

Minutes of the regular meeting of the Engineering Services Committee held in the Boardroom, 175 Ingram Street, Duncan, on Wednesday, February 13, 2008 at 3:30 p.m.

PRESENT: Director Walker, Chair
Director Hutchins, Vice-Chair
Directors Allan, Cossey, Dorey, Duncan, Giles,
Hodson, Tansley, and Alternate Directors Cadorette,
Foster, Haywood, Murray

ABSENT: Directors, Kent, Lefebure, Marcotte, Peake

ALSO Warren Jones, Administrator
PRESENT: Brian Dennison, Manager, Engineering Services
Dave Leitch, AScT., Manager, Utilities
Bob McDonald, Manager, SW & Environment
Mike Morrison, Engineering Technologist
Joanne Bath, Recording Secretary

**APPROVAL
OF AGENDA**

- 1. Item R1.1 was added to the agenda.**
- 2. Item R15 was removed from the agenda.**

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

MOTION CARRIED

**ADOPTION
OF MINUTES**

It was moved and seconded that the minutes of the December 10, 2007 regular meeting of the Electoral Area Services (Rural Issues) Committee meeting be adopted.

MOTION CARRIED

**BUSINESS ARISING
OUT OF MINUTES**

No business arising

DELEGATIONS

D1

Presenter: Mary Desmond, Shawnigan Lake Watershed Watch
Re: Arbutus Mountain Estates Sewer System

Ms. Desmond expressed concerns regarding an off-site disposal field for the Arbutus Mountain Estates Sewer System due to closeness to Shawnigan Creek and other wetlands

She asked that the CVRD takeover the sewer system, but that all wastewater disposal be kept on the developer's land.

REPORTS

R1 A staff report was considered from D. Leitch, Manager, Utilities, regarding Arbutus Mountain Estates Sewer System Service Establishment Bylaw.

It was moved and seconded that it be recommended that CVRD Bylaw No. 2988 – Arbutus Mountain Estates Sewer System Service Establishment Bylaw, 2007, be forwarded to the Board for consideration of three readings, and following provincial approval, adoption.

MOTION CARRIED

R1.1 It was moved and seconded that the "Stacked Rock" Retaining Wall North of Sewage Treatment Plant report, prepared by Lewkowich Geotechnical Engineering, be received and filed.

MOTION CARRIED

Director Hutchins joined the meeting at 4:06 p.m.

R2 A staff report was considered from Mike Morrison, Engineering Technologist, regarding Solid Waste Regionally Significant Projects.

It was moved and seconded that the Board approve the following prioritized list of solid waste projects submitted in the final proposal for Regionally Significant Projects of the Gas Tax Funding Program:

- 1. South-end recycling drop off depot – Phase 1 development;**
- 2. Bings Creek transfer station and recycling depot upgrades;**
- 3. Peerless Road recycling drop off depot upgrades.**

MOTION CARRIED

R3 A staff report was considered from Brian Dennison, Manager, Engineering Services providing an update and amendments to the Community Works Fund allocations.

It was moved and seconded that it be recommended to the Board that the following projects be accepted for the 2007-2009 Community Works Fund allocation:

- 1. Honeymoon Bay Upgrade**
- 2. Mesachie Lake Sewer Collection and Disposal System Upgrade**
- 3. Shawnigan Beach Estates Sewer Pump station Gen-sets**
- 4. Maple Hills Sewer System - Odour Control**
- 5. Satellite Park Water System - Reservoir and Water Treatment Building**
- 6. Bio-Diesel Facility - Bings Creek**
- 7. Lambourn Estates Sewer and Water Upgrades**
- 8. Kerry Village Sewage System - Disposal Field Rehabilitation**
- 9. Shawnigan Lake Weir Fish Ladder**

