



ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE

WEDNESDAY, APRIL 28, 2010 - 3:30 P.M.

CVRD BOARDROOM, 175 INGRAM STREET

AGENDA

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6. <u>NEW BUSINESS:</u>	
7. <u>CLOSED SESSION</u>	
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 the February 24, 2010 Engineering and Environmental Services closed session committee meeting.	25

SSR1 {Sub (1) (e)} – land acquisition

26-41

8. **NEXT MEETING:** May 26, 2010

9. **ADJOURNMENT:**

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>

Minutes of the regular meeting of the Engineering & Environmental Services Committee held in the CVRD Boardroom, 175 Ingram Street, Duncan, on March 24, 2010 at 3:30 p.m.

PRESENT: Director Cossey, Chair
Directors Dorey , Giles, Harrison, Haywood,
Iannidinardo, Kent, Morrison and Alternate Director
Marshall

ABSENT: Directors Duncan, Kuhn and Marcotte

ALSO Warren Jones, CAO, CVRD (3:50 p.m.)
PRESENT: B. Dennison, P. Eng., General Manager, E & E
B. McDonald, Manager, Recycling & Waste Management
J. Bath, Recording Secretary

**APPROVAL
OF AGENDA**

Item R8 was moved forward to the beginning of the meeting

Item NB1 - Climate Action Charter Commitments 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 February 24, 2010 regular Engineering & Environmental Services Committee meeting be adopted.

MOTION CARRIED

**BUSINESS ARISING
OUT OF MINUTES**

No business arising

DELEGATIONS

No delegations

REPORTS

R8

Staff report regarding Curbside Collection contract extensions.

It was moved and seconded that the Cowichan Valley Regional District enter into sole source Curbside Collection contract extensions for the period of June 1, 2010 to May 31, 2011.

MOTION CARRIED

- R1 Staff report providing "CVRD Bylaw No. 3360 - Cowichan Valley Regional District Garbage and/or Recyclable Materials Collection Amendment Bylaw, 2010".

It was moved and seconded that "CVRD Bylaw No. 3360, Cowichan Valley Regional District Garbage and/or Recyclable Materials Collection Amendment Bylaw, 2010" be forwarded to the Board for three readings and adoption.

MOTION CARRIED

- R2 Staff report providing management bylaw amendments for Arbutus Ridge Water and Sewer and Dogwood Ridge Water Systems.

It was moved and seconded:

1. That "CVRD Bylaw No. 3368 – Arbutus Ridge Water System Management Amendment Bylaw, 2010 be forwarded to the Board for three readings and adoption.
2. That "CVRD Bylaw No. 3369 – Arbutus Ridge Sewer System Management Amendment Bylaw, 2010 be forwarded to the Board for three readings and adoption.
3. That "CVRD Bylaw No. 3370 – Dogwood Ridge Water System Management Amendment Bylaw, 2010" be forwarded to the Board for three readings and adoption.

MOTION CARRIED

- R3 Staff report regarding application for an infrastructure planning grant for a Honeymoon Bay Micro Hydro Energy Recovery Program.

It was moved and seconded that it be recommended to the Board that the CVRD support application of an infrastructure planning grant for a Honeymoon Bay Micro Hydro Energy Recovery Program to be funded to a maximum cost of \$15,000, with \$5,000 from the CVRD Electoral Area Feasibility Study Function and \$10,000 through a Provincial Feasibility Study Grant; and that, upon completion of a successful business plan, an energy recovery service area for this utility be created.

MOTION CARRIED

It was moved and seconded that the 2008 Annual Progress Report for Recycling and Waste Management be received and filed.

MOTION CARRIED

MOTION CARRIED

03

4. That Staff be authorized to negotiate the transfer of assets agreement with the current owner of the system.
5. That the service area residents be given the option of paying their portion of the borrowing cost up front.

MOTION CARRIED

R9

Staff report regarding release of building covenant – Lambourn Estates.

It was moved and seconded that the Board approve the removal of the “no-build” covenant on Lot 7 and add a covenant restricting “use” and “no-build” for Lot 11 within the Hiles Subdivision of the Lambourn Estates Sewer and Water Systems Service Areas. Six lots of ten in the development will retain their “no-build” covenants.

