

Financial Implications: N/A

Interdepartmental/Agency Implications:

This bylaw does not require the approval of the service area voters or the Inspector of municipalities prior to adoption.

Background:

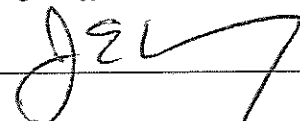
A reserve fund was established by Bylaw No. 2043 in 1999 for the CVRD's Solid Waste Management Facilities. The bylaw was named after the newly constructed Complex at Bings Creek, however, it was drafted with the intent to encompass expenditures from all CVRD solid waste management facilities not strictly the Bings Creek facility. Reserves from the Peerless Road and Meade Creek drop-off depots were transferred to the "Bings Creek" Reserve which then became the umbrella fund that solid waste facility expenditures were drawn from. It has been suggested that the existing name of the reserve is too restrictive and does not accurately reflect the original intent of the bylaw. Accordingly, the attached amendment bylaw changes the name of the Reserve to one that is inclusive of all CVRD Solid Waste Management Facilities, present and future.

Submitted by,


Kathleen Harrison
Legislative Services Coordinator

Division Manager's Approval:

Signature





COWICHAN VALLEY REGIONAL DISTRICT

BYLAW NO. 3396

A Bylaw to Amend Bings Creek Solid Waste Management Complex Reserve Fund Establishment Bylaw No. 2043

WHEREAS the Board of the Cowichan Valley Regional District established the *Bings Creek Solid Waste Management Complex Reserve Fund* under the provisions of Bylaw No. 2043, cited as "CVRD Bylaw No. 2043 – Bings Creek Solid Waste Management Complex Reserve Fund Establishment Bylaw";

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to change the name of the Reserve Fund from the Bings Creek Solid Waste Management Complex to CVRD Solid Waste Management Facilities;

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. 3396 – Bings Creek Solid Waste Management Complex Reserve Fund Amendment Bylaw, 2010".

2. AMENDMENTS

That CVRD Bylaw No. 2043 be amended as follows:

- a) That the title of the Bylaw be deleted and replaced with the following:

A Bylaw to Establish a Capital Reserve Fund for CVRD Solid Waste Management Facilities.

- b) That the Section 1 citation text be deleted and replaced with the following:

This bylaw may be cited for all purposes as "CVRD Bylaw No. 2043 – Solid Waste Management Facilities Reserve Fund Establishment Bylaw, 1999".

- c) That wherever the words "Bings Creek Solid Waste Management Complex" appear within the Bylaw they be deleted and replaced with the words "CVRD Solid Waste Management Facilities".

READ A FIRST TIME this _____ day of _____, 2010.

READ A SECOND TIME this _____ day of _____, 2010.

READ A THIRD TIME this _____ day of _____, 2010.

ADOPTED this _____ day of _____, 2010.

Chairperson

Corporate Secretary



STAFF REPORT

R5

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF JUNE 23, 2010

DATE: June 10, 2010

FILE No: Bylaw 2020

FROM: Harmony Huffman, Environmental Technologist

SUBJECT: Formation of a Working Group to review the development and implementation of burning regulations in CVRD Electoral Areas

Recommendation:

- 1) That a working group be formed to review the implementation and enforcement of CVRD Bylaw No. 2020 – *Landclearing Management Regulation Bylaw, 2009*, and to assist in the development of a backyard burning regulation applying to small hand-piled fires not regulated under CVRD Bylaw No. 2020 – *Landclearing Management Regulation Bylaw, 2009*; and further
- 2) That the working group consist of representatives from the following stakeholder groups, for a total not to exceed 8 members:
 - Local improvement Districts (2 members);
 - CVRD Electoral Areas (2 members);
 - CVRD Environment Commission (1 member); and
 - CVRD Staff (2-3 members)

Purpose: To review the formation of a working group to assist in the development of a backyard burning bylaw for CVRD electoral areas.

Financial Implications: Minimal support costs for holding meetings.

Interdepartmental/Agency Implications: Volunteer and staff time from Fire Service representatives, Improvement District and Electoral Area elected officials, and CVRD Public Safety and Engineering & Environment Departments.

Background:

During their meeting of April 28, 2010, the Engineering & Environmental Services Committee resolved that staff investigate the formation of a working group regarding burning bylaws in the CVRD. The motion was made in response to a written request from the Shawnigan Improvement District that a working group be formed for the purpose of:

- Improving communications between Fire Improvement Districts and the CVRD Engineering & Environmental Services Department;
- Monitoring and, if necessary, suggest changes to CVRD Bylaw No. 2020;
- Reviewing the issues associated with general backyard burning practices;

.../2

- Reviewing existing backyard burning regulations, and determine the feasibility of attempting to further restrict current practice; and
- Advising the Engineering & Environmental Services Committee of their findings.

