



ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE

WEDNESDAY, DECEMBER 9, 2009 - 4:30 P.M.

CVRD BOARDROOM, 175 INGRAM STREET

AGENDA

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| 1. <u>APPROVAL OF AGENDA:</u> | 1 – 2 |
| 2. <u>ADOPTION OF MINUTES:</u> M1 Minutes of November 25, 2009 | 3 – 8 |
| 3. <u>BUSINESS ARISING FROM THE MINUTES:</u> | |
| 4. <u>DELEGATIONS:</u> No delegations | |
| 5. <u>REPORTS</u> | |
| R1 2010 Engineering & Environmental Services Budget Review – <u>PLEASE BRING 2010 BUDGET BOOK</u> Also attached to Agenda are: | |
| R1.1 2010 Requisition Review – Budget 520 | 9 |
| R1.2 5 year plans for the following 2010 tentative new budgets: | |
| - Carlton Water System | 10 |
| - Shellwood Water System | 11 |
| - Maple Hills Drainage | 12 |
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| 6. <u>NEW BUSINESS:</u> | |
| 7. <u>CLOSED SESSION</u> - No Closed Session items. | |
| 8. <u>NEXT MEETING:</u> 2010 – to be determined. | |
| 9. <u>ADJOURNMENT:</u> | |

Distribution:

Director Cossey, Chair
Director Haywood, Vice-Chair
Director Dorey
Director Duncan
Director Giles
Director Harrison
Director Kuhn

As Well As:

Director Iannidinardo, Electoral Area D
Director Kent, City of Duncan
Director Marcotte, Electoral Area H
Director Morrison, Electoral Area F
Warren Jones, Administrator
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, Treasurer

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>

Minutes of the regular meeting of the Engineering & Environmental Services Committee held in the CVRD Boardroom, 175 Ingram Street, Duncan, on November 25, 2009 at 3:30 p.m.

PRESENT: Director Cossey, Chair
Director Haywood, Vice-Chair
Directors Dorey, Duncan, Giles, Harrison, Iannidinardo,
Kuhn, Marcotte, Morrison

ALSO W. Jones, CAO, CVRD
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**

The following items were added to the agenda:

R6 – 1 – Utility Transfer Agreement
NB1 – Dogwood Ridge Water System
NB2 – Shawnigan Weir
NB3 – Free Store

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 October 28, 2009 regular Engineering & Environmental Services Committee meeting be adopted.

MOTION CARRIED

**BUSINESS ARISING
OUT OF MINUTES**

No business arising

DELEGATIONS

No delegations

REPORTS

R1

Staff report regarding investigation of potential takeover of the Carlton Improvement District Water System – Electoral Area B.

It was moved and seconded that the Board authorize staff time to continue with the process of investigating takeover of the Carlton Improvement District Water System, located in Electoral Area B, as requested by Carlton Improvement Trustees, 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 on which infrastructure works are located will 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 utility be willing to sell and/or 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 and further that an assessment of the system be carried out, funded to a maximum cost of \$15,000, with \$5,000 from the CVRD Feasibility Study Function and \$10,000 through a Provincial Feasibility Study Grant; and that, upon completion of a successful petition process, bylaws be prepared to create a service area for this utility.

MOTION CARRIED

R2

Staff report providing a Capital Works Agreement between Briarwood Estates Ltd. and CVRD.

The following amendment was noted on Page 17, Item 7.2:
Change "*ninety*" to "*one-hundred and eighty*".

It was moved and seconded that it be recommended that the Board accept the Briarwood / Kerry Village Capital Works Agreement between Briarwood Estates Ltd and the CVRD, as amended, and further that the Board Chair and Corporate Secretary be authorized to sign the agreement.

MOTION CARRIED

R3

A staff report was considered regarding amends to CVRD Bylaw 2108 – Solid Waste Management Charges and Regulations.

The Committee voiced concern regarding competing with private sector businesses by allowing drop-off of electronic products ("E-Waste") at CVRD Solid Waste sites.

Staff advised that the CVRD advertises that E-Waste be taken for recycling to the Cowichan Bottle Depot, which is appointed by the BC Products Stewardship Plan as the primary site for the Valley. The Plan also allows for generators, which CVRD sites would be considered.

The Director for Electoral Area A advised that the Salvation Army in South Cowichan takes electronics.

The Director for Electoral Area F voiced his concern that an increase in tipping fees would result in more people dumping refuse in the bush.

It was moved and seconded that CVRD Bylaw No. 3339 – Solid Waste Management Charges and Regulations Amendment Bylaw, 2009 be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

Director Morrison asked that his opposition to an increase in tipping fees be recorded.

R4

Staff report – investigation of potential takeover of the Shellwood Improvement District Water System – Electoral Area H.