MOTION CARRIED

R10

Staff report introducing "CVRD Bylaw No. 3366 – Cowichan Bay Sewer System Management Amendment Bylaw, 2010".

It was moved and seconded that "CVRD Bylaw No. 3366 – Cowichan Bay Sewer System Management Amendment Bylaw" be forwarded to the Board for three readings and adoption.

MOTION CARRIED

NEW BUSINESS

NB1

Director Morrison requested a staff report from the Engineering and Environmental Services Department regarding the CVRD's commitments under the Climate Action Charter and whether we will be able to meet those commitments.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 4:40 p.m.

Chair

Recording Secretary

Dated: _____



STAFF REPORT

R1

ENGINEERING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING OF APRIL 28, 2010

DATE: April 1, 2010 **FILE NO:** 5400-20-02/B

FROM: Joanne Bath, Administrative Coordinator, Engineering and Environmental Services

SUBJECT: Critical Location Streetlight – Electoral Area B – Shawnigan Lake

Recommendation:

That it be recommended to the Board that a *critical location* streetlight be installed at the corner of Cameron Taggart and Lovers Lane in Electoral Area B – Shawnigan Lake, as requested by a local resident, with endorsement from the RCMP.

Purpose: The Director for Electoral Area B has asked staff to bring a request forward for the installation of a *critical location* streetlight at the corner of Lovers Lane and Cameron Taggart Road in Electoral Area B - Shawnigan Lake (see attached site plan).

Financial Implications: Annual operating costs, including repair and maintenance, would be approximately \$168.00 (\$14.00 per month).

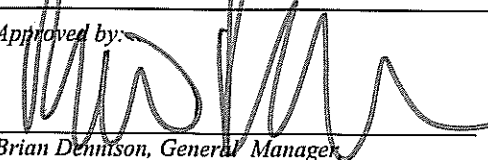
Interdepartmental/Agency Implications: As set out in the attached CVRD policy, this location has been approved by BC Hydro and endorsed by the Electoral Area Director.

Background: The *critical location* streetlighting service allows for installation of a single streetlight at any location within the Electoral Area, provided that specific safety issues are being addressed. However, the policy also states that a request in writing be received, with a petition from area residents. In this case, the request is from one area resident, with endorsement of the Shawnigan Lake RCMP, citing a dark intersection as the safety concern. (see attached e-mail)

BC Hydro have advised that there would be no capital costs associated with this installation.

Submitted by,

Joanne Bath
Administrative Coordinator
Engineering and Environmental Services

Approved by: 
Brian Dennison, General Manager
Engineering and Environmental Services

Joanne Bath

From: Ken Cossey [kcossey@seaside.net]
Sent: Tuesday, March 30, 2010 7:30 PM
To: Joanne Bath
Subject: Fw: Cameron-Taggart Rd- Lovers Lane

Further to the critical street light request.

Regards

Ken Cossey

----- Original Message -----

From: "Rob Webb" <rob.webb@rcmp-grc.gc.ca>
To: <kcossey@seaside.net>
Sent: Tuesday, March 30, 2010 4:02 PM
Subject: Cameron-Taggart Rd- Lovers Lane

Director COSSEY,

As per our recent discussion of school zones, intersections and roads for possible improvement. I strongly feel that a street light of some kind would be beneficial for the intersection of Cameron-Taggart Rd and Lovers Lane. Although not a high volume off accidents are reported in this area, it certainly is an area with limited visibility and traffic that has increased over the years especially on Cameron-Taggart itself. Cameron-Taggart Road is used for persons as a short cut, back road for bar close and a windy road to begin with.

Shawnigan Lake Detachment strongly support a street light being considered and hopefully placed at this dangerous location.

Respectfully,

Sergeant R.E. (Rob) Webb
Detachment Commander
Shawnigan Lake RCMP
2780 Shawnigan Lake Rd.
Shawnigan Lake B.C. V0R 2W0

MEAP Referral Agent

rob.webb@rcmp-grc.gc.ca

Det- (250)-743-5514
Cell- (250)-701-1198
Fax- (250)-743-1549

Joanne Bath

From: Ken Cossey [kcossey@seaside.net]
Sent: Tuesday, March 30, 2010 7:29 PM
To: Joanne Bath
Subject: Re: Street Lighting

I support the placement of a critical street light at this intersection.

