



ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE

WEDNESDAY, SEPTEMBER 21, 2011 - 3:30 P.M.

CVRD Boardroom, 175 Ingram Street

AGENDA

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R2	Honeymoon Bay Water Debt Repayment Service Area Amendment Request Manager, Water Management Division	9-12
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7. NEW BUSINESS:

8. QUESTION PERIOD:

9. 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 July 27, 2011 25-26

SSR1 Acquisition, disposition or expropriation of land or improvements 27-30
{Sub (1) (e)}

10. ADJOURNMENT

The next meeting of the Engineering & Environmental Services Committee will be held October 26, 2011.

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>

PRESENT: Minutes of the regular meeting of the Engineering & Environmental Services Committee held in the CVRD Boardroom, 175 Ingram Street, Duncan, on July 27, 2011 at 3:33 p.m.

PRESENT: Director Kuhn, Vice-Chair
Director Cossey, Chair <3:38 pm>
Directors Dorey, Duncan, Giles, Harrison,
Haywood, Iannidinardo, Marcotte, Morrison

ABSENT: Director Kent

ALSO

PRESENT: Warren Jones, CAO, CVRD
B. Dennison, P. Eng., General Manager, E & E
D. Leitch, ASCT., Manager, Water Management
B. McDonald, Manager, Recycling & Waste
J. Adair, Superintendent, Solid Waste Operations
R. Williams, Environmental Technologist
D. Freer, Recording Secretary

**APPROVAL
OF AGENDA**

The following items were added to the agenda:
NB1 - Raw Sewage in Cowichan Bay and
NB2 - Permitted uses in light industrial zones.

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 June 22, 2011 regular Engineering & Environmental Services Committee meeting be adopted.

MOTION CARRIED

**BUSINESS ARISING OUT
OF MINUTES**

No business arising

DELEGATIONS

D1

Sherry Durnford presented regarding the impact of a watermain burst in Saltair on property belonging to Mr. Lyle Duxbury and asked that the CVRD explore solutions to help mitigate the damages experienced and help repair the access to the beach. Discussion ensued.

It was moved and seconded that a staff report be prepared for the next Engineering & Environmental Services Committee meeting outlining possible solutions and costs regarding the watermain break and damage to property belonging to Mr. Lyle Duxbury.

MOTION CARRIED

REPORTS

R1 A staff report was presented providing merger bylaws for three Cobble Hill Drainage Systems.

It was moved and seconded that to be recommended:

- 1. That the Twin Cedars Drainage System, Cobble Hill Village Drainage #2 System and the Cobble Hill Drainage System be merged into one system.**
- 2. That "Bylaw No. 3538 – Cobble Hill Drainage System Service Merger Bylaw, 2011", which merges the Twin Cedars Drainage System, the Cobble Hill Village Drainage #2 System and the Cobble Hill Drainage System into one overall drainage system service, be forwarded to the Board for consideration of three readings and, following provincial approval, adoption.**

MOTION CARRIED

R2 The Committee reviewed a staff report regarding creating a function for Shawnigan Creek drainage and clean-out.

It was moved and seconded that it be recommended:

- 1. That "CVRD Bylaw No. 3537 – Shawnigan Creek Cleanout and Drainage Service Establishment Bylaw, 2011", be forwarded to the Board for consideration of three readings, and following provincial and voter approval, be considered for adoption.**
- 2. That it be recommended to the Board that elector approval for the adoption of CVRD Bylaw No. 3537 be obtained through an Alternative Approval Process.**
- 3. That, following adoption of CVRD Bylaw No. 3537, a Capital Reserve Fund Establishment Bylaw and Service Management bylaw be prepared and forward to the Board for consideration of three readings and adoption.**

MOTION CARRIED

R3 The Committee's direction was requested in a staff report regarding connection charges for the Twin Cedars Sewer System.

It was moved and seconded that a connection charge for Evergreen Independent School to the Twin Cedars Sewer System be waived.

MOTION CARRIED

R4 A staff report was considered regarding purchase of a new vehicle for the Engineering & Environmental Services Department.

That it be recommended, as approved in the 2011 budget, that the Board authorize short-term borrowing for an amount not to exceed \$47,000.00 for purchase of a new electric Nissan Leaf, plus charging station, to be paid back within 5-years under the Liabilities Under Agreement, Section 175 of the Community Charter.

MOTION CARRIED

The Committee asked that Fleet management be included in upcoming future budget discussions.