It was moved and seconded that the Board provide first stage approval and authorize staff time to continue with the process of investigating takeover of the Shellwood Improvement District Water System, located in Electoral Area H – North Oyster/Diamond, as requested by Shellwood Improvement Trustees, 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 on which infrastructure works are located will 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 review of the system be undertaken in order to address deficiencies in the water system;
- The owner of utility be willing to sell and/or 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 and further that an assessment of the system be carried out, funded to a maximum cost of \$15,000, with \$5,000 from the CVRD Feasibility Study Function and \$10,000 through a Provincial Feasibility Study Grant; and that, upon completion of a successful petition process, bylaws be prepared to create a service area for this utility.

MOTION CARRIED

R5

A staff report was considered concerning amending the Fern Ridge Water System Service Area.

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

1. That the *Certificate of Sufficiency*, confirming that sufficient petitions requesting inclusion into the Fern Ridge Water System Service Area be received.
2. That the boundaries of the Fern Ridge Water System Service Area be amended to include "Lot 9, District Lot 107, Malahat District, Plan VIP32245 except plan 32821" and "Lot 12, District Lot 107, Malahat District, Plan 32245".
3. That "CVRD Bylaw No. 2994 – Fern Ridge Water System Service Establishment Bylaw, 2007", be amended to include Lot 9 and Lot 12, and that the amended bylaw be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

R6

Staff Report regarding the Arbutus Ridge Water, Sewer and Drainage Systems Transfer of Assets Agreement and Management Bylaws

It was moved and seconded that it be recommended that:

1. The following bylaws be forwarded to the Board for consideration of three readings and adoption:
 - .1 CVRD Bylaw No. 3305 – Arbutus Ridge Water System Management Bylaw, 2009
 - .2 CVRD Bylaw No. 3306 – Arbutus Ridge Sewer System Management Bylaw, 2009
 - .3 CVRD Bylaw No. 3307 – Arbutus Ridge Drainage System Management Bylaw, 2009
 - .4 CVRD Bylaw No. 3308 – Arbutus Ridge Water Capital Reserve Bylaw, 2009
 - .5 CVRD Bylaw No. 3309 – Arbutus Ridge Water Parcel Tax Bylaw, 2009
 - .6 CVRD Bylaw No. 3310 – Arbutus Ridge Sewer Capital Reserve Bylaw, 2009
 - .7 CVRD Bylaw No. 3311 – Arbutus Ridge Sewer Parcel Tax Bylaw, 2009.

2. That the Board accept the Utility Transfer Agreement between the CVRD and CRC Canadian Retirement Corporation and Strata Plan VIS 1601 for CVRD takeover of the sewer, water and drainage systems for the Arbutus Ridge Strata Corporation in Electoral Area C, and further that the Chair and Corporate Secretary be authorized to sign the Utility Transfer Agreement.

MOTION CARRIED

R7

A staff report was considered regarding Shawnigan Lake North Water System Metering/Conservation Program.

It was moved and seconded that it be recommended that the CVRD apply a Water Conservation Fee of \$10,000 per connection to the following subject properties requesting inclusion into the Shawnigan Lake North Water System Service Area for the purpose of funding a water conservation, metering and backflow prevention program.

PID Nos.

| | | |
|-------------|-------------|-------------|
| 001-429-876 | 003-122-310 | 009-481-079 |
| 004-166-248 | 009-255-702 | 006-121-161 |
| 009-480-901 | 009-255-753 | 006-121-179 |
| 001-959-646 | 008-441-804 | 009-255-516 |
| 003-126-102 | | |

MOTION CARRIED

R8

A staff report was presented regarding a temporary Solid Waste export request to the Capital Regional District.

Staff were given direction to do a Percentage breakdown Analysis during next year's budget process to assist in seeing what recyclables are still going in the garbage.

Staff were asked, for discussion purposes, to provide the Committee with a record of the direction received for CVRD staff to stop pursuing a solid waste disposal facility in the Cowichan Valley.

It was moved and seconded that it be recommended that the CVRD request that the Capital Regional District consider temporary acceptance of out-of-region municipal solid waste from the CVRD commencing in 2012.

MOTION CARRIED

NEW BUSINESS

NB1

A staff report was considered regarding the Dogwood Ridge Water System Utility Transfer Agreement and management bylaws.

It was moved and seconded:

- 1. That the Board accept the Utility Transfer Agreement between the CVRD and Dogwood Ridge Improvement District for CVRD takeover of the water system in Electoral Area E, and further that the Chair and Corporate Secretary be authorized to sign the Utility Transfer Agreement.**
- 2. That the following bylaws be forwarded to the Board for consideration of three readings and adoption:**
 - .1 CVRD Bylaw No. 3313 – Dogwood Ridge Water System Management Bylaw, 2009.**
 - .2 CVRD Bylaw No. 3314 – Dogwood Ridge Water Capital Reserve Bylaw, 2009**
 - .3 CVRD Bylaw No. 3315 – Dogwood Ridge Water Parcel Tax Bylaw, 2009.**

MOTION CARRIED

NB2

A staff report was provided regarding Shawnigan Weir Operation and Shawnigan Creek Levels.