Regards

Ken Cossey

----- Original Message -----

From: "Joanne Bath" <jbath@cvrd.bc.ca>
To: "Ken Cossey" <kcossey@seaside.net>
Sent: Tuesday, March 30, 2010 3:06 PM
Subject: FW: Street Lighting

> Hi Ken,
> As discussed, please respond to Mr. Verreault's request for a critical
> streetlight.
>
> Thanks,
> Joanne
> -----Original Message-----
> **From:** Guy Verreault [mailto:zephirin@shaw.ca]
> **Sent:** Tuesday, March 30, 2010 9:56 AM
> **To:** Joanne Bath
> **Cc:** kcossey@seaside.net; southcowichchamber@shaw.ca
> **Subject:** Re: Street Lighting
>
> I thought this was a simple process...you make it too "bureaucratic!" for
> anyone to be involve or even request.
>
> Cheers!!!!
> Guy
>
> ----- Original Message -----
> **From:** "Joanne Bath" <jbath@cvrd.bc.ca>
> **To:** <zephirin@shaw.ca>
> **Cc:** "Ken Cossey" <kcossey@seaside.net>
> **Sent:** Monday, March 29, 2010 8:49 AM
> **Subject:** FW: Street Lighting
>
>
>> Good morning Mr. Verreault,
>> So, to clarify a couple of things - are you looking for one streetlight
>> or
>> to have streetlights in the whole area? Two different procedures are
>> followed.
>>
>> If you wish a singular (critical) streetlight to be put in place- this
>> process is fairly simple with a request in writing (preferably a petition
>> from several residents), citing a safety concern as the reason for the
>> request, then the consent of your Electoral Area Director and BC Hydro is

>> required before it would go to the CVRD Board for final approval. The
>> whole of your Electoral Area would pay for this light.
>>
>> If, however, more than one light is requested, a "street lighting service
>> area" must be established, and there must be 10 or more streetlights. In
>> this case the street lighting would be paid for by the property owners of
>> the newly created service area through property taxes.
>>
>>
>> If you wish to pursue setting up a street lighting service area, the CVRD
>> would require the consent of the people who would pay for it. The
>> approval method used is referred to as a "Petition Process", wherein more
>> than 50% of the property owners, who hold more than 50% of the total
>> property values, sign a petition form requesting establishment of a
>> street
>> lighting service area. This request would go to BC Hydro and the CVRD
>> Board for approval. I would suggest the first step would be to canvas
>> your neighbours to see if there is interest. The cost to each property
>> owner would have to be ascertained by CVRD staff prior to the petition
>> process commencing.
>>
>> Please let me know what you decide.
>>
>> Joanne Bath
>> Administrative Coordinator
>> Engineering & Environmental Services
>> Cowichan Valley Regional District
>> E-mail: jrbath@cvrd.bc.ca
>> Tel: 250-746-2533/ Fax No. 250-746-2543
>> ☐ Please consider the environment before printing this email
>>
>>
>> If you are not the intended recipient of this e-mail and attachment(s)
>> please notify the sender by return e-mail and delete the e-mail and
>> attachment(s) immediately. This e-mail and attachment(s) may be
>> confidential and privileged. Confidentiality and privilege are not lost
>> by
>> this e-mail and attachment(s) having been sent to the wrong person. Any
>> use of this e-mail and attachment(s) by an unintended recipient is
>> prohibited.
>>
>>
>> -----Original Message-----
>> From: Ken Cossey [mailto:kcossey@seaside.net]
>> Sent: Sunday, March 28, 2010 6:22 PM
>> To: 'Guy Verreault'
>> Cc: Joanne Bath
>> Subject: Re: Street Lighting
>>
>> Mr. Verreault,
>>
>> Please excuse my oversight, somehow I missed this e-mail. I will ask Ms.
>> Joanne Bath at the CVRD Engineering Department to start the process.
>>
>> Joanne,
>>
>> Can you please get this process started. I can support this request.