R5

A staff report was considered providing an update on jurisdictional boundaries for the draft backyard burning bylaws.

Discussion ensued. Public consultation is needed.

FOR INFORMATION

R6

A staff report was considered providing bylaws to increase maximum requisition limits for CVRD Water Systems.

It was moved and seconded that it be recommended:

1. That "CVRD Bylaw No. 3518 – Lambourn Estates Water System Service Amendment Bylaw, 2011", be forwarded to the Board for consideration of three readings and adoption.
2. That "CVRD Bylaw No. 3519 – Fern Ridge Water System Service Amendment Bylaw, 2011", be forwarded to the Board for consideration of three readings and adoption.
3. That "CVRD Bylaw No. 3521 – Cherry Point Estates Water System Service Amendment Bylaw, 2011", be forwarded to the Board for consideration of three readings and adoption.
4. That "CVRD Bylaw No. 3522 – Kerry Village Water System Service Amendment Bylaw, 2011", be forwarded to the Board for consideration of three readings and adoption.
5. That "CVRD Bylaw No. 3523 – Youbou Water System Service Amendment Bylaw, 2011", be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

R7

A staff report was considered providing bylaws to increase maximum requisition limits for CVRD Sewer Systems.

It was moved and seconded that

- 1. That "CVRD Bylaw No. 3524 – Sentinel Ridge Sewer System Service Amendment Bylaw, 2011", be forwarded to the Board for consideration of three readings and adoption.**
- 2. That "CVRD Bylaw No. 3525 – Lambourn Estates Sewer System Service Amendment Bylaw, 2011", be forwarded to the Board for consideration of three readings and adoption.**
- 3. That "CVRD Bylaw No. 3526 – Cowichan Bay Sewer System Service Amendment Bylaw, 2011", be forwarded to the Board for consideration of three readings and adoption.**
- 4. That "CVRD Bylaw No. 3527 – Twin Cedars Sewer System Service Amendment Bylaw, 2011", be forwarded to the Board for consideration of three readings and adoption.**
- 5. That "CVRD Bylaw No. 3528 – Cobble Hill Sewer System Service Amendment Bylaw, 2011", be forwarded to the Board for consideration of three readings and adoption.**
- 6. That "CVRD Bylaw No. 3529 – Maple Hills Sewer System Service Amendment Bylaw, 2011", be forwarded to the Board for consideration of three readings and following provincial approval, consideration of adoption.**
- 7. That "CVRD Bylaw No. 3530 – Shawnigan Beach Estates Sewer System Service Amendment Bylaw, 2011", be forwarded to the Board for consideration of three readings and following provincial approval, consideration of adoption.**
- 8. That "CVRD Bylaw No. 3531 – Kerry Village Sewer System Service Amendment Bylaw, 2011", be forwarded to the Board for consideration of three readings and following provincial approval, consideration of adoption.**
- 9. That "CVRD Bylaw No. 3532 – Youbou Sewer System Service Amendment Bylaw, 2011", be forwarded to the Board for consideration of three readings and adoption.**

MOTION CARRIED

NB1

Raw Sewage found in Cowichan Bay.

Director. Iannidinardo has received complaints from kayakers about raw sewage floating in Cowichan Bay. The Manager, Water Management will investigate how many float homes are connected to sewer and report back.

NB2

Director Duncan will begin process to change permitted uses in Area E Light Industrial Zones to not allow recycling or in-vessel composting.

NB3

Compliments were received from Director. Iannidinardo on the recycling and curb side collection guide that was distributed to residents. It was very informative.

**RESOLVE INTO
CLOSED SESSION
5:17 p.m.**

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

MOTION CARRIED

**RISE FROM
CLOSED SESSION
5:38 p.m.**

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

MOTION CARRIED

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 5:40 pm

Chair

Recording Secretary

Dated:

Request to Appear as a Delegation

Meeting Information

Request to Address:

☒ CVRD Board☐ Committee

If Committee, specify the Committee here:

Meeting Date:

09/14/2011

Meeting Time:

6pm

ENGINEERING
SEPT. 21

JEL

Applicant Information

Applicant Name:

Cam Drew

Representing:

Chemainus Industrial Park

As:

Number Attending:

(Name of organization if applicable)

(Capacity / Office)

Applicant Contact Information

Applicant Mailing Address:

9386 Smiley Rd.

Applicant City:

Chemainus

Applicant Telephone:

250-246-3271

Applicant Fax:

250-246-9867

Applicant Email:

cam@thermoproof.ca

Presentation Topic and Nature of Request:

We wish to address our concerns related to the Chemainus composting facility and their application to expand. Current odour emissions are causing illness amongst the area residents and staff at area operations. We are deeply concerned about airborne pathogens.