INFORMATION ONLY

NB3

The Director for Electoral Area F asked when the Free Store would be back in operation, to which he was advised that it re-opened this week. The Director asked that it be posted on the CVRD web site and advertised.

**RESOLVE INTO
CLOSED SESSION
4:45 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
CLOSED SESSION
5:30 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 5:30 .p.m.

Chair

Recording Secretary

Dated: _____

Solid Waste (520)

R1.1

| Dept Function: Carlton Water System | | | | | | | | | FORM C-1 |
|---|------|-----------|------|----------|------|----------|------|----------|----------|
| Function: 6zzz | | | | | | | | | |
| TOTAL EXPENDITURE | | | | | | | | | |
| Operational Costs | 2010 | \$25,335 | 2011 | \$19,831 | 2012 | \$20,171 | 2013 | \$20,171 | 2014 |
| Debt Payments | | 1,325 | | 4,329 | | 4,329 | | 4,329 | \$20,671 |
| Capital | | 150,000 | | | | | | | 4,329 |
| Transfer to Reserve | | | | 2,500 | | 2,500 | | 2,500 | 2,500 |
| TOTAL APPLICATION OF FUNDS | | | | | | | | | |
| SOURCES OF FUNDS | | | | | | | | | |
| Requisition/Parcel Tax | | \$176,660 | | \$26,660 | | \$27,000 | | \$27,000 | \$27,500 |
| User Fee | | | | 15,500 | | 15,500 | | 15,500 | 15,500 |
| Transfer from Reserve Fund | | 11,160 | | 11,160 | | 11,500 | | 11,500 | 12,000 |
| Other | | 115,500 | | | | | | | |
| Debt Proceeds | | | | | | | | | |
| Surplus/(Deficit) | | 50,000 | | | | | | | |
| TOTAL SOURCE OF FUNDS | | | | | | | | | |
| "Total application of funds" must equal "Total Source of Funds" | | | | | | | | | |
| Assume L/T MFA 20 year debt 5.3% fall issue 2010 \$50,000, interest only \$1,325. 2011 Principle & Interest \$4,329 | | \$176,660 | | \$26,660 | | \$27,000 | | \$27,000 | \$27,500 |

[illegible]

| Dept Function: Maple Hills Drainage System | | | | | | FORM C-1 |
|--|-----------|----------|----------|----------|----------|-----------------|
| Function: 7xx | | | | | | |
| TOTAL EXPENDITURE | | | | | | |
| Operational Costs | | | | | | |
| Debt Payments | \$15,827 | \$10,901 | \$10,901 | \$10,901 | \$10,901 | \$10,901 |
| Capital | 2,173 | 7,099 | 7,099 | 7,099 | 7,099 | 7,099 |
| Transfer to Reserve | 82,000 | | | | | |
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| TOTAL APPLICATION OF FUNDS | | | | | | |
| | \$100,000 | \$18,000 | \$18,000 | \$18,000 | \$18,000 | \$18,000 |
| SOURCES OF FUNDS | | | | | | |
| Requisition/Parcel Tax | | | | | | |
| User Fee | | 18,000 | 18,000 | 18,000 | 18,000 | 18,000 |
| Transfer from Reserve Fund | | | | | | |
| Other | | | | | | |
| Debt Proceeds | | | | | | |
| Surplus/(Deficit) | 100,000 | | | | | |
| TOTAL SOURCE OF FUNDS | | | | | | |
| "Total application of funds" must equal "Total Source of Funds" | \$100,000 | \$18,000 | \$18,000 | \$18,000 | \$18,000 | \$18,000 |
| Assume LT MFA 20 year debt 5.3% fall issue 2010 \$82,000, interest only \$2,173. 2011 Principle & Interest \$7,099 | | | | | | |

| Dept Function: Shawnigan Creek Cleanout | | | | | | | FORM C-1 |
|---|--|----------|-------------|-------------|-------------|-------------|-----------------|
| | | | | | | | |
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| | | | | | | | |
| Function: 7xxx | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| TOTAL EXPENDITURE | | | | | | | |
| Operational Costs | | | 2010 | 2011 | 2012 | 2013 | 2014 |
| Debt Payments | | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 |
| Capital | | | | | | | |
| Transfer to Reserve | | | | | | | |
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| | | | | | | | |
| TOTAL APPLICATION OF FUNDS | | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 |
| SOURCES OF FUNDS | | | | | | | |
| Requisition/Parcel Tax | | | | | | | |
| User Fee | | | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 |
| Transfer from Reserve Fund | | | | | | | |
| Other | | | | | | | |
| Debt Proceeds | | 30,000 | | | | | |
| Surplus/(Deficit) | | | | | | | |
| TOTAL SOURCE OF FUNDS | | | | | | | |
| "Total application of funds" must equal "Total Source of Funds" | | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 |