Discussion: Staff support the formation of a working group to assist in the development of a backyard burning regulation. There are several benefits to this approach, including: good representation for stakeholders, improved communication amongst stakeholders, informed and timely input for staff, and confidence for the Committee that stakeholders have been appropriately involved in the bylaw development process.

However, the purpose of the working group, as suggested by the Shawnigan Improvement District (see above), does not align with the motion made by the Committee on August 26, 2009, wherein staff were directed to develop a backyard burning bylaw for all small, hand-piled fires not regulated by CVRD Bylaw No. 2020 – *Landclearing Management Regulation Bylaw*. As such, staff recommend that a working group be formed for the following purpose: to review the implementation and enforcement of CVRD Bylaw No. 2020, and to form the development of a backyard burning bylaw applying to small, hand-piled fires not regulated by Bylaw No. 2020. Some draft Terms of Reference have been presented below for the Committee's review. It should further be noted that some small, hand-piled fires not currently covered under Bylaw No. 2020 (such as small recreational or food fires) may also be outside the scope of a new regulation.

Membership: In order for a working group to function effectively and meet the goals outlined above, fair representation from each stakeholder group must be ensured. Furthermore, the working group should not exceed a reasonable number in order to maintain workability. As such, staff recommend that a working group consist of the following members (for a maximum of 8):

Stakeholder Group	Number
Local Improvement Districts (one elected official and one fire chief, preferably from different Districts)	2
CVRD Electoral Areas (one elected official and one CVRD fire chief, preferably from different areas)	2
CVRD Environment Commission (representing the public)	1
CVRD staff (Public Safety, and Engineering and Environmental Services)	2-3
Total:	7-8

Staff propose that, upon Board approval, a letter of invitation to join the working group be sent to the various stakeholder bodies. It will be up to each stakeholder group to select which individuals will represent the group at the working group level.

While the membership proposed above would form the core working group, it is recognized that additional consultation will be required in order to keep all area stakeholders informed. As such, additional meetings will be held to inform all four area Improvement Districts, and all six CVRD fire departments, of the working group's findings. These groups may also wish to appoint a working group liaison to ensure good communication between all parties.

.../3

Terms of Reference: A working group, as described above, would meet regularly for a defined term (e.g. six months) in order to fulfill its objectives. Based on meetings-to-date with the CVRD Public Safety Department, fire department representatives, and representatives from two local Improvement Districts, staff suggest the following as draft Terms of Reference for the group:

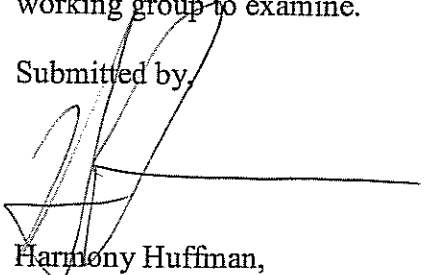
- To review the ongoing implementation and enforcement of Bylaw No. 2020 – *Landclearing Management Regulation Bylaw, 2009* within existing fire service areas, and to review methods of improving enforcement efforts;
- To review mechanisms by which enforcement of CVRD burning regulations may be supported by CVRD and non-CVRD fire departments, and enforcement costs recouped;
- To review existing backyard burning regulations within CVRD Electoral Areas and Improvement Districts;
- To develop a regulation that addresses the burning of small, hand-piled fires in CVRD Electoral Areas; and further
- To evaluate the feasibility of replacing existing CVRD burning regulations with a single, comprehensive regulation as described above.

Role of the Working Group: Staff envision two primary roles for the working group: that of ensuring good communication amongst all stakeholder groups; and that of providing expert advice to staff to inform the bylaw development process. The responsibility to actually develop any new regulation will continue to lie with staff (under direction from this Committee and the CVRD Board), with the working group providing review and comment of proposed regulation during the development process. The final scope and content of any new regulation will ultimately rest with the CVRD Board.

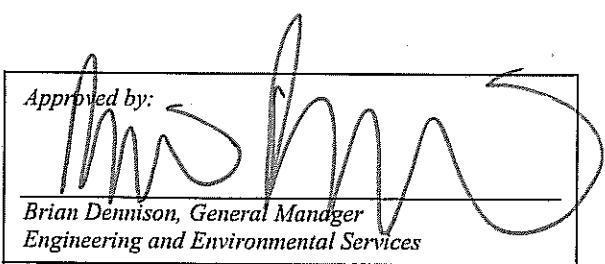
Additional Information: The Committee should also be aware that, on May 15, 2010, the Coastal Fire Centre implemented a burning ban on any fires larger than 0.5 m in height and 0.5 metres in width, yet smaller than 2 m in height and 3 m in width (such as those regulated by CVRD Bylaw No. 2020 – *Landclearing Management Regulation Bylaw*). The burning ban on these medium-sized fires has been implemented in response to the record number of forest fires that were reported within the Coastal Fire Centre region during 2009. The ban is supported within CVRD and Improvement District fire service areas, and will be in place until October 15, 2010.