We wish to approach the board to hold off on granting expansion at this time until the current facility can be managed to keep us from harm.

Thank you,
Cam Drew



STAFF REPORT

R2

ENGINEERING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING OF SEPTEMBER 21, 2011

DATE: August 22, 2011 **FILE NO:** 5600-30-HBW/06

FROM: Gord Bonekamp, Water Management, Engineering & Environmental Services

SUBJECT: Honeymoon Bay Water Debt Repayment Service Area Amendment Request

Recommendation:

That it be recommended to the Board:

1. That the *Certificate of Sufficiency*, confirming that sufficient petitions requesting inclusion into the Honeymoon Bay Water Debt Repayment Service Area be received.
2. That the boundaries of the Honeymoon Bay Water Debt Repayment Service Area be amended to include "PID 001-974-726, Lot 9, Section 13, Renfrew District, Plan 1074".
3. That "CVRD Bylaw No. 2967 – Honeymoon Bay Water System Debt Repayment Service Establishment Bylaw, 2007", be amended to include "PID 001-974-726, Lot 9, Section 13, Renfrew District, Plan 1074", and that the amended bylaw be forwarded to the Board for consideration of three readings and adoption.

Relation to the Corporate Strategic Plan: Provides a reliable essential service.

Financial Impact: (Reviewed by Finance Division: *SEM*)

New users brought into the service area will generate an increased assessment base, thereby improving the financial stability of these systems. The property owners are responsible for all construction costs.

Background: We have received a petition from the owners of the property described above, requesting servicing by the Honeymoon Bay Water System, and to be included in the Debt Repayment Service Area. As this property is already within the Honeymoon Bay Water System Service Area, a service area amendment is not required. However, an amendment bylaw must be prepared to extend the boundaries of the Honeymoon Bay Water System Debt Repayment Service Area, to include "PID 001-974-726, Lot 9, Section 13, Renfrew District, Plan 1074".

A valid and sufficient petition for Service has been received. The *Certificate of Sufficiency* and a site plan are attached for consideration.

Submitted by


Gord Bonekamp, ASCE
Senior Engineering Technologist

GB/jlb

Reviewed by:

Division Manager:

Approved by:

General Manager:

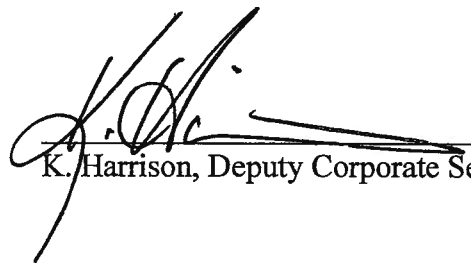


**HONEYMOON BAY WATER SYSTEM DEBT REPAYMENT SERVICE
CERTIFICATE OF SUFFICIENCY**

I hereby certify that the petition for inclusion in the *Honeymoon Bay Water System Debt Repayment Service Area* within a portion of Electoral Area F – Cowichan Lake South/Skutz Falls is sufficient, pursuant to section 797.4 of the *Local Government Act*.

DATED at Duncan, British Columbia
this 25th day of August, 2011

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)


K. Harrison, Deputy Corporate Secretary

Honeymoon Bay Water System Debt Repayment Service Area

Total Number of Parcels Requesting Inclusion in Service Area:	1
Net Taxable Value of Land and Improvements Requesting Inclusion:	\$473,000
Number of Valid Petitions Received:	1
Net Taxable Value of Petitions Received (Land and Improvements):	\$473,000



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3555

A Bylaw to Amend the Boundaries of the Honeymoon Bay Water System Debt Repayment Service Area

WHEREAS the Board of the Cowichan Valley Regional District established the *Honeymoon Bay Water System Debt Repayment Service Area* under the provisions of Bylaw No. 2967, cited as "CVRD Bylaw No. 2967 – Honeymoon Bay Water System Debt Repayment Service Establishment Bylaw, 2007", as amended;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to extend the boundaries of the service area to include the following property:

- PID 018-974-726, Lot 9, Section 13, Renfrew District (Situate in Cowichan Lake District), Plan 1074;

AND WHEREAS the owner of the above noted property has petitioned the Regional District to have their property included in the service area;

AND WHEREAS the Director of Electoral Area F – Cowichan Lake South/Skutz Falls has consented, in writing, to the adoption of this bylaw;

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. 3555 – Honeymoon Bay Water System Debt Repayment Service Amendment Bylaw, 2011**".

