

Minutes of the regular meeting of the Engineering Services Committee held in the Boardroom, 175 Ingram Street, Duncan, on April 9, 2008 at 4:00 p.m.

PRESENT: Director Walker, Chair
Directors Cossey, Dorey, Duncan, Giles, Hartmann, Hodson, Kent, Lefebure, Peake, Tansley (4:25 p.m.), and Alternate Director McKenzie

ABSENT: Directors Allan, Hutchins, and Marcotte

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

**APPROVAL
OF AGENDA**

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

MOTION CARRIED

**ADOPTION
OF MINUTES**

It was moved and seconded that the minutes of the March 12, 2008 regular Engineering Services Committee meeting be adopted.

MOTION CARRIED

**BUSINESS ARISING
OUT OF MINUTES**

The Manager, Engineering Services advised that staff had checked into the issue regarding septic fields being built within 100 feet of a well and, apparently, the same applies to construction of a water well. Staff will try to obtain more detail in this regard.

CORRESPONDENCE

A referral was considered from the Regional Services Committee concerning the issue of banning plastic grocery bags.

The Manager, Solid Waste & Environment advised the Committee that the CRD had sought a legal opinion on this matter and were told that a Regional District does not have the authority to ban the use of plastic bags, but there are other ways to get the message out through educational materials.

It as moved and seconded that a letter be sent to retail outlets throughout the Regional District, in support of the initiative by elementary school children to reduce use and distribution of plastic bags and encourage use of reusable bags.

MOTION CARRIED

REPORTS**R1**

A staff report was considered from the Manager, Utilities, regarding preparation of reserve fund bylaws for Satellite Park Water System, Eagle Heights Sewer System, Honeymoon Bay Water System and Shawnigan Beach Estates Sewer System.

1. **It was moved and seconded that a reserve bylaw be prepared for withdrawal of funds not exceeding \$30,000.00 from the Satellite Park Water System reserve fund to help finance reservoir construction, and further that the bylaw be forwarded to the Board for consideration of three readings and adoption.**
2. **A reserve bylaw be prepared for withdrawal of funds not exceeding \$50,000.00 from the Eagle Heights Sewer System reserve fund for installation of a SCADA system, upgrade to the Christopher Road pumpstation and for North Cowichan well field improvements; and further that the bylaw be forwarded to the Board for consideration of three readings and adoption.**
3. **A reserve bylaw be prepared for withdrawal of funds not exceeding \$35,000.00 from the Honeymoon Bay Water System reserve fund to help finance the new reservoir and well project; and further that the bylaw be forwarded to the Board for consideration of three readings and adoption.**
4. **A reserve bylaw be prepared for withdrawal of funds not exceeding \$30,000.00 from the Shawnigan Beach Estates Sewer System reserve fund for lagoon power and pump controls and Ravenhill Road bypass; and further that the bylaw be forwarded to the Board for consideration of three readings and adoption.**

MOTION CARRIED**R2**

A staff report was considered from the Senior Engineering Technologist-Utilities regarding establishment of a sewer service area for the Cobble Hill (formerly known as Galliers Road) Sewer System.

1. **It was moved and seconded that the Board receive the *Certificate of Sufficiency*, confirming that the petition requesting establishment of a sewer service area in Cobble Hill is sufficient, and**
2. **That "CVRD Bylaw No. 3103 - Cobble Hill Sewer System Service Establishment Bylaw, 2008", be forwarded to the Board for consideration of three readings and, following provincial approval, adoption.**
3. **That "CVRD Bylaw No. 3106 - Cobble Hill Sewer System**

Service Loan Authorization Bylaw, 2008", be forwarded to the Board for consideration of three readings and, following provincial approval, adoption.

MOTION CARRIED

R3

A staff report was considered from the Senior Engineering Technologist-Utilities providing servicing bylaws for the Arbutus Mountain Estates water and drainage systems.

It was moved and seconded that it be recommended that the following bylaws be forwarded to the Board for consideration of three readings and adoption:

- 1. CVRD Bylaw No. 2998 – Arbutus Mountain Estates Water System Management Bylaw, 2008**
- 2. CVRD Bylaw No. 2999 – Arbutus Mountain Estates Drainage System Management Bylaw, 2008**
- 3. CVRD Bylaw No. 3089 - Arbutus Mountain Estates Water System Capital Reserve Fund Establishment Bylaw, 2008**
- 4. CVRD Bylaw No. 3090 – Arbutus Mountain Estates Drainage Service Capital Reserve Fund Establishment Bylaw, 2008.**
- 5. CVRD Bylaw No. 3091 - Arbutus Mountain Estates Street lighting Service Capital Reserve Fund Establishment Bylaw, 2008**
- 6. CVRD Bylaw No. 3088 - Arbutus Mountain Estates Water System Service Parcel Tax Roll Bylaw, 2008.**

MOTION CARRIED

R4

A staff report was considered from the Senior Engineering Technologist- Projects providing servicing bylaws for the Lambourn Estates water and sewer systems.