>>
>> Regards
>>
>> Ken
>> ----- Original Message -----
>> From: "Gerry Giles" <ggiles12@shaw.ca>
>> To: "'Guy Verreault'" <zephirin@shaw.ca>
>> Cc: "Ken Cossey" <kcossey@seaside.net>
>> Sent: Tuesday, February 23, 2010 10:10 PM
>> Subject: RE: Street Lighting
>>
>>
>>> Good evening,
>>> Thank you for your email concerning the lighting on Cameron Taggart Road
>>> and
>>> Lovers Lane. I am redirecting your quiry to Ken Cossey, the Regional
>>> Director for Shawnigan Lake as these roads fall within his area and he
>>> would
>>> be the one to contact with regard to critical street lighting.
>>> Gerry
>>>
>>>
>>> -----Original Message-----
>>> From: Guy Verreault [mailto:zephirin@shaw.ca]
>>> Sent: February-23-10 1:49 PM
>>> To: Gerry Giles
>>> Subject: Street Lighting
>>>
>>> Have you ever driven by Cameron Taggart and Lovers' Lane on a pitch
>>> black
>>> night? You can't see much and could end up in the ditch. We have now
>>> lived
>>> on Campbell rd three years and many times have had to be carefull not to
>>> hit
>>>
>>> people, animals...deer, cats or others. Can something be done to make
>>> it
>>> safer all around..
>>> Guy Verreault, Author
>>> 250-743-7813
>>>
>>> www.freewebs.com/canadianwordwizzard
>>>
>>
>>
>> -----
>>
>>
>>
>> No virus found in this incoming message.
>> Checked by AVG - www.avg.com
>> Version: 8.5.435 / Virus Database: 271.1.1/2711 - Release Date: 02/26/10
>> 07:34:00
>>
>>
>
>

