

Minutes of the regular meeting of the Engineering & Environmental Services Committee held in the CVRD Boardroom, 175 Ingram Street, Duncan, on May 25, 2011 at 3:30 p.m.

**PRESENT:** Director Kuhn, Acting Chair  
Directors Dorey, Duncan, Giles, Harrison, Haywood, Iannidinaro, Kent, Marcotte, Morrison and Alternate Directors Bhandar and Burgess

**ABSENT:** Directors Cossey, Harrison and Morrison

**ALSO** W. Jones, CAO, CVRD (3:45 p.m.)

**PRESENT:** B. Dennison, P. Eng., General Manager, E & E  
D. Leitch, AScT., Manager, Water Management  
B. McDonald, Manager, Recycling & Waste Management  
J. Bath, Recording Secretary

**APPROVAL  
OF AGENDA**

NB1 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 27, 2011 regular Engineering & Environmental Services Committee meeting be adopted.**

**MOTION CARRIED**

**BUSINESS ARISING  
OUT OF MINUTES**

**BA1**

The following motion was referred to the Engineering & Environmental Services Committee from the Board meeting of April 13, 2011 (No. 11-192):

*"That the issue of policy around the transfer to sewer capacity units be referred to the Engineering & Environmental Services Committee and the Central Sector Liquid Waste Management Plan Steering Committee."*

Staff provided excerpts from agreements between the CVRD and the Joint Utilities Board for Cowichan Bay and Eagle Heights Sewer Systems, which clearly state the policies in place and satisfied the concern raised.

**DELEGATIONS**

No delegations

REPORTS

R1 A staff report was considered regarding a drainage and street lighting service area request from Ocean Terrace Developments.

**It was moved and seconded that this staff report be deferred to the June 22, 2011 meeting of the Engineering & Environmental Committee when Director Harrison is present.**

**MOTION CARRIED**

R2 A staff report was considered requesting first stage approval for CVRD takeover of the Woodley Range Water System.

**It was moved and seconded that it be recommended:**

1. That the Board provide first stage approval and authorize staff time to continue with the process of investigating takeover of the Woodley Range Water System, located in Electoral Area H, as requested by Woodley Range Water Works Ltd. 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 with infrastructure works are to be transferred to CVRD, or, if not possible 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 the utility be willing to 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.
2. That an assessment of the system be carried out, funded to a maximum cost of \$15,000, to be funded from the CVRD Feasibility Study Function and, regardless of ownership transfer, repaid in full from funds held for Woodley Range Water System by the Comptroller of Water.
3. That, upon completion of a successful petition process, bylaws be prepared to create a service area for this utility.

**MOTION CARRIED**

R3

A staff report was considered regarding increasing requisition limits for various CVRD Sewer Systems.

The Manager explained that parcel taxes would not be increased, but staff wish to raise the maximum limits to allow for expansions of the service areas and the Local Government Act only allows limits to be raised up to 25% over a five year period.

Staff were requested to write to the Province requesting that the Local Government Act be revised to allow for larger requisition limit increases due to expansion of service areas.

**It was moved and seconded that it be recommended to the Board:**

- 1. That a bylaw be prepared to amend "CVRD Bylaw No. 2790 – Electoral Area A – Sentinel Ridge Sewer System Service Establishment Bylaw, 2006", to increase the maximum requisition from \$34,000 to \$42,400, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.**
- 2. That a bylaw be prepared to amend "CVRD Bylaw No. 3052 – Electoral Area D – Lambourn Estates Sewer System Service Establishment Bylaw, 2008", to increase the maximum requisition from \$25,000 to \$31,200, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.**
- 3. That a bylaw be prepared to amend "CVRD Bylaw No. 2128 – Electoral Area D – Cowichan Bay Sewer System Service Establishment Bylaw, 2000", to increase the maximum requisition from \$150,000 to \$187,000, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.**
- 4. That a bylaw be prepared to amend "CVRD Bylaw No. 2871 – Electoral Area C – Twin Cedars Sewer System Service Establishment Bylaw, 2006", to increase the maximum requisition from \$40,000 to \$49,900, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.**
- 5. That a bylaw be prepared to amend "CVRD Bylaw No. 3103 – Electoral Area C – Cobble Hill Sewer System Service Establishment Bylaw, 2008", to increase the maximum requisition from \$30,000 to \$37,400, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.**
- 6. That a bylaw be prepared to amend "CVRD Bylaw No. 1653 – Electoral Area C – Maple Hills Sewer System Service Establishment Bylaw, 2002", to increase the maximum requisition from \$25,000 to \$31,200, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.**

7. That a bylaw be prepared to amend "CVRD Bylaw No. 1910 – Electoral Area B –Shawnigan Beach Estates Sewer System Service Establishment Bylaw, 1999", to increase the maximum requisition from \$125,000 to \$156,000, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.
8. That a bylaw be prepared to amend "CVRD Bylaw No. 2489 – Electoral Area A – Kerry Village Sewer System Service Establishment Bylaw, 2004", to increase the maximum requisition from \$20,000 to \$24,900, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.
9. That a bylaw be prepared to amend "CVRD Bylaw No. 2549 – Electoral Area I –Youbou Sewer System Service Establishment Bylaw, 2004", to increase the maximum requisition from \$37,000 to \$46,200, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.