The working group will look at the ban as part of its overall review of existing regulations. Although this ban is currently a pilot program, if continued in future years, this ban may influence the scope of a new CVRD backyard burning bylaw, or potentially eliminate the need for a separate CVRD bylaw altogether; whether or not this is the case will be a matter for the working group to examine.

Submitted by:


Harmony Huffinan,
Environmental Technologist III

Approved by:


Brian Dennison, General Manager
Engineering and Environmental Services



STAFF REPORT

R6

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF JUNE 23, 2010

DATE: June 16, 2010

File No.

5280-02-01

FROM: Kate Miller, Manager Regional Environmental Policy Division

SUBJECT: Community Energy and Emissions Inventory Data (CEEI)

Recommendation: For information only.

Purpose: To update the committee on the newly updated Provincial community energy and greenhouse gas emissions inventory for the region and communities; and to provide a review of the commitments made to date relative to greenhouse gas (GHG) emissions and energy. The CEEI inventories will be produced every two years from 2010.

Financial Implications: GHG inventorying and monitoring have substantial long term financial implications as cost avoidance in energy costs are realized. Short term expenditures will be required to develop articulated plans, action strategies and implementation.

In order to achieve carbon neutrality by 2012, either reductions in energy use or purchase of offsets will be necessary. Local government investments (in building retrofits, community energy systems, water conservation, renewable energy technologies, waste reduction, landfill gas capture, fleet management and public transit); reduce operating costs, help maintain community services, protect public health and contribute to sustainable community development while cutting GHG emission contributing to climate change.

GHG reduction estimations are required for infrastructure grant application and programs, such as the Gas Tax Agreement and Community funding programs. Climate Action Revenue Incentive Program (CARIP) require municipalities and RD's to report annually (when applying for a CARIP grant) on actions taken during the current year and proposed actions to be taken in the following year to reduce GHG emissions. Inventories are therefore required to accurately report.

Interdepartmental/Agency Implications:

The CVRD Planning and Development Department, as well as other local government departments, are currently incorporating GHG reduction targets into their official community plans, as required by Bill 27. Deadlines for completion is spring 2009 for municipal governments and spring 2010 for Regional Districts. These plans must include targets for reductions and supporting strategies.

It is anticipated that the process of setting regional and internal targets will provide an opportunity for organizational streamlining and review of multiple issues and impacts across departments. Tracking and reporting the costs of emissions will provide a benchmark for future financial decisions and potential support to integrating Life Cycle Analysis lenses.

Implementing changes to accounting practices and record-keeping will facilitate future GHG reporting and overall strategies.

The CEEI is a provincially sponsored data gathering, analysis and reporting system which provides an estimate of energy consumption and greenhouse gas (GHG) emissions within a community over given years (base year 2007). The inventory includes all energy use and GHG emissions within specific jurisdictional boundary (see Schedule A for CVRD only). A corporate or local government inventory includes only those emissions under the operational and or financial control of the local government itself (e.g. buildings and fleet and contract services). Local governments are responsible for developing their own corporate emission inventories. The work is currently being undertaken by the CVRD's Environmental Policy Division as a component of the 2010 work plan.

The updated CEEI now includes data on the following:

- Housing type and compact communities;
- Mode of travel to places of employment;
- Percentage of parks and protected greenspace;
- Residential density (municipalities only);
- Estimates for residential heating oil, propane, and wood use.

With the new data added, the updated CEEI indicates total energy consumption for the region at 9,683,577 GJ up from 8,009,174 and total emissions of 447,795 tonnes, up from 390,879.

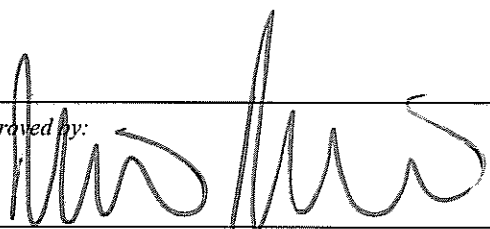
Attached as Schedule B is a listing of GHG reduction programs that the CVRD has committed to.

Submitted by,



for Kate Miller, Manager
Regional Environmental Policy Division

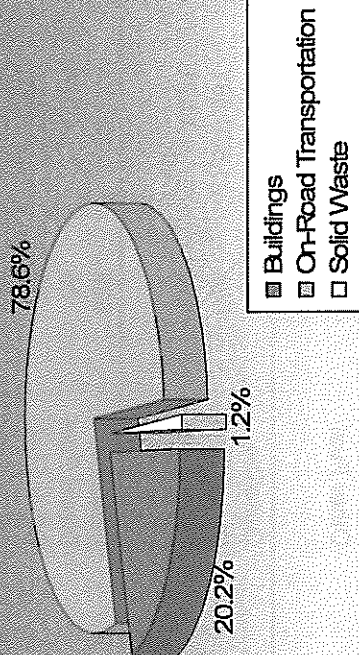
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Approved by: 
Brian Dennison, General Manager,
Engineering and Environmental Services

