

Minutes of the regular meeting of the Engineering Services Committee held in the Boardroom, 175 Ingram Street, Duncan, on May 14, 2008 at 4:00 p.m.

**PRESENT:** Director Walker, Chair  
Directors Allan, Cossey, Dorey, Duncan, Giles,  
Hartmann, Hodson, Kent, Peake, Tansley (4:10 p.m.)

**ABSENT:** Directors Hutchins, Lefebure, Marcotte

**ALSO** Warren Jones, Administrator (4:10 p.m.)  
**PRESENT:** Brian Dennison, Manager, Engineering Services  
Dave Leitch, AScT., Manager, Utilities  
Bob McDonald, Manager, SW & Environment  
Joanne Bath, Recording Secretary

**APPROVAL  
OF AGENDA**

The following items were added to the agenda - R12, NB1 and SSR2.

**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 9, 2008 regular Engineering Services Committee meeting be adopted.**

**MOTION CARRIED**

**BUSINESS ARISING  
OUT OF MINUTES**

No business arising

**CORRESPONDENCE**

Correspondence was considered from Jenny Warren, Shawnigan Lake, regarding an audit of local road conditions.

**It was moved and seconded that staff set up a meeting with Ministry of Transportation staff to discuss road condition issues in the South-end of the Cowichan Valley.**

**MOTION CARRIED**

**REPORTS**

**R1**

A staff report was considered regarding the addition of two critical streetlight locations in Electoral Area A – Mill Bay/Malahat.

**It was moved and seconded that it be recommended to the Board that *critical location* streetlights be installed at the following locations in Electoral Area A – Mill Bay/Malahat:**

- 1. The corner of Shawnigan Lake-Mill Bay and Barry Roads, and**
- 2. The corner of Deloume and Lashburn Roads**

**MOTION CARRIED**

**R2**

A staff report was considered regarding a request for supplying hydro service to a bus shelter located on the corner of Renfrew Road and Linden Lane – Electoral Area B.

**It was moved and seconded that it be recommended to the Board that the CVRD pay capital and operation costs for lighting to be installed in a bus shelter located on the corner of Renfrew Road and Linden Lane in Shawnigan Lake.**

**MOTION CARRIED**

**R3**

A staff report was considered regarding inclusion of the proposed 105-lot Malahat Properties subdivision to the proposed Ocean Terrace Water System.

**It was moved and seconded that, subject to the following conditions, the CVRD grant approval in principle for takeover of the proposed water system for the Malahat Properties 104-lot development by tying it into the proposed Ocean Terrace Water System, as requested by J.E. Anderson and Associates, on behalf of the owner of Malahat properties, Cary Sangha. The development currently consisting of 12 residential lots described as:**

**Parcel Identifiers**

- |               |               |               |
|---------------|---------------|---------------|
| • 003-700-925 | • 000-639-613 | • 002-790-831 |
| • 000-071-943 | • 000-639-621 | • 000-073-393 |
| • 000-639-664 | • 000-003-662 | • 002-790-891 |
| • 000-071-994 | • 000-639-591 | • 006-204-392 |

**Conditions:**

1. That the water system's preliminary concepts, detailed design and installation be approved by Engineering Services staff to ensure compliance with CVRD design standards and Subdivision Bylaw 1215;
2. That the water reservoir and treatment works have adequate fire flow capacity
3. That the water source and distribution have adequate capacity and have received approval from the Vancouver Island Health Authority.
4. That a Utility Transfer Agreement for the water system be executed between the CVRD and the owner/developer;
5. That the developer provide a two-year warranty on the completed works, backed by an irrevocable Letter of Credit;
6. That the developer provide suitable reserve funds to contribute to the water function;
7. That the developer be required to provide all water servicing infrastructure, including, but not limited to, pumps, reservoir, SCADA system, fire protection, controls and mainlines for the proposed subdivision;

8. All lands on which infrastructure works are located are transferred to the CVRD, except where not practical, in which case will be placed within registered Statutory Rights-of-way using the CVRD's standard charge terms;
9. That all requirements of the conditional re-zoning development agreement with respect to water be applied to the CVRD instead of Mill Bay Waterworks, including pipe sizing to accommodate Benko/Butterfield Road area residents, proper fire flows, water reservoir and well construction and a \$70,000 well impact bond.
10. That a petition process be carried out to include both Ocean Terrace and Malahat Properties subdivisions as one service area.