10. Saltair Water System Reservoir & Knudson Road
11. Shawnigan Beach Estates Sewer System I/I – Phase 1
12. Maple Hills Sewer System Safety Upgrade
13. Shawnigan Beach Estates Sewer System UV replacement/
electrical upgrade;
14. Galliers Green Sewer Upgrade – Phase 1 - Safety, monitoring
and control equipment.
15. Fern Ridge Water System monitoring and control upgrade;
and further, that the following projects be designated as
priorities for the recently announced 2011-2014 Community
Works Fund allocation:
16. Sutton Creek Upgrade
17. Shawnigan Beach Estates Sewer System Inflow and
Infiltration - Phase 2 Sewer Bypass
18. Galliers Green Sewer System Upgrade – Phase 2
19. Shawnigan Lake North Water System Metering/ Backflow

MOTION CARRIED

R4

A staff report was considered from L. Knodel-Joy, Sr. Engineering Technologist regarding an Amendment to the Eagle Heights Sewer System Service Area.

It was moved and seconded that it be recommended to the Board that the *Certificate of Sufficiency* for inclusion of "Lot A, Section 13, Range 7, Quamichan District, Plan VIP54893" into the Eagle Heights Sewer System Service Area be received; and that "CVRD Bylaw No. 3047 – Eagle Heights Sewer System Service Amendment Bylaw, 2007", be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

R5

A staff report was considered from D. Leitch, Manager, Utilities, regarding a user fee rate increase for the Saltair Water System.

It was moved and seconded that it be recommended that CVRD Bylaw 3069 – Saltair Water System Management Amendment Bylaw, 2008, amending Schedule B – Metered Water Charges be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

R6

A staff report was considered from Dave Leitch, Manager, Utilities, regarding a user fee rate increase for the Shawnigan Lake North Water System.

It was moved and seconded that it be recommended that "CVRD Bylaw No. 3066 – Shawnigan Lake North Water System Management Amendment Bylaw" be forwarded to the Board for consideration of three readings and adoption:

MOTION CARRIED

R7 A staff report was considered from D. Leitch, Manager, Utilities, regarding a user fee rate increase for the Shawnigan Beach Estates Sewer System.

It was moved and seconded that it be recommended that "CVRD Bylaw No. 3067 - Shawnigan Beach Estates Sewer System Management Amendment Bylaw, 2008" be forwarded to the Board for consideration of three readings and adoption:

MOTION CARRIED

R8 A staff report was considered from Jeralyn Jackson, Senior Engineering Technologist, regarding the Twin Cedars Sewer, Drainage and Streetlighting Systems – Utility Transfer Agreement.

It as moved and seconded that it be recommended that the Board accept the Utility Transfer Agreement between the CVRD and the owners of the proposed Twin Cedars development, Harbour City Ventures Corp, and Elise Holdings Ltd., for CVRD takeover of the sewer, drainage and streetlighting systems; and further that the Chair and Corporate Secretary be authorized to sign the Utility Transfer Agreement.

MOTION CARRIED

R9 A staff report was considered from Jeralyn Jackson, Senior Engineering Technologist, regarding approval in principle for CVRD takeover of the Lanes Road Drainage System in Electoral Area D.

It was moved and seconded that it be recommended that the Board accept the attached Certificate of Sufficiency for establishment of a *Drainage System Service Area* for a proposed 30 lot residential subdivision of 1300 Hurtin Road (PID 015-751-899) and 1265 Cherry Point Road (PID 002 870 100), and that approval-in-principle be granted for takeover of the storm drainage detention system and surrounding park lands as requested by the developers, Royal Island Developments Inc. and Double H Development, subject to the following conditions:

- 1. The developers undertake to provide a two-year warranty on the completed drainage system, backed by an *irrevocable letter of credit* for an amount satisfactory to the Manager, Engineering Services;**
 - 1. All infrastructure works, located on private property, are placed within registered Statutory Rights-of-Way using the CVRD's standard charge terms;**
 - 2. The developer provides suitable reserve funds to start off the drainage function; and**
 - 3. That the drainage system as-builts be submitted to Engineering Services prior to CVRD takeover,**
- and further that the necessary bylaws be prepared to create a service area for the drainage system and establish a reserve fund.**

MOTION CARRIED

R10

A staff report was considered from Louise Knodel-Joy, Senior Engineering Technologist, regarding Feasibility Funding for Dogwood Ridge Improvement District Water System, Electoral Area E.