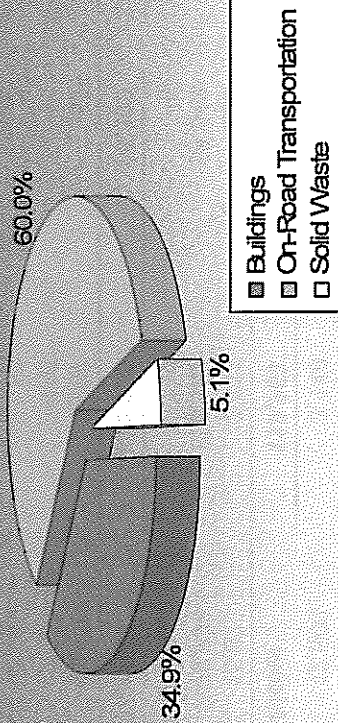
BC's Community Energy and Emission Inventories...supporting efforts towards Complete, Compact, Energy-Efficient Communities

Where are the majority of our community's emissions coming from?

**Cowichan Valley Regional District
2007 GHG Emissions Sources**

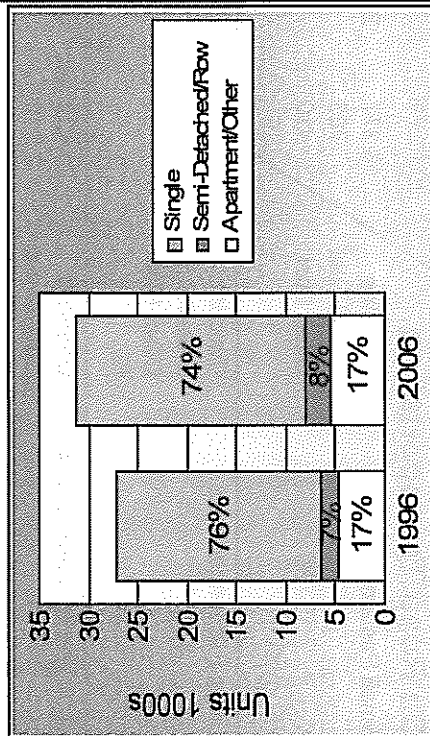


**Total for BC
Communities**



Are we living more compactly?

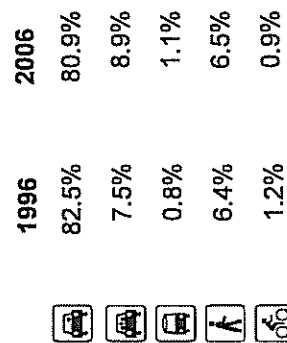
Housing Type



In BC, single family detached housing made up 49% of housing in 2006.

Are we driving less?

Commute To Work



In BC, 10% of people took transit, 7% walked, and 2% cycled to work in 2006.

Residential Density

This data is only available for municipalities.

BC municipal average: 7.4 people per net ha

Are we living closer to where we work?

Commute Distance

This data is currently unavailable in the CEEI 2007 Reports

In BC, 41% of people lived within 5km of their work in 2006.

Cowichan Valley Regional District Updated 2007 Community Energy and Emissions Inventory

Sectors

On Road Transportation					<u>Measurement</u>	<u>Average-VKT(km)</u>	<u>Energy (GJ)</u>	<u>CO₂e (t)</u>
Small Passenger Cars								
Gasoline	16,377	22,091,561	Litres	13,168			773,205	52,868
Diesel Fuel	763	754,504	Litres	13,731			28,897	2,060
Other Fuel	<10	1,304	Litres	10,677			50	2
Small Passenger Cars							802,152	54,930
Large Passenger Cars								
Gasoline	8,557	20,140,107	Litres	18,967			704,904	47,993
Diesel Fuel	203	482,708	Litres	18,387			18,488	1,317
Other Fuel	31	85,374	Litres	16,161			3,270	131
Large Passenger Cars							726,662	49,441
Light Trucks, Vans, SUVs								
Gasoline	23,022	67,405,250	Litres	19,548			2,359,184	161,794
Diesel Fuel	2,210	5,286,458	Litres	18,478			202,471	14,441
Other Fuel	205	512,543	Litres	13,158			19,630	785
Light Trucks, Vans, SUVs							2,581,285	177,020
Commercial Vehicles								
Gasoline	221	1,030,366	Litres	15,129			36,063	2,411
Diesel Fuel	473	2,108,113	Litres	20,214			80,741	5,673
Other Fuel	21	82,230	Litres	12,508			3,149	126
Commercial Vehicles							119,953	8,210
Tractor Trailer Trucks								
Gasoline	19	108,889	Litres	15,676			3,811	255
Diesel Fuel	698	21,570,667	Litres	79,738			826,157	58,046
Other Fuel	<10	3,571	Litres	7,085			137	5
Tractor Trailer Trucks							830,105	58,306
Motorhomes								
Gasoline	628	28,774	Litres	2,470			1,007	67
Diesel Fuel	86	4,074	Litres	2,335			156	11
Other Fuel	10	1,384	Litres	2,189			53	2
Motorhomes							1,216	80
Motorcycles, Mopeds								
Gasoline	993	386,662	Litres	5,155			13,533	903
Motorcycles, Mopeds							13,533	903
Bus								
Gasoline	46	330,447	Litres	20,119			11,566	776
Diesel Fuel	82	773,264	Litres	20,477			29,616	2,081
Other Fuel	<10	32,802	Litres	14,682			1,256	50
Bus							42,438	2,907