**MOTION CARRIED**

R4

A staff report was considered regarding increasing requisition limits for various CVRD Water Systems.

**It was moved and seconded that it be recommended to the Board:**

1. That a bylaw be prepared to amend "CVRD Bylaw No. 3034 – Electoral Area D – Lambourn Estates Water System Service Establishment Bylaw, 2008", to increase the maximum requisition from \$33,000 to \$41,200, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.
2. That a bylaw be prepared to amend "CVRD Bylaw No. 2994 – Electoral Area A – Fern Ridge Water System Service Establishment Bylaw, 2007", to increase the maximum requisition from \$14,600 to \$18,200, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.
3. That a bylaw be prepared to amend "CVRD Bylaw No. 1670 – Electoral Area D – Cherry Point Water System Service Establishment Bylaw, 1995", to increase the maximum requisition from \$19,040 to \$23,700, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.
4. That a bylaw be prepared to amend "CVRD Bylaw No. 2491 – Electoral Area A – Kerry Village Water System Service Establishment Bylaw, 2004", to increase the maximum requisition from \$14,500 to \$18,100, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.

5. That a bylaw be prepared to amend "CVRD Bylaw No. 2886 – Electoral Area I – Youbou Water System Merger Bylaw, 2006", to increase the maximum requisition from \$132,000 to \$164,800, and that the amendment bylaw be forwarded to the Board for consideration of three readings and adoption.

**MOTION CARRIED**

R5

A staff report was considered regarding withdrawal of Capital Reserve Funds for the Cowichan Bay and Eagle Heights Sewer Systems.

**It was moved and seconded that the following recommendations be forwarded to the Board:**

1. That a capital reserve fund expenditure bylaw be prepared for withdrawal of funds not exceeding \$156,767 from the *Cowichan Bay Sewer System Capital Reserve Fund* to help finance Joint Utility Board Flood Mitigation project and for capital upgrades to the sewer system, and further that the bylaw be forwarded to the Board for consideration of three readings and adoption.
2. That a capital reserve fund expenditure bylaw be prepared for withdrawal of funds not exceeding \$184,467 from the *Eagle Heights Sewer System Capital Reserve Fund* to help finance Joint Utility Board Flood Mitigation project and for capital upgrades to the sewer system; and further that the bylaw be forwarded to the Board for consideration of three readings and adoption.

**MOTION CARRIED**

R6

A staff report was considered regarding the CVRD Energy Mapping and Modelling Project.

**It was moved and seconded that it be recommended to the Board:**

1. That CVRD Board resolution No 11-212 be rescinded
2. That the Chair and Corporate Secretary be authorized to sign a contract with EA Energy Analyses (EA) for the Cowichan Valley Energy Mapping and Modeling (Integrated Energy Mapping and Analysis) project for a value of \$184,843.

**MOTION CARRIED**

R7

A staff report was considered regarding Youbou Street Lighting Service and Arbutus Ridge Drainage Service Requisition Limit Increases.

**It was moved and seconded:**

1. That "CVRD Bylaw No. 3499 – Youbou Street Lighting Service Amendment Bylaw, 2011, be forwarded to the Board for consideration of three readings and, following provincial and voter approval, consideration of adoption.

2. That "CVRD Bylaw No. 3500 – Arbutus Ridge Drainage Service Amendment Bylaw, 2011, be forwarded to the Board for consideration of three readings and adoption.

**MOTION CARRIED**

**R8**

A staff report was received requesting an annual financial contribution towards the Thetis Island Recycling Depot.

**It was moved and seconded that it be recommended to the Board:**

1. That an Annual Financial Contribution Service be created with a maximum annual requisition limit of Forty Thousand Dollars (\$40,000), for the Thetis Island Residents and Ratepayers Association for the purpose of assisting with costs associated with the operation and collection of solid waste and recycling on Thetis Island.
2. That CVRD Bylaw No. 3503 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 CVRD Bylaw No. 3503 be obtained through an alternative approval process.

**MOTION CARRIED**

**NEW BUSINESS**

**NB1**

A staff report was considered concerning a management amendment bylaw for the Dogwood Ridge Water System.

**It was moved and seconded that "CVRD Bylaw No. 3507 – Dogwood Ridge Water System Management Amendment Bylaw, 2011" be forwarded to the Board for three readings and adoption.**

**MOTION CARRIED**

**ADJOURNMENT**

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

**MOTION CARRIED**

The meeting adjourned at 4:16 pm

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Chair

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

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