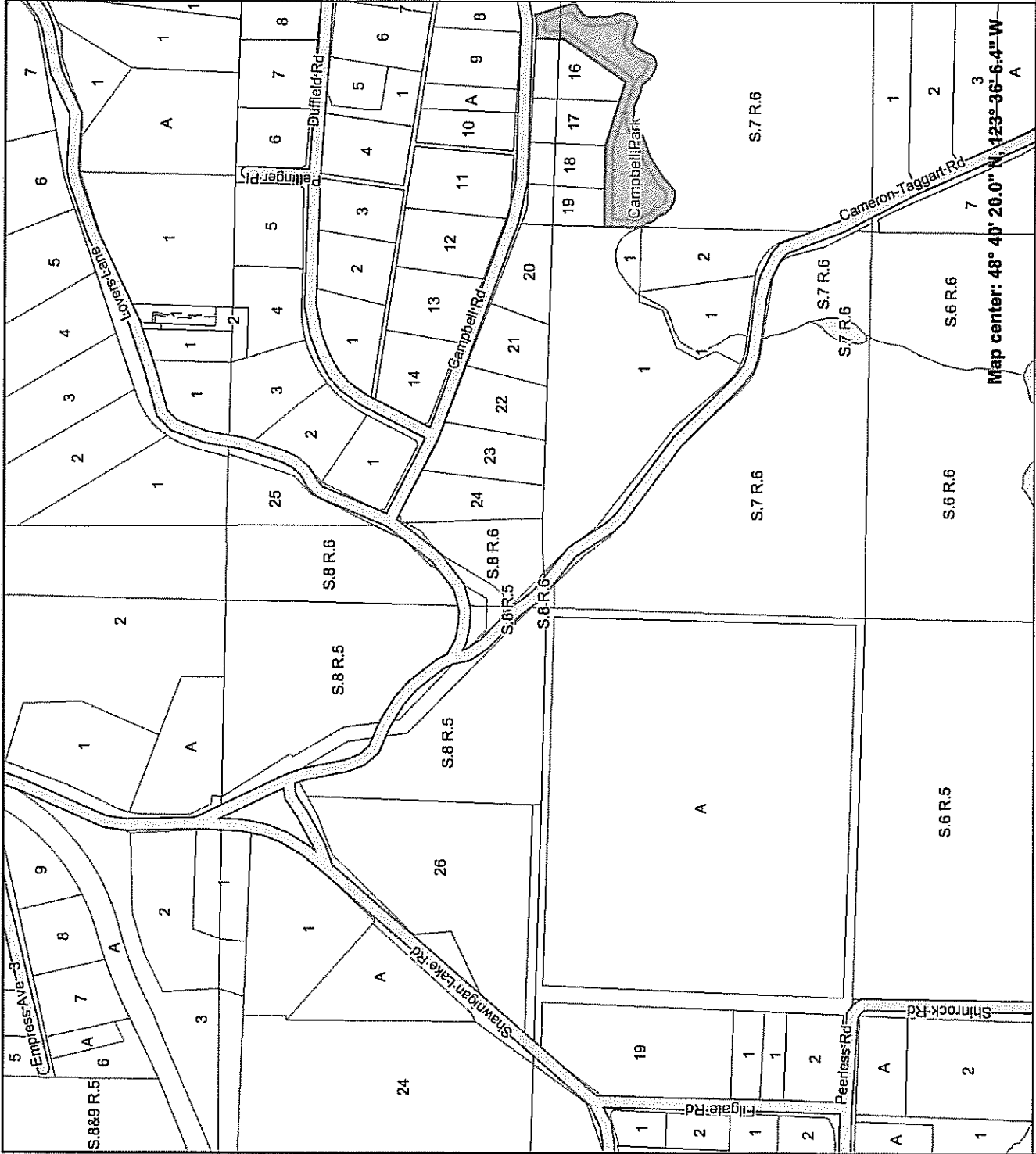


Covichan Valley Regional District

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

Legend

- Roads
 - highway
 - Road
- Foreshore
- PARCEL_ARC
- BDEALNS
- BDRDLNS
- ROOTINGZ
- Parcel Arcs
- First Nations
- Parks by Community
- PARKS
- Park Boundaries



Map center: 48° 40' 20.0" N, 123° 36' 6.4" W

Date Printed: 31/03/2010 10:48:47

This map is a user generated static output from an Internet mapping site and is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION.

0 210 420 630 m.



CVRD

ADMINISTRATIVE SERVICES
POLICIES and PROCEDURES

COPY

Title: Street Lighting – Critical Locations Service

Classification: Administration

Approval Date: November 22, 2000

Revision Date:

PURPOSE:

To provide singular streetlights to critical locations within the Cowichan Valley Regional District.

POLICY:

That upon written request, and subject to BC Hydro and Electoral Area Services approval, singular streetlights be installed at critical intersections and sites for safety reasons in areas such as transit stops, hazardous intersections, schools, community and regional parks, and cluster mailboxes.

PROCEDURE:

- Advise the applicant of the Board's Streetlighting Critical Location Local Service policy.
- Request the applicant to contact BC Hydro to verify if such an installation is feasible and what the cost would be to the Regional District.
- Submit a request in writing, and include signatures on a petition from area residents.
- Advise the Electoral Area Director about the area in question and refer the request to the Electoral Area Services Committee for consideration.
- If the request is approved, staff would arrange with BC Hydro for the installation, and advise the applicant; or
- If denied, the applicant will be notified.



C·V·R·D

R2

STAFF REPORT

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING
OF APRIL 28, 2010

DATE: March 29, 2010

FILE NO: 5600-30-SLN/09

FROM: Louise Knodel-Joy, Senior Engineering Technologist

SUBJECT: Shawnigan Lake North Water System Service Establishment Amendment Bylaw

Recommendation:

That it be recommended to the Board:

1. That the *Certificate of Sufficiency*, confirming that a sufficient petition, requesting inclusion into the Shawnigan Lake North Water System Service Area, be received.
2. That the boundaries of the Shawnigan Lake North Water System Service Area be amended to include "PID 009-480-901, District Lot 12, Shawnigan District except that part in Plans 10129, 24926, 32212 & 37171".
3. That "CVRD Bylaw No. 1967 – Shawnigan Lake North Water System Service Establishment Bylaw, 1999", be amended to include PID 009-480-901, District Lot 12, Shawnigan District except that part in Plans 10129, 24926, 32212 & 37171, and that the amended bylaw be forwarded to the Board for consideration of three readings and adoption.