Cowichan Valley Regional District Updated 2007 Community Energy and Emissions Inventory

On Road Transportation Totals		Gasoline:	3,903,273	267,067
		Diesel:	1,186,526	83,629
		Other Fuel:	27,545	1,101
		All Fuels:	5,117,344	351,797

Buildings	Type	Connections	Consumption	Measurement	Energy (GJ)	CO ₂ e (t)
Residential	Electricity	33,690	528,140,280	Kilowatt Hour	1,901,303	13,028
	Natural Gas	5,823	278,209	GigaJoules	278,209	14,189
	Heating Oil		465,769	GigaJoules	465,769	32,832
	Propane		80,315	GigaJoules	80,315	4,900
	Wood		567,961	GigaJoules	567,961	210
Residential						65,159
Commercial/Small-Medium Industrial	Electricity	4,252	248,783,669	Kilowatt Hour	895,620	6,137
	Natural Gas	936	377,056	GigaJoules	377,056	19,230
	Commercial/Small-Medium Industrial				1,272,676	25,367
Buildings Totals	Electricity:				2,796,923	19,165
	Natural Gas:				655,265	33,419
	Propane:				80,315	4,900
	Wood:				567,961	210
	Heating Oil:				465,769	32,832
Buildings Totals					4,566,233	90,526

Solid Waste		Mass (t)	CO ₂ e (t)
Community Solid Waste		27,948	5,472

Cowichan Valley Regional District Updated 2007 Community Energy and Emissions Inventory

Grand Total

	CONSUMPTION	ENERGY (GJ)	CO2e (t)
Diesel Fuel	30,979,788 L	1,186,526	83,629
Electricity	776,923,949 kWh	2,796,923	19,165
Gasoline	111,522,056 L	3,903,273	267,067
Heating Oil	465,769 GJ	465,769	32,832
Natural Gas	655,265 GJ	655,265	33,419
Other Fuel	719,208 L	27,545	1,101
Propane	80,315 GJ	80,315	4,900
Solid Waste	27,948 T	0	5,472
Wood	567,961 GJ	567,961	210
Total of Transportation / Buildings / Solid Waste:		9,683,577 GJ	447,795 tonnes

Memo Items

Buildings	Type	Connections	Consumption	Measurement	Energy (GJ)	CO2e (t)
Large Industrial	Electricity	6	withheld	Kilowatt Hour	-	-
	Natural Gas	1	withheld	Gigajoules	-	-
			Large Industrial		-	-

Agriculture

	Number of Animals	Methane	CO2e (t)
Enteric Fermentation	15,297	878	18,438

Land-Use Change

	Area (ha)	CO2e (t)
Deforestation from Settlement	29	26,128
Deforestation from Agriculture	14	9,337
Deforestation:	43	35,465

Supporting Indicators

Below you will find supporting indicators for which data is provided. These are the first five supporting indicators for which data is provided as a part of the updated 2007 CEEI. Thirteen additional supporting indicators are under consideration for future reports (see next page). Local government feedback is requested on all supporting indicators. Please take the time to complete the short CEEI Survey at <http://www.env.gov.bc.ca/cas/mitigation/ceei/index.html> or contact us directly at CEEI@pt.gov.bc.ca

Housing Type - Private dwellings by structural type

Housing type is important for reducing building-related GHG emissions and energy consumption. A trend toward fewer single family dwellings indicates an increase in residential density, which is known to reduce transportation-related GHG emissions.

	1996		2001		2006	
	Units	%	Units	%	Units	%
Single Detached House	20,760	76	21,940	76	23,200	74
Semi-Detached House	905	3	900	3	1,240	4
Row House	930	3	1,240	4	1,335	4
Apartment, Duplex	580	2	480	2	865	3
Apartment, 5 storeys or higher	10	0	15	0	10	0
Apartment, under 5 storeys	2,640	10	2,830	10	3,240	10
Other Single Attached House	55	0	140	0	130	0
Movable Dwelling	1,320	5	1,300	5	1,200	4

Residential Density

* Net of Crown land, parks, Indian Reserves, water features, airports, ALR, waste disposal sites.
Increasing residential densities is known to reduce vehicle use resulting in fewer transportation-related GHG emissions. There are many additional benefits from more compact development.