2. AMENDMENT

That Bylaw No. 2967 be amended by deleting the existing Schedule A and replacing it with the Schedule A attached to this bylaw.

READ A FIRST TIME this _____ day of _____, 2011.

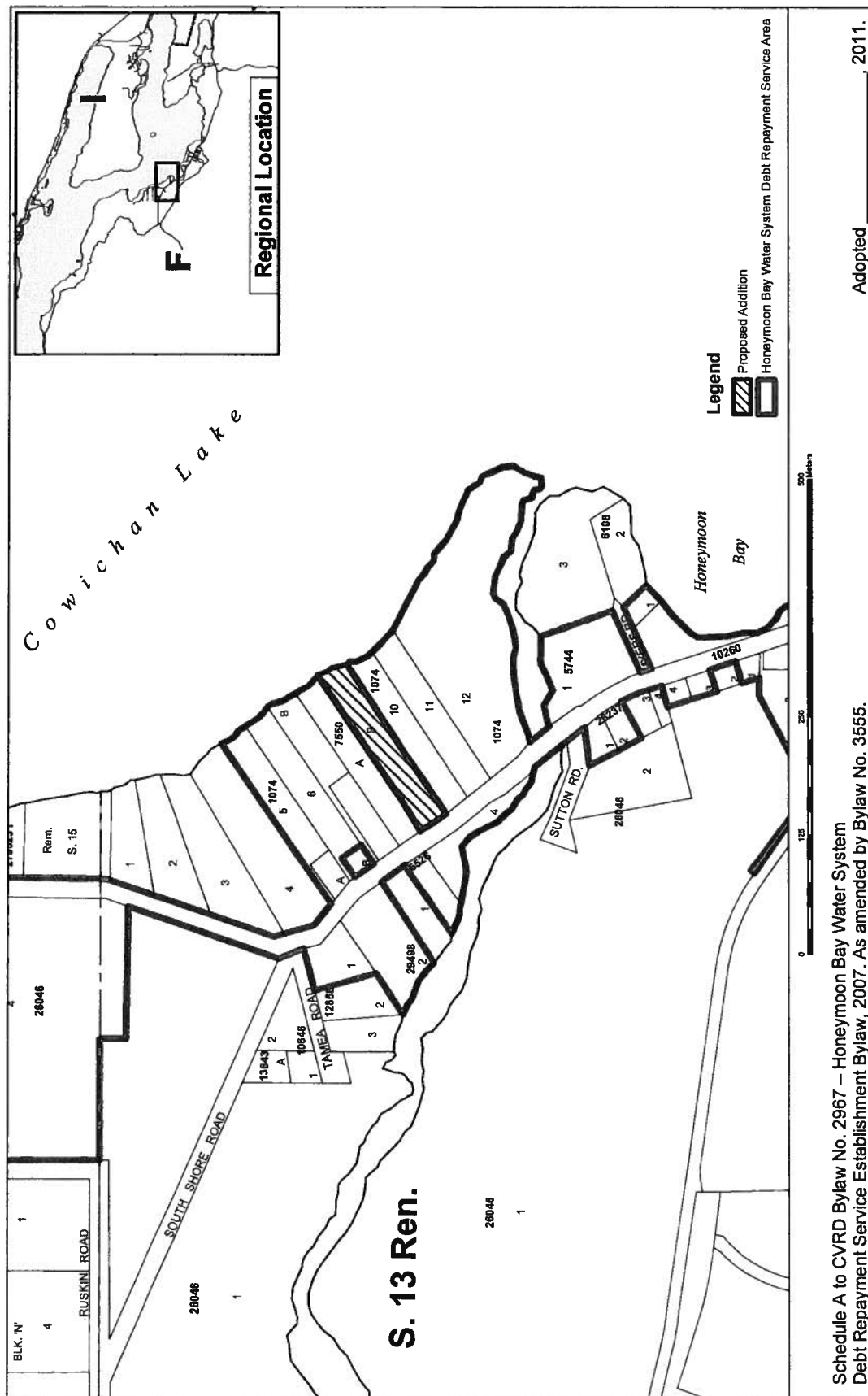
READ A SECOND TIME this _____ day of _____, 2011.

READ A THIRD TIME this _____ day of _____, 2011.