Purpose: To obtain approval to proceed with the extension to the boundaries of the Shawnigan Lake North Water System Service Area to include one additional property.

Financial Implications: New users brought into the service area will generate user fees, which will reduce overall charges to the existing customers. The property owners are responsible for all construction costs.

Interdepartmental/Agency Implications: A service amendment bylaw would require the approval of the service area voters before it can be adopted. In cases where a sufficient petition for services has been received, voter approval may be obtained by the Area Director consenting, in writing, to the adoption of the Bylaw. Engineering and Environmental Services are responsible for the operation and administration of this service. A valid and sufficient petition for Services has been received.

Background: In March 2004, David and Sherry Johnstone, owners of this out-of-area property, requested inclusion into the Shawnigan Lake North Water System Service Area. In the attached letter and petition they have again stated their interest in joining this water system. They have been advised they must pay water connection fees, extension fees and water conservation program fees, (approved at the CVRD Board meeting of December 9, 2009). The developer is proposing a 2-lot subdivision on this property, subject to approvals required by current zoning or from other agencies.

Submitted by

Louise Knodel-Joy
Senior Engineering Technologist

Approved by:

Brian Demison, General Manager,
Engineering and Environmental Services

LKJ:jlb

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**SHAWNIGAN LAKE NORTH WATER SYSTEM
CERTIFICATE OF SUFFICIENCY**

I hereby certify that the petitions for inclusion in the *Shawnigan Lake North Water System Service Area* within a portion of Electoral Area B – Shawnigan Lake is sufficient, pursuant to section 797.4 of the *Local Government Act*.

DATED at Duncan, British Columbia
this 7th day of April, 2010

)
)
)
)



Kathleen Harrison, Deputy Corporate Secretary

Shawnigan Lake North Water System Service Area

Total Number of Parcels Requesting Inclusion in Service Area:	1
Net Taxable Value of All Land and Improvements in Service Area:	\$1,083,000.00
Number of Valid Petitions Received:	1
Net Taxable Value of Petitions Received (Land and Improvements):	\$1,083,000.00



R3

STAFF REPORT

**ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING
OF WEDNESDAY, APRIL 28, 2010**

DATE: April 20, 2010 **FILE NO:** 5600-30-SPW/01
FROM: Louise Knodel-Joy, Senior Engineering Technologist
SUBJECT: Satellite Park Water System Management Amendment Bylaw – Pilot Program

Recommendation:

That it be recommended that "CVRD Bylaw No. 3385 – Satellite Park Water System Management Amendment Bylaw, 2010" be forwarded to the Board for three readings and adoption.

Purpose: To revise the Management Bylaw to replace Schedule B – Metered Water Rates and Charges for purposes of adding two additional billing periods per year.

Financial Implications: The proposed increase in billing frequency at Satellite Park has been supported by Finance staff, as a pilot project to be evaluated after one year. Direct extra costs for this will be recovered from the Satellite Park Water System function.

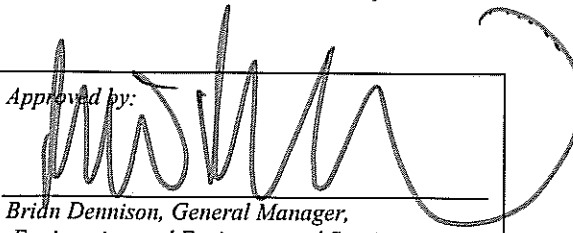
Interdepartmental/Agency Implications: Additional metering reading for operations crew and additional billing required for Financial Services

Background:

As requested by the Satellite Park rate-payers group, and supported by the electoral Area C Director, it has been requested that the frequency of billing for the Satellite Park Water System be revised from bi-annual to quarterly billings on a pilot program. The intent of the pilot project is to provide lower, but more frequent, invoices for the customers and identify leaks earlier. This change will require additional man-hours required for Engineering and Environmental Services inside and outside staff by approximately 2 days per year. As well, additional time will be required from the Financial Services Department to prepare and mail out the invoices, however they support this project.