**MOTION CARRIED**

**R4**

A staff report was considered regarding CVRD takeover of a sewer system owned by Four-Ways Properties by inclusion to the Lambourn Sewer System

Discussion took place regarding referring this item back to staff for further consideration and charging staff time back to developers.

**It was moved and seconded that Item R4 be referred back to staff for further clarification.**

**MOTION CARRIED**

**R5**

A staff report was considered providing bylaws for management of the Arbutus Mountain Estates sewer system.

**It was moved and seconded that That the following bylaws be forwarded to the Board for consideration of three readings and adoption:**

1. CVRD Bylaw No. 2997 – Arbutus Mountain Estates Sewer System Management Bylaw, 2008
2. CVRD Bylaw No. 3108 - Arbutus Mountain Estates Sewer System Capital Reserve Fund Establishment Bylaw, 2008
3. CVRD Bylaw No. 3107 - Arbutus Mountain Estates Sewer System Service Parcel Tax Roll Bylaw, 2008

**MOTION CARRIED**

**R6**

A staff report was considered regarding inclusion of proposed 105-lot Malahat Properties sewer system to the Sentinel Ridge Sewer System.

**It was moved and seconded that That the CVRD grant approval in principle for inclusion to Sentinel Ridge Sewer System of the sanitary sewer for a proposed Mill Bay subdivision, owned by Malahat Properties Ltd., consisting of 12 residential lots described as:**

**Parcel Identifiers**

- |               |               |               |
|---------------|---------------|---------------|
| • 003-700-925 | • 000-639-613 | • 002-790-831 |
| • 000-071-943 | • 000-639-621 | • 000-073-393 |
| • 000-639-664 | • 000-003-662 | • 002-790-891 |
| • 000-071-994 | • 000-639-591 | • 006-204-392 |

as requested by the owner, Cary Sangha, subject to the following conditions:

1. The preliminary concepts, detailed design and installation must be approved by Engineering Services staff to ensure compliance with CVRD Design Standards, South Sector Liquid Waste Management Plan and Subdivision Bylaw 1215;
2. The developer must have a qualified professional prepare and submit the amendments to the Registration of Discharge form, Operation Plan and Environmental Impact Study, and all other necessary documentation, to the Ministry of Environment for the sewage treatment and disposal system;
3. A multi-user servicing agreement between the CVRD, Sentinel Ridge, Sangha, Bickford, and Mill Bay Marina developments for cost-sharing of the sewer treatment system capital infrastructure.
4. The developer undertakes to provide a two-year warranty on the completed sewer works, backed by a letter of credit;
5. All lands on which infrastructure works are located are transferred to the CVRD, except where not practical, in which case will be placed within registered Statutory Rights-of-way using the CVRD's standard charge terms;
6. All sewage disposal capacities must be confirmed by the qualified professional;
7. The developer is required to provide a suitable reserve fund to the sewer function;
8. The developer is required to provide all sewer servicing infrastructure, including Class "A" standard sewage treatment works and disposal system, pumps, controls, gensets, SCADA system and mainlines for the proposed development;
9. The developer shall contribute to costs associated with monitoring and sampling requirements for the sewer system for the initial intensive monitoring period;
10. A utility transfer agreement must be executed between the CVRD and the owner/developer.

**11. Provision for sewage treatment and disposal capacity is to be provided for an additional 50 existing lots, adjacent to the proposed development;  
and further that the Board receive the *Certificate of Sufficiency* confirming that the petition for inclusion in the Sentinel Ridge Sewer System Service Area is sufficient and bylaws be prepared to amend the Sentinel Ridge Sewer Service Area.**

**MOTION CARRIED**

**R7** A staff report was accepted, providing an update on the Multi-Product-Neighbourhood Recycling Bin Program.

**Staff were requested to investigate the feasibility of a 4-day operation, year-round at the Meade Creek Drop-off Depot and report back to the Committee.**

**R8** A staff report was considered regarding an amendment to Bylaw 2108 – Solid Waste Management Charges and Regulations, 2000.