ADOPTED this _____ day of _____, 2011.

Chairperson

Corporate Secretary





R3

STAFF REPORT

ENGINEERING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING OF SEPTEMBER 21, 2011

DATE: August 31, 2011

FILE No: 5430-30-CBS/09

FROM: David Leitch, ASCT., Manager, Water Management Division

SUBJECT: Cowichan Bay Sewer Service Area Amendment Request

Recommendation:


That it be recommended to the Board that:

- 1. The *Certificate of Sufficiency*, confirming that a sufficient petition requesting inclusion into the Cowichan Bay Sewer Service Area be received.**
- 2. CVRD Bylaw No. 2128 – Cowichan Bay Sewer System Service Establishment Bylaw, 2000, be amended to include "PID 005-490-383, Lot 3, Section 6, Range 4, Plan 8219, Cowichan District", and that the amended bylaw be forwarded to the Board for consideration of 3 readings and adoption.**

based on the following conditions:

- One sewer capacity unit be transferred from Cowichan Bay Estates to service this property.**
- A covenant be placed on this property, confirming only one sewer capacity unit is available for this property and further development requiring sewer service not be allowed until additional sewer capacity is available.**
- A Statutory Right of Way is placed on this property for sanitary sewer construction and maintenance of the sewer collection main and for public access for a walking trail.**

Relation to the Corporate Strategic Plan: Provides a reliable essential service.

Financial Impact: (Reviewed by Finance Division: )

New users brought into the service area, will generate additional user fees, thereby improving the financial stability of this system.

Background:

CVRD Bylaw No. 3461 was created to provide authorization for a phased development agreement for the development known as "Cowichan Bay Estates. The agreement proposes purchase of sewer capacity units from North Cowichan and the Eagle Heights Sewer System. Phase 1 of the development is now underway.

Options for servicing the Cowichan Bay Estates include 1) a sewer pump station in the area of Vee Road or 2) a gravity sewer main through one of the properties to Pritchard Road. Staff recommend the gravity sewer main connection as this requires less infrastructure, maintenance, hydro, and the route has less problematic collection mains. The above noted property can provide a sewer main connection route to Pritchard Road, for which a Statutory Right of Way will be required.

.../2

The Cowichan Bay Sewer System is currently at capacity with no Joint Utility Board Sewer units available. The owner of Cowichan Bay Estates are willing to provide one sewer unit from this development, to join this property to the service area and have entered into an agreement with the property owner, to that effect. In the past, the CVRD has included properties in service areas to provide availability of sewer and water connection for such rights-of-way.

As this property has existing zoning for subdivision, staff recommend a covenant be created for this property to allow only one sewer connection, and further that development requiring sewer service not be permitted until such time as additional sewer capacity units are available in Cowichan Bay.

As an amenity to the community, staff recommend that a Statutory Right-of-Way over the sewer main be granted to allow a public access for a pedestrian walking trail.

A valid and sufficient Petition for Services has been received. The *Certificates of Sufficiency* and a site plan are attached for consideration.

Submitted by



Dave Leitch, ASCT., Manager,
Water Management Division

DL/LKJ:jlb

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Reviewed by:
Division Manager:

Approved by:
General Manager:



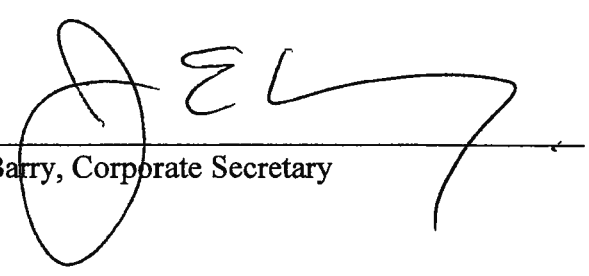


CERTIFICATE OF SUFFICIENCY

I hereby certify that the petition for inclusion in the *Cowichan Bay Sewer System Service Area* within a portion of Electoral Area D – Cowichan Bay is sufficient, pursuant to section 797.4 of the *Local Government Act*.