Submitted by,

Louise Knodel-Joy
Senior Engineering Technologist

Approved by: 
Bridn Dennison, General Manager,
Engineering and Environmental Services

LKJ:jlb

Bath: Z:\ESMemos2010\BylawAmendment-Satellite ParkWaterSystem-April2810.doc



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW NO. 3385

A Bylaw to Amend the Satellite Park Water System Management Bylaw No. 2817

WHEREAS the Board of the Cowichan Valley Regional District established the management of the *Satellite Park Water System* pursuant to Bylaw No. 2817, cited as "CVRD Bylaw No. 2817 – Satellite Park Water System Management Bylaw, 2006";

AND WHEREAS the Board of the Cowichan Valley Regional District deems it desirable to amend Schedule B;

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 "**Cowichan Valley Regional District Bylaw No. 3385 - Satellite Park Water System Management Amendment Bylaw, 2010**".

2. **AMENDMENTS**

- a) That Schedule B of Bylaw No. 2817 be deleted in its entirety and replaced with Schedule B attached to and forming part of this Bylaw.

READ A FIRST TIME this _____ day of _____, 2010.

READ A SECOND TIME this _____ day of _____, 2010.

READ A THIRD TIME this _____ day of _____, 2010.

ADOPTED this _____ day of _____, 2010.

Chairperson

Secretary



SCHEDULE B

TO CVRD BYLAW NO. 2817

METERED WATER RATES AND CHARGES

Water Rates and Charges:

The *Consumer* of *District Water* supplied through *Water Meters*, shall pay the minimum charge set out below. A 10% discount will be applied for timely payment.

Water Rates and Charges per Classification per three (3) month period:

CLASSIFICATION	USER CHARGES				
	Water Use		Charge		
Group A					
Single Family Dwelling: Per Dwelling	0	- 100 m ³	\$ 66.66		
Laundromat: Minimum charge for each washing machine	101	- 150 m ³	\$ 66.66 + 1.00	per m ³ over	100 m ³
Elementary/Middle School: Minimum charge per 20 students or portion thereof	151	- 200 m ³	\$ 116.66 + 1.50	per m ³ over	150 m ³
	over 200	m ³	\$ 191.66 + 2.25	per m ³ over	200 m ³
Group B					
Apartment: Per Unit	0	- 80 m ³	\$ 49.37		
Mobile/Modular Home Park: Per Unit	81	- 120 m ³	\$ 49.37 + 1.00	per m ³ over	80 m ³
	121	- 160 m ³	\$ 89.37 + 1.50	per m ³ over	120 m ³
	over 160	m ³	\$ 149.37 + 2.25	per m ³ over	160 m ³
Group C					
Commercial: Minimum charge for each 10 employees or portion thereof per shift	0	- 60 m ³	\$ 40.12		
	61	- 90 m ³	\$ 40.12 + 1.00	per m ³ over	60 m ³
	91	- 120 m ³	\$ 72.62 + 1.50	per m ³ over	90 m ³
	over 120	m ³	\$ 121.37 + 2.25	per m ³ over	120 m ³
Group D					
Continuing Care Facility: Minimum charge for each bed	0	- 50 m ³	\$ 30.85		
	51	- 75 m ³	\$ 30.85 + 1.00	per m ³ over	50 m ³
	76	- 100 m ³	\$ 55.85 + 1.50	per m ³ over	75 m ³
	over 100	m ³	\$ 93.35 + 2.25	per m ³ over	100 m ³
Group E					
RV Trailer Park/Campground-Site Connected to Sewer: Per service pad or Site	0	- 33 m ³	\$ 20.67		
Restaurant: Per 10 seats or patrons, or portion thereof	34	- 49 m ³	\$ 20.67 + 1.00	per m ³ over	33 m ³
Hotel/Motel: per housekeeping unit	50	- 65 m ³	\$ 37.17 + 1.50	per m ³ over	49 m ³
	over 65	m ³	\$ 61.92 + 2.25	per m ³ over	65 m ³
	.../2				

