

Minutes of the regular meeting of the Engineering & Environmental Services Committee held in the CVRD Boardroom, 175 Ingram Street, Duncan, on October 28, 2009 at 3:30 p.m.

**PRESENT:** Director Haywood, Vice-Chair  
Directors Dorey, Duncan, Giles, Harrison, Iannidinardo,  
Kent (3:45pm), Kuhn, Morrison

**ALSO** W. Jones, CAO  
**PRESENT:** Brian Dennison, General Manager, E & E  
D. Leitch, Manager, Water Management  
L. Lee, Recording Secretary

#### **APPROVAL OF AGENDA**

A revised Item **R4** was distributed to the Committee.

**NB1 – Processes** was added to 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 September 23, 2009 regular Engineering & Environmental Services Committee meeting be adopted.**

**MOTION CARRIED**

#### **BUSINESS ARISING OUT OF MINUTES DELEGATIONS**

No delegations

#### **REPORTS R1**

A staff report was provided to the Committee to consider that the 2009 budget *Transfer to Reserve* for the Arbutus Mountain Estates Sewer System be cancelled.

**It was moved and seconded that it be recommended to the Board that the 2009 Budget to *Transfer to Reserve* fund transfer for the Arbutus Mountain Sewer System be cancelled.**

**MOTION CARRIED**

#### **R2**

A staff report was provided to the Committee regarding Short Term Borrowing for the Honeymoon Bay Water System.

It was noted that the estimated annual debt retirement cost of \$9,384.00 is incorrect and should be changed to \$10,384.00.

**It was moved and seconded that it be recommended that the Board authorize short-term borrowing of \$50,000.00 for Honeymoon Bay Water System capital upgrades, to be paid back within 5-years under the Liabilities Agreement, Section 175 of the Community Charter.**

**MOTION CARRIED**

**R3**

A staff report was provided to the Committee regarding Short Term Borrowing for the Maple Hills Sewer System.

**It was moved and seconded that it be recommended that the Board authorize short-term borrowing of \$8,250.00 for Maple Hills Sewer System capital upgrades, to be paid back within 5-years under the Liabilities Agreement, Section 175 of the Community Charter.**

**MOTION CARRIED**

**R4**

A staff report was provided to the Committee to consider the 2007-2009 Community Works Funding Allocation Revisions.

**It was moved and seconded that the Board authorize the allocation of funding under the 2007-2009 Community Works Fund for Mesachie Lake Sewer Collection and Disposal System Upgrade be deferred until the 2010-2014 Community Works Fund Program extension, and that the targeted funds of \$352,000 be allocated to the following three projects:**

- 1) Extension of the Lambourn Outfall Extension (\$328,116.)**
- 2) Maple Hill Sewer Emergency RBC Repair (\$16,750.)**
- 3) Shawnigan Lake Weir Fish Ladder (\$7,134.)**

**MOTION CARRIED**

**R5**

A staff report was provided to the Committee to consider the *Transfer to Reserve* for Cowichan Bay Sewer System be reduced.

**It was moved and seconded that the Board authorize the *Transfer to Reserve* for budget 800 – Cowichan Bay Sewer System be reduced in 2009 from \$56,295.00 to \$17,500.00**

**MOTION CARRIED**

**R6**

A staff report was provided to the Committee to consider authorizing the development of a Farmed Animal Mass Carcass Disposal Emergency Plan.

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

- 1. That the CVRD (in conjunction with The District of North Cowichan) undertake to develop an emergency plan for the disposal of Farmed Animal Carcasses and that an application be submitted to UBCM for funding of this initiative.**
- 2. That the CVRD Board approve award of a \$12,500 contract (including taxes) to St. John & Associates Projects Inc. for development of an emergency plan for Farmed Animal Mass Carcass disposal for the region.**

**MOTION CARRIED**

**NEW BUSINESS**

**NB1**

Processes

Discussion took place regarding the policy that is in place for notifying Directors to keep them informed of CVRD activities.

The General Manager, Engineering & Environmental Services replied that staff use their judgement and there is no formal policy in place.

The Manager, Water Management Division reported that Emergency Procedures are in place for notification in case of emergency such as a boil water advisory.

The CAO, CVRD advised that the issue will be discussed with the CVRD Management Team and that more could be done.

It was discussed that it can be embarrassing for Directors if uninformed. Residents need to be kept apprised of utility projects. Also, work in parks can trigger public upset if uninformed.

It was reported that an email Info Pac system is used at the City of Duncan to keep Council informed.

It was suggested that a Communications staff person be included in the budget.

**RESOLVE INTO  
IN CAMERA  
4:35 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 (1) (e).**

**MOTION CARRIED**

**RISE FROM  
IN CAMERA  
4:44 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 4:45 pm

\_\_\_\_\_  
Chair

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

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