2009

This data is currently unavailable in the CEEI 2007 Reports.

Commute to Work - Employed labour force - by mode of commute

An increase in the number of people choosing to walk, cycle and use transit reduces GHG emissions. More compact, complete, connected communities should see an increase in the use of these transportation modes.

	1996		2001		2006	
	People	%	People	%	People	%
Car, Truck, Van as Driver	22,145	83	23,165	84	25,685	81
Car, Truck, Van as Passenger	2,005	7	1,990	7	2,825	9
Public Transit	215	1	170	1	340	1
Walked	1,705	6	1,705	6	2,050	6
Bicycle	310	1	265	1	300	1
Motorcycle	40	0	45	0	105	0
Taxicab	20	0	0	0	25	0
Other Method	395	1	320	1	425	1

Commute Distance

Shorter commute distances generally reduce GHG emissions by increasing the likelihood of people walking, cycling or using transit. Commute distance is also indicative of the 'completeness' of a community from an employment perspective.

2006
People %

This data is currently unavailable in the CEEI 2007 Reports.

Cowichan Valley Regional District Updated 2007 Community Energy and Emissions Inventory

Parks and Protected Greenspace

* Total is net of Indian Reserves

** The quantity of parkland may be underestimated

Parks and protected greenspaces are important for the protection and enhancement of community carbon sinks.

	2009	
	Area (ha)	%
National Parks	5,582.4	1.6
Provincial Parks / Protected Areas	18,882.4	5.4
Local Parks	1,217.1	0.4
Agricultural Land Reserve	18,998.9	5.4
Other land use	304,848.1	87.2
Total Land Area	349,528.9	100.0

This is your local government's Updated 2007 Community Energy and Emissions Inventory (CEEI) Report

What is a CEEI Report?

CEEI Reports are a result of a multi-agency effort to provide a province-wide solution to assist local governments in BC to track and report on community-wide energy consumption and greenhouse gas (GHG) emissions every two years. CEEI Reports are one of the many resources available through the Climate Action Toolkit (<http://www.toolkit.bc.ca>), a web-based service provided through the ongoing collaboration between UBCM and the Province.

Why does my local government need a CEEI Report?

A community energy and GHG emissions inventory can be a valuable tool that helps local governments plan and implement GHG and energy management strategies, while at the same time strengthening broader sustainability planning at the local level. CEEI reports fulfill local governments' Climate Action Charter commitment to measure and report their community's GHG emissions profile, establish a base year inventory for local governments to consider as they develop targets, policies, and actions related to BC's *Local Government Act* requirements, and fulfill Milestone One requirements for those local government members of the Federation of Canadian Municipalities' (FCM's) Partners in Climate Protection (PCP) program.

A first in North America!

CEEI is a first in North America and a first step for BC communities. The 2007 CEEI Reports are based on best available province-wide data. The accuracy and detail of CEEI reports will continue to improve to meet increasing local and provincial government information needs. Improvements have been made from the original draft 2007 CEEI Reports posted in Spring 2009. These include estimates for residential heating oil, propane and wood use, breaking out small and medium from large industrial buildings, including updated land-use change and new agricultural sectors as 'memo items', and the first of a suite of 'supporting indicators'. Following the 2010 CEEI Reports, inventories will be generated every two years, and will continue to improve as government information needs, international protocols and new data sources emerge.

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For More Information:

- The full list of all BC local government Updated 2007 CEEI Reports, CEEI Data Summary Report, Technical Methods and Guidance Document, and additional information on the Secondary Indicators are available at: <http://www.env.gov.bc.ca/cas/mitigation/ceei/index.html>.
- For guidance on target setting and community actions, go to <http://www.toolkit.bc.ca> and <http://www.cd.gov.bc.ca/lqd/greencommunities/targets.htm>.

We Need Your Feedback:

- To continue to guide us on CEEI, particularly now with the new Indicators. Please take the time to complete the short CEEI Survey at <http://www.env.gov.bc.ca/cas/mitigation/ceei/index.html> or contact us directly at CEEIRPT@gov.bc.ca.

Notice to the Reader: This CEEI Report uses information from a variety of sources to estimate GHG emissions. While the methodologies, assumptions and data used are intended to provide reasonable estimates of greenhouse gas emissions, the information presented in this report may not be appropriate for all purposes. The Province of BC and the data providers do not provide any warranty to the user or guarantee the accuracy or reliability of the data contained in this report. The user accepts responsibility for the ultimate use of such data. We need your help to make these reports better, where you do note inaccuracies, please contact us.

SCHEDULE B

CVRD COMMITMENTS:

Provincial Climate Action Plan (2008) Bill 44

Provincial commitment to reduce carbon emissions in its own and other public sector organizations relative to 2007 levels - not legislated at local government level at this time, but serves as a provincial benchmark for expectations.