It was moved and seconded that the following bylaws be forwarded to the Board for consideration of three readings and adoption:

- 1. CVRD Bylaw No. 3098 – Lambourn Estates Sewer System Management Bylaw, 2008.**
- 2. CVRD Bylaw No. 3099 – Lambourn Estates Water System Management Bylaw, 2008.**
- 3. CVRD Bylaw No. 3092 – Lambourn Estates Water System Parcel Tax Roll Bylaw, 2008.**
- 4. CVRD Bylaw No. 3093 - Lambourn Estates Water System Capital Reserve Fund Establishment Bylaw, 2008.**
- 5. CVRD Bylaw No. 3094 - Lambourn Estates Sewer System Parcel Tax Roll Bylaw, 2008.**
- 6. CVRD Bylaw No. 3095 - Lambourn Estates Sewer System Capital Reserve Fund Establishment Bylaw, 2008.**

MOTION CARRIED

R5

A staff report was considered from the Manager, Utilities requesting approval in principle for CVRD takeover of the Ocean Terrace water and drainage systems in Mill Bay.

It was moved and seconded that the CVRD grant approval in principle for takeover of the water and drainage systems from Ocean Terrace Properties Ltd. for a 438 lot development in Mill Bay, identified as District Lot 77, Malahat District, as requested in their letters of March 31, 2008, subject to the following conditions:

- 1. That the water system's preliminary concepts, detailed design and installation are approved by Engineering Services staff to ensure compliance with CVRD design standards and Subdivision Bylaw 1215;**
- 2. That a peer review be carried out of the drainage design by a consultant acceptable to the CVRD at the developer's expense.**
- 3. That the water reservoir and treatment works have adequate fire flow capacity.**
- 4. That the water source and distribution have adequate capacity and have received approval from the Vancouver Island Health Authority.**
- 5. That a Transfer of Assets Agreement for the water and drainage systems be executed between the CVRD and the owner/developer;**
- 6. That the developer provide a two-year warranty on the completed works, backed by an irrevocable Letter of Credit;**
- 7. That the developer provide suitable reserve funds to start off the water and drainage functions;**
- 8. That the developer be required to provide all water and drainage servicing infrastructure, including, but not limited to, pumps, reservoir, SCADA system, fire protection, controls and mainlines for the proposed subdivision;**
- 9. 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;**
- 10. That a successful petition process be carried out for establishment of service areas for the water and drainage systems; and further that the necessary bylaw be prepared to create water and drainage service areas for these systems.**

MOTION CARRIED

R6

A staff report was considered from the Senior Engineering Technologist - Utilities providing petition results for establishment of

the Cobble Hill Village Drainage #2 service area.

It was moved and seconded that:

- 1. That the Board accept the attached Certificate of Sufficiency for establishment of a *Drainage System Service Area* for a proposed 14 lot residential subdivision on Galliers Road (PID 018-903-185 and 018-903-177), and**
- 2. That Bylaw No. 3104 – Cobble Hill Village Drainage #2 Service Establishment Bylaw, 2008, be sent to the Board for consideration of three readings and, following provincial approval, adoption.**

MOTION CARRIED

R7

A staff report was considered from the Administrative Coordinator, Engineering Services, regarding a new critical streetlight location on Chaster Road in Electoral Area D.

It was moved and seconded that it be recommended to the Board that a *critical location* streetlight be installed at the corner of Chaster and Thiek Roads in Electoral Area D – Cowichan Bay.

MOTION CARRIED

R8

A staff report was considered from the Solid Waste Engineering Technologist regarding an amendment to item 1 of the Gas Tax Project application.

It was moved and seconded that it be recommended to the Board that the following applications to the Federal/Provincial "Gas Tax Program" General Strategic Priorities Fund and Innovations Fund be approved:

- 1. Comprehensive Organics Collection and Energy Recovery System**
- 2. Integrated Environmental Monitoring Systems**
- 3. Cowichan Bay Waterfront Redevelopment Plan**
- 4. Regional Community Energy Plan.**

MOTION CARRIED

NEW BUSINESS

There was no new business.

**RESOLVE INTO
IN CAMERA
4:50 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 (c) and (k)} and

MOTION CARRIED

**RISE FROM
IN CAMERA
5:11 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 5:12 pm

Chair

Recording Secretary

Dated: _____