DATED at Duncan, British Columbia
this 13th day of September, 2011

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)
)
)



Joe Barry, Corporate Secretary

Cowichan Bay Sewer System Service Area

Total Number of Parcels requesting inclusion in Service Area:	1
Net Taxable Value of All Land and Improvements of Parcels requesting inclusion in the Service Area:	\$292,000.00
Number of Petitions received:	1
Net Taxable Value of Petitions received (Land and Improvements):	\$292,000.00



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3560

A Bylaw to Amend the Boundaries of the Cowichan Bay Sewer System Service Area

WHEREAS the Board of the Cowichan Valley Regional District established the *Cowichan Bay Sewer System Service Area* under the provisions of Bylaw No. 2128, cited as "CVRD Bylaw No. 2128 - Cowichan Bay Sewer System Service Establishment Bylaw, 2000", as amended;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to extend the boundaries of the service area to include the following property:

- PID 005-490-383, Lot 3, Section 6, Range 4, Plan 8219, Cowichan District

AND WHEREAS the property owner has petitioned the Regional District Board to include the property in the service area;

AND WHEREAS the Director for Electoral Area D - Cowichan Bay has consented, in writing, to the adoption of this bylaw;

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 for all purposes as "**CVRD Bylaw No. 3560 – Cowichan Bay Sewer System Service Area Amendment Bylaw, 2011**".

2. AMENDMENT

That CVRD Bylaw No. 2128 be amended as follows:

That Schedule A to CVRD Bylaw No. 2128 be deleted and replaced with the Schedule A attached to this bylaw.

.../2

READ A FIRST TIME this _____ day of _____ , 2011.

READ A SECOND TIME this _____ day of _____ , 2011.

READ A THIRD TIME this _____ day of _____ , 2011.

READ A THIRD TIME this _____ day of _____ , 2011.