CLASSIFICATION	USER CHARGES	
	Water Use	Charge
Group F Bed & Breakfast House: includes the minimum charge for a single family dwelling unit as defined in Group A above, plus a minimum charge per each Guest Group	0 - 20 m ³	\$ 12.34
	21 - 30 m ³	\$ 12.34 + 1.00 per m ³ over 20 m ³
	31 - 40 m ³	\$ 22.34 + 1.50 per m ³ over 30 m ³
	over 40 m ³	\$ 37.34 + 2.25 per m ³ over 40 m ³
Group G RV Trailer Park/Campground-Site not Connected to Sewer: - Per service pad or Site	0 - 10 m ³	\$ 6.16
	11 - 15 m ³	\$ 6.16 + 1.00 per m ³ over 10 m ³
	16 - 20 m ³	\$ 11.16 + 1.50 per m ³ over 15 m ³
	over 20 m ³	\$ 18.66 + 2.25 per m ³ over 20 m ³
Group H High School: Minimum charge per 20 students or portion thereof per shift	0 - 140 m ³	\$ 83.05
	141 - 210 m ³	\$ 83.05 + 1.00 per m ³ over 140 m ³
	211 - 280 m ³	\$ 150.55 + 1.50 per m ³ over 210 m ³
	over 280 m ³	\$ 251.80 + 2.25 per m ³ over 280 m ³
Group I Hotel/Motel: per room or suite	0 - 25 m ³	\$ 15.43
	26 - 37.5 m ³	\$ 15.43 + 1.00 per m ³ over 25 m ³
	38.5 - 50 m ³	\$ 27.93 + 1.50 per m ³ over 37.5 m ³
	over 50 m ³	\$ 46.68 + 2.25 per m ³ over 50 m ³
Group J Licensed Premises: Per 10 seats or portion thereof	0 - 42 m ³	\$ 25.61
	43 - 63 m ³	\$ 25.61 + 1.00 per m ³ over 42 m ³
	64 - 84 m ³	\$ 46.61 + 1.50 per m ³ over 63 m ³
	over 84 m ³	\$ 78.11 + 2.25 per m ³ over 84 m ³

Other

The minimum charge and the volume of water to be apportioned for a six (6) month period for other types of development that, in the opinion of the **Manager**, do not fall within the above classifications, shall be determined by the Manager of Engineering Services and his decision shall be final.

Aggregate Allotment - Where more than one of the above classifications including "**Other**" is in use, or intended for use, then the applicable charges shall be applied to each and every classification

UNDETECTED LEAKS:

User Charges will be adjusted on a one-time forgiveness basis, where an undetected leak on the consumer's property has resulted in water usage greatly exceeding typical usage of water, according to the applicable classifications(s), and there is no indication that water was knowingly allowed to run to waste. Additionally, a cap of \$1,500.00 per owner is in place for subsequent leaks after the first "forgiveness" of a water overage charge. Written verification from the **Consumer** describing the nature of the leakage and the action taken to rectify the problem must be received by the **Manager** before the one-time forgiveness will be granted. The leakage problem must be rectified by the **Consumer** within 30 days upon discovery, or notification of the problem.

USER CLASSIFICATION DESCRIPTIONS**Single Family Dwelling:**

Applies to any connection servicing a single segregated self-contained residential dwelling used for, or intended for the domestic use of one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities including, but not limited to a townhouse, semi-detached, residential home, duplex and a cabin.

Apartment:

Applies to any connection servicing a multiple occupancy residential building(s) with self-contained and segregated units consisting of two or more rooms used for, or intended for the domestic use by one or more individuals as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.

Mobile/Modular Home Park:

Applies to a connection servicing land used or occupied for the purposes of providing space for the accommodation of mobile homes either on a rental or ownership basis. A mobile home means any structure containing one dwelling whether ordinarily equipped with wheels, or not, that is designated, constructed or manufactured to be moved from one place to another by being towed, or carried, but not including travel trailers, campers, or other vehicles exempt from the provisions of the Mobile Home Act.

RV Trailer Park/Campground:

Applies to any connection servicing land used, temporarily occupied for the purpose of providing space for the accommodation