- Carbon neutral by 2010 (2008 for travel)
- 33% reduction by 2020
- 80% reduction by 2050

Provincial **Green Communities Legislation** (mandatory) Bill 27 came into force May 29 2008. This legislation amends the BC Regional Growth and Official Community Plans (OCP) Legislation by mandating regional and local GHG reduction targets and regional and local policies with respect to achieving these targets. These policies should be achievable and measurable.

BC Climate Action Charter - commitments are currently voluntary, but becoming a signatory is now a criteria for provincial funding. The *CVRD is a signatory*.

- Achieve Carbon neutral operations by 2012
- Measure and report community GHG emissions
- Build compact, complete communities

The Province and CEEI are currently working with local governments through the Green Communities Incentive Programs to support local government actions (i.e. policy relevant measures). *Province of BC reimburses signatory local governments with 100% of carbon tax paid to the province.*

Federation of Canadian Municipalities (FCM) Partners for Climate Protection (PCP) *CVRD is a signatory*

Five Milestone approach

1. Create a GHG inventory and forecast at both the community *and* government levels,
2. Set reduction targets (suggested target 20%) for local government emissions and (6%) from community below 1994 levels within 10 years.
3. Develop local action plan how emissions and energy use in local government operations and community will be reduced.
4. Implement plan.
5. Monitor progress, verify results and report.

SM1

Minutes of the Closed Session portion of the Engineering & Environmental Services Committee meeting held in the CVRD Boardroom, 175 Ingram Street, Duncan, on Wednesday, April 28, 2010 at 4:44 p.m.

PRESENT: Director Cossey, Chair
Director Kuhn, Vice-Chair
Directors Dorey, Duncan, Giles, Harrison, Iannidinardo,
Marcotte, Morrison

ABSENT: Directors Haywood and Kent

ALSO Warren Jones, CAO
PRESENT: Brian Dennison, General Manager, E & E Services
Dave Leitch, AScT., Manager, Water Management Division
Bob McDonald, Manager, Recycling & Waste Management
Joanne Bath, Recording Secretary

MINUTES

SM1 It was moved and seconded that the Engineering and Environmental Services Committee meeting minutes of February 24, 2010 be adopted as presented.

REPORTS

SSR1 A staff report was considered regarding the Land Purchase Agreement between Larry Sharp and the CVRD for the purchase of land to situate a water treatment plant and reservoir for the Dogwood Ridge Water System.

It was moved and seconded that the Chair and Corporate Secretary be authorized to sign the Purchase Contract between Lawrence Sharp and the Cowichan Valley Regional District for the purchase of land described as Lot 33, Section 9, Range 8, Quamichan District Plan, for the purchase price of \$50,000 to situate a water treatment plant and reservoir for the Dogwood Ridge Water System.

MOTION CARRIED

RISE FROM CLOSED SESSION

It was moved and seconded that the Committee rise without report.

MOTION CARRIED

The Closed Session portion of the Engineering and Environment Services Committee meeting ended at 4:45 p.m.

Chair

Recording Secretary



C·V·R·D

STAFF REPORT

SSR1

ENGINEERING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING OF JUNE 23, 2010

DATE: June 14, 2010

File No.: 5360-20-OPS/BINGS

FROM: Jason Adair, Superintendent, Solid Waste Operations

SUBJECT: Solid Waste Operations – In-house Roll-off Truck Service

Recommendation:

That the CVRD borrow \$255,000 from the Municipal Finance Authority to purchase one new roll-off truck and 30 roll-off bins, and create 1.5 Full time positions, for servicing the majority of hauling requirements of the CVRD's Solid Waste Management Facilities.

Financial Implications:

Table 1.0 - Net Cost-Savings of In-house Service

Contractor Hauling Cost – 2009	\$	350,000
CVRD Labour Cost for 1.5 FTE including benefits and Relief Coverage	\$	110,000
Truck Payment	\$	35,000
Fuel & Service Costs	\$	50,000
Capital Reserve – Replacement Truck	\$	10,000
Service Cost	\$	5,000
Insurance	\$	5,000
Peak Periods Relief Contractor	\$	37,500
Total CVRD Cost for In House Hauling	\$	252,500
CVRD In House Service Annual Estimated Operational Savings vs. Contractor	\$	97,500

Table 2.0 - Funding Sources for Capital Items

Capital Item	MFA	Operational Reserve 25%	TOTAL
Truck Purchase (1)	\$140,000	\$50,000	\$190,000
Bin Purchase (30)	\$115,000	\$35,000	\$150,000
TOTAL	\$255,000	\$85,000	\$340,000

Interdepartmental/Agency Implications:

1. The Financial Services and Engineering and Environmental Services would benefit through a net reduction of staff time required to manage this service i.e. the time required to currently monitor and reconcile numerous contracts and invoices outweighs minor in-house tracking and servicing requirements.
2. Various departments could make use of this in-house service at a low or 'at cost' rate e.g. material hauling for Utilities and /or Parks divisions, support to Public Safety during emergency events, etc.