**It was moved and seconded that CVRD Bylaw No. 3114 – Solid Waste Management Charges and Regulations Amendment Bylaw, 2008 be forwarded to the Board for three readings and adoption.**

**MOTION CARRIED**

**R9** A staff report was considered regarding CVRD takeover of the Shawnigan Lake East Drainage System from Lakweb Ventures.

**It was moved and seconded that:**

- 1. That the Board accept the attached *Certificate of Sufficiency* for establishment of a Drainage System Service Area for a proposed 18-lot subdivision, including a park, on Shawnigan Lake Road (PID 006-325-378), and**
- 2. That Bylaw No. 3115 – Shawnigan Lake East Drainage Service Establishment Bylaw, 2008, be sent to the Board for consideration of three readings and, following provincial approval, adoption.**

**MOTION CARRIED**

**R10**

A staff report was considered introducing the Capital Works Agreement between the CVRD, Lambourn Holdings, Royal Island Developments Inc., Double-H Developments and Wilcuma.

The Manager, Engineering Services provided the following minor amendments to the agreement:

Page 1 – Change "Hiles" to "Double H Developments"

Page 4

3.1 – Change number of units for Royal Island Development to 19

3.2 – Change dollar amount to \$319,048.00.

5.1 - Change number of units for 0740081 BC Ltd. to 18

5.2 – Change the dollar amount to \$302,256.00.

Page 9 - Item 18.1 - change to "proportionate to the capital costs"

**It was moved and seconded that the Board accept, as amended, the Lambourn Utility Capital Works Agreement between Double-H Developments, Royal Island Developments, 0740081 BC Ltd. (Wilcuma Lodge), Denny Williams, current owner of Lambourn Estates Sewer and Water Systems, and the CVRD, and further that the Board Chair and Corporate Secretary be authorized to sign the agreement.**

**MOTION CARRIED**

**R11**

A staff report was considered introducing the Utility Transfer Agreement between the CVRD and Lambourn Holdings.

**It was moved and seconded that the Board accept the Utility Transfer Agreement between the CVRD and Denny Williams, the owner of the Lambourn Estates Sewer and Water Systems; and further that the Chair and Corporate Secretary be authorized to sign the Utility Transfer Agreement.**

**MOTION CARRIED**

**R12**

A staff report was considered regarding Patrolas Creek ongoing drainage issues.

**It was moved and seconded that a meeting be convened with a representative of the farmers affected by the Patrolas Creek drainage system, Provincial and Federal Fisheries and Wildlife officials, and other ministries having jurisdiction; along with Cowichan Tribes representatives, the Regional Agrologist, Electoral Areas B, C and E Directors, and appropriate CVRD staff to discuss drainage issues related to Patrolas Creek and farming in the Hillbank Valley.**

**MOTION CARRIED**

**NEW BUSINESS**

**NB1**

The Director for Electoral Area C – Cobble Hill asked for a resolution from the Committee to carry out an alternative approval process in order to create a study function in the south-end for continued investigation of ground and surface water.

**It was moved and seconded that an alternative approval process be carried out in Electoral Areas A, B, C and D to create a study function for continued investigation of ground and surface water in the South Cowichan area, possibly culminating in a South Cowichan Water Plan.**

**MOTION CARRIED**

**RESOLVE INTO  
CLOSED SESSION  
5:15 p.m.**

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

**MOTION CARRIED**

**RISE FROM  
IN CAMERA  
5:30 p.m.**

**It was moved and seconded that the Committee rise with report on Item SSR2 only**

**MOTION CARRIED**

**SSR2**

**It was moved and seconded that the existing contract with Central Landscaping to receive yard and garden waste at their facility on Fisher Road in Cobble Hill be expanded on a trial basis to include free drop off of yard and garden waste from South-end generators.**

**MOTION CARRIED**

**ADJOURNMENT**

**It was moved and seconded that the meeting be adjourned.**

**MOTION CARRIED**

The meeting adjourned at 5:32 pm

\_\_\_\_\_  
Chair

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

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