Chair

Corporate Secretary

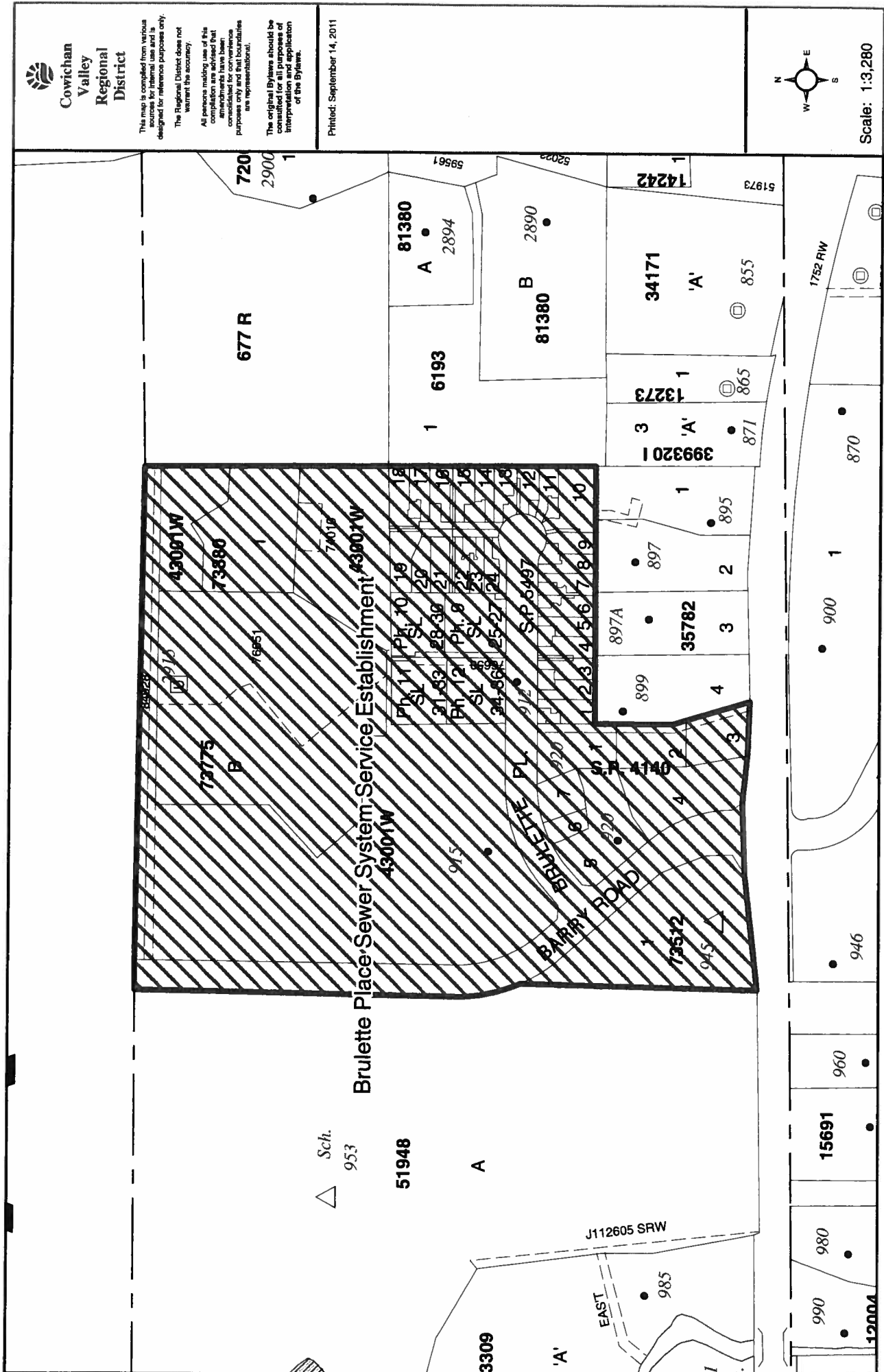


The Regional District does not warrant the accuracy.

All persons making use of this compilation are advised that amendments have been consolidated for convenience purposes only and that boundaries are representational.

The original Bylaws should be consulted for all purposes of interpretation and application of the Bylaws.

Scale: 1:3,280



**R4****STAFF REPORT****ENGINEERING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING
OF SEPTEMBER 21, 2011**

DATE: September 7, 2011 **FILE No:** 2011 Budget
FROM: Bob McDonald, Division Manager, Recycling & Waste Management
SUBJECT: Mid-Year Budget Status Report

Recommendation: This report is submitted for information purposes only.

Relation to the Corporate Strategic Plan:

Financial Impact: (Reviewed by Finance Division: mla)

Please find below a brief summary of the solid waste management budgets:

Budget 520 – Solid Waste Management Complex

The 520 budget provides for solid waste management throughout the regional district. At approximately eleven million dollars, the budget is large and includes a range of functions including depot operation, administration, education and capital works, but does not include curbside collection service. At this time, general operating revenues and expenditures are largely in line with what would normally be expected at this point in the fiscal year, although some cost-savings have been realized due to the implementation in 2011 of the CVRD-operated roll off truck and bin service (leading to a reduction in contractor costs). Regional disposal costs are also down, due to a strong Canadian dollar. However, these savings may be offset by higher than expected administration expenses (e.g. legal and consulting fees) relating to a number of solid waste projects.

A significant surplus currently showing in the 520 budget is due to gas tax and borrowing revenues which were anticipated in 2011 to fund capital works projects. However, as these projects have not progressed during this fiscal year, it is anticipated that revenues for capital works will be carried forward and reflected in the 2012 budget. Any surplus for the 2011 fiscal year is anticipated to be nominal.

Budget 515 – Curbside Collection (Electoral Areas only)

Budget 515 provides for curbside residential collection in Electoral Areas. General operating expenditures are on target for the 2011 budget with the exception of garbage disposal expenses which are forecast to be lower than estimated.

.../2

This reduction in garbage (and associated disposal costs) may be due to a stricter application of Bylaw No. 1958 that governs garbage can sizes, limits and weights and/or improved recycling rates. CVRD staff have worked closely with residents and contractors to ensure that the program guidelines are being followed. As the amount of garbage (and associated disposal cost) is estimated during the budget cycle and rates are then fixed, receiving less garbage throughout the year may result in a small surplus that will be directed to help offset future curbside program cost increases.

Background: Financial update only.

Submitted by,



Bob McDonald, Manager
Recycling & Waste Management Division

JA/HH:jlb

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Reviewed by:

Division Manager:

Approved by:

General Manager:



STAFF REPORT

R5

ENGINEERING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING OF SEPTEMBER 21, 2011

DATE: September 8, 2011 **FILE NO:** 2011 Budget

FROM: Kate Miller, Division Manager, Regional Environmental Policy

SUBJECT: Mid-Year Budget Status Report

Recommendation/Action: This report is submitted for information purposes only.

Relation to corporate strategic plan: Under the goal of service excellence, and the objective of having an efficient, high performance, innovative organization, and the strategic action to increase accountability with regular performance reporting to the Board.

Financial Impact: (Reviewed by Finance Division: n/a)

Following is a mid-year report on the status of the Regional Environmental Policy Division budget, which falls under the direct responsibility of the Engineering & Environmental Services Department.