It was moved and seconded that it be recommended to the Board that a joint water feasibility assessment, between the Dogwood Ridge Water System and the Cowichan Tribes, be carried out by UMA Engineering Ltd., as outlined in their sole source proposal of January 18, 2008, and that the CVRD provide 50% funding on behalf of Dogwood Ridge to a maximum cost of \$18,812 ~ \$8,812 from the CVRD Electoral Feasibility Studies Function and \$10,000 through a Provincial Feasibility Study Grant, and further that approval in principle be granted for the CVRD to assume ownership and operation of the Dogwood Ridge Water System, based on:

- 1. Findings of the water feasibility study;**
- 2. A servicing agreement with Cowichan Tribes;**
- 3. All new infrastructure works, located on private property, are placed within registered Statutory Rights-of-way using the CVRD's standard charge terms;**
- 4. The Improvement District is required to transfer existing reserve funds for the water system to the CVRD;**
- 5. A public consultation process regarding water upgrades must be undertaken by the Improvement District;**
- 6. Petitions must be completed by at least 50% of the owners of parcels within the proposed service area and the total value of their parcels represent at least 50% of the net taxable value of all land and improvements in the service area.**

MOTION CARRIED

R11

A staff report was considered from Louise Knodel-Joy, Senior Engineering Technologist, regarding a request from the Mill Bay Marina for CVRD takeover of the sewer system.

It was moved and seconded that it be recommended to the Board that the CVRD grant approval in principle for inclusion to Sentinel Ridge Sewer System of the sanitary sewer for the proposed Mill Bay Marina development, consisting of 25 transient condominium units, 3 townhouse units and a marina, which includes a restaurant/pub, chandlery office and sanitation, on properties described as: 740 Handy Road and Foreshore Lease District Lot 459, as requested by the developer, Amadon Group, 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 an *Irrevocable 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. The sewer forcemain be sized to accommodate additional connections, while still providing for adequate scouring; and further

That, upon receipt of a sufficient petition process, bylaws be prepared to amend the Sentinel Ridge Sewer Service Area.

MOTION CARRIED

R12 A staff report was considered from Louise Knodel-Joy, Senior Engineering Technologist, regarding receipt of a request from Cowichan Bay Waterworks to submit a feasibility study grant application on their behalf.

It was moved and seconded that it be recommended to the Board that the Cowichan Valley Regional District approve submission of a Provincial Infrastructure Study Grant Application, on behalf of Cowichan Bay Waterworks District, subject to a higher priority being assigned to CVRD applications.

MOTION CARRIED

R13 A staff report was considered from Mike Morrison, Engineering Technologist, regarding an amendment to Bylaw 1958 – Curbside Collection.

It was moved and seconded that it be recommended that CVRD Bylaw No. 3061, Cowichan Valley Regional District Garbage and/or Recyclable Materials Collection Amendment Bylaw, 2008 be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

R14 A staff report was considered from Brian Dennison, Manager, Engineering Services providing an Engineering Services current workload update.

Discussion took place regarding waste export/disposal options.

FOR INFORMATION

**RESOLVE INTO
CLOSED SESSION
4:55 p.m.**

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

MOTION CARRIED

**RISE FROM
CLOSED SESSION
5.22 p.m.**

It was moved and seconded that the Committee rise with report on Items SSR2.

MOTION CARRIED

SSR2

- 1. That the Board accept the proposal from Waste Services (Ca) Inc., dated November 23, 2007, for a two-year extension to the CVRD curbside contracts for an amount not to exceed \$360,000 per year, subject to cost of living increases and changes to service area house counts;**

2. That the Board accept the proposal from Sun Coast Waste, dated November 29, 2007, for a two-year extension to the CVRD curbside contract for an amount not to exceed \$65,000 per year, subject to cost of living increases and changes to service area house counts;

MOTION CARRIED

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 5:23 pm

Chair

Recording Secretary

Dated: _____