Background:

The CVRD currently uses roll off truck hauling to service the public use areas of the Solid Waste Management Facilities. Roll-off truck hauling entails using specifically designed trucks to haul bins capable of handling up to 9 tonnes of material. The Solid Waste facilities currently have 30 roll off bins that customers use to drop their materials into. Once these bins are full, they are hauled to various processors for disposal. In 2009, the CVRD used a contractor to complete 2,825 hauls from its waste management facilities for a total of \$350,000 in hauling fees.

In addition to contracting out the hauling, the CVRD rents roll-off bins from a contractor for \$30,000 per year. Purchasing CVRD owned roll-off bins would realize savings over the 15 year life of the bins of \$280,000.

After completing a financial and service analysis for 2009, many other benefits have been identified with bringing this service in-house. This would mean replacing our contracted service with the purchase of one roll-off truck and 30 containers, and creating 1.5 full-time employee (FTE) positions. As this contract expired in April 2010, a contract extension through December 2010 has been negotiated. This will allow the CVRD time to source equipment, train staff and organize associated administrative tasks. The service and savings would begin in January 2011.

The following is a brief summary of other considerations regarding an in-house service:

On-call Contractor: The overall roll-off service may at times be beyond the service capability of one truck. Therefore, an on-call contractor is still required for peak service periods and in the event of equipment breakdown or any other potential disruptions. Expected costs are \$37,500 annually.

Labour Issues: In order to fulfill the hauling requirements, the CVRD will have to schedule a roll-off operator for a total of 3,120 hours. This equates to 1.5 FTE required for operating the truck.

In the event of a labour disruption, the CVRD will have a contractor on standby that may be able to continue hauling (depending if the successful contractor has a unionized workforce). However, if our sites are impacted by a labour disruption, there will be no site access and therefore no need for servicing of roll-off containers.

Aside from the estimated annual cost savings, one of the most positive impacts will be labour relations. This position will give operations staff an opportunity to obtain further training and skills, and the potential for advancement in an environment where few such opportunities exist. Also, outside operations staff will have direct control over the operation, which will serve to build morale in the workplace.

Service Improvements: Currently, there are times when all three transfer stations are open, and the contractor, who has many other private interests, is not meeting contractual response times. This 'lag time' results in material backing up on site, with negative impacts on customer service and safety considerations. Additionally, site staff currently direct the contractor to service partially full bins when on-site – as they realize that by the time the contractor returns, the bin would be overflowing. Hauling of 'air' is very costly, but necessary in these situations. Having a dedicated on-site contractor was also considered, but proves too costly and inefficient in low-service periods. Although an in-house driver would also face such low-service periods, they can assist other on-site personnel during this time. This is not possible with a contractor.

Replacement Vehicle: Staff have allowed for \$20,000 annually to be put into a capital reserve fund, for a total of \$200,000 to be available at the anticipated 10 year end of life-cycle period.

Replacement Bins: Staff have allowed for \$10,000 annually to be put into a capital reserve fund for a total of \$150,000 to be available at the anticipated 15 year end of life period.

Environmentally Friendly Vehicle: An in-house service means that the CVRD has total control over the type of vehicle purchased. This is not feasible with a contracted service where the vehicle used may be one of many and of any make, as it is not a dedicated service being provided to the CVRD. Therefore, not only can we purchase the most environmentally friendly vehicle possible, but we can fuel it with Bio-Diesel collected, processed and distributed on-site by the Cowichan Bio-Diesel Cooperative. All efforts will be made to ensure the CVRD uses the most Greenhouse Gas friendly truck available.

Advertising & Marketing: Having CVRD owned and operated equipment affords the CVRD the unique opportunity for prominent outside advertising for promoting and reinforcing various waste diversions initiatives.

Conclusion: This in-house roll off truck and bin proposal has many benefits, including:

1. Estimated net annual cost savings of \$97,500
2. Enhanced labour relations
3. Improved service response times
4. Improved hauling efficiency i.e. full bins
5. Reduced administrative burdens
6. Support to other Divisions
7. Greater profile and promotional opportunities
8. Serves the public interest through low-costs
9. Allows for the use and promotion of 'home-made' bio-diesel

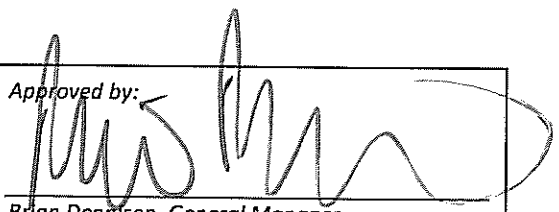
Submitted by,



Jason Adair
Superintendent, Solid Waste Operations
Engineering & Environmental Services

JA:jlb

Approved by:



Brian Denrilson, General Manager
Engineering and Environmental Services