Budget 131 Regional budget to cover divisional activities

The total budget is \$1,213,460, of which \$506,958 is made up of requisition and the remaining \$559,339 originating from external funding sources. This is the first year of the budget since the AAP process and while there are minor fluctuations within the budget, all general operating expenditures are in line with where they should be at this time of year. The most significant potential variation is the complete expenditure of the LiDAR project budget due to weather conditions and the lack of opportunity to fly during the spring and early summer period. A line item is included in this budget for the Environment Commission (currently \$65,500) and support to the Cowichan Basin Water Management process (\$50,000). In addition, a small line item for legal services was included in the 2011 budget which is expected to be rolled over into building a future contingency fund for future use.

Background: Financial update only.

Submitted by,

Kate Miller M.Sc., MCIP, LEED AP,
Manager, Regional Environmental Policy Div.

Reviewed by:
Division Manager.

Approved by:
General Manager:

KM:jlb

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R6

STAFF REPORT

ENGINEERING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING OF SEPTEMBER 21, 2011

DATE: September 13, 2011 **FILE NO:** 5330-30-BPS

FROM: Louise Knodel-Joy, Senior Engineering Technologist Water Management Division

SUBJECT: Brulette Place Sewer System
Upgrades and Temporary Borrowing Requirements

Recommendation:

That CVRD Temporary Borrowing Bylaw 3559 – Capital Upgrades Brulette Place Sewer System be forwarded to the Board for consideration of 3 readings and adoption.

Relation to the Corporate Strategic Plan: Provides a reliable essential service.

Financial Impact: (Reviewed by Finance Division: *Sen*)

In September 2009, Loan Authorization Bylaw No. 3297, a bylaw to authorize the borrowing of \$265,000 to upgrade the works of Brulette Place sewer system to municipal standards, was adopted after public assent through a petition process. The capital project, MFA borrowing and debt payments are budgeted in the Brulette Place Sewer System 2011 Budget. As long term debt is only issued in spring and fall, temporary borrowing is recommended. The temporary borrowing will allow for the works to proceed in 2011 until the final borrowing amount is determined. The budgeted debt payment in 2011 is \$2,500.

Background:

Conditional upon the CVRD takeover of the Brulette Sewer System in 2009 was that upgrades to the wastewater treatment plant and related infrastructure, in the amount of \$265,000, be completed. This approval was granted by the area residents in the form of a petition, but the CVRD has not moved forward with the borrowing of the full amount as we are hopeful that alternative sources of funding will become available to help offset the costs.

At this time the immediate scope of work that needs to begin is a hydro geological assessment of the sewage disposal fields to determine the discharge capacity of the fields and complete the consolidation of a number of discharge permits and registrations that currently exist on the property.

Submitted by

Louise Knodel-Joy
Louise Knodel-Joy
Senior Engineering Technologist
Water Management Division

Reviewed by: Division Manager:	<i>[Signature]</i>
Approved by: General Manager:	<i>[Signature]</i>



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3559

A Bylaw to Authorize Temporary Borrowing Pending the Sale of Debentures.

WHEREAS it is provided by Section 823.2 of the *Local Government Act* that the Regional Board may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily from any person under the conditions therein set out;

AND WHEREAS the Regional Board has adopted Bylaw No. 3297, cited as "**CVRD Bylaw No. 3297 – Brulette Place Sewer System Service Loan Authorization Bylaw, 2009**", authorized to finance the capital work necessary to upgrade the Brulette Place Sewer System to a municipal standard, in the amount of Two Hundred Sixty Five Thousand Dollars (\$265,000);

AND WHEREAS the sale of debentures has been temporarily deferred;

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

1. **CITATION**

This bylaw may be cited as "**CVRD Bylaw No. 3559 – Brulette Place Sewer System Service Temporary Borrowing Bylaw, 2011**".

2. **BORROWING LIMIT**

The Regional Board is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of Two Hundred Sixty Five Thousand Dollars (\$265,000), as the same may be required.

3. **FORM OF OBLIGATION**

1. The form of obligation to be given as acknowledgement of the liability shall be a Promissory Note or Notes bearing the Corporate Seal and signed by the Chair and the Financial Administration Officer.
2. The money so borrowed shall be used solely for the purposes set out in Bylaw No. 3297.

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4. PAYMENT

The proceeds from the sale of debentures, or so much thereof as may be necessary, shall be used to repay the money so borrowed.

READ A FIRST TIME this _____ day of _____, 2011.

READ A SECOND TIME this _____ day of _____, 2011.

READ A THIRD TIME this _____ day of _____, 2011.

ADOPTED this _____ day of _____, 2011.

Chairperson

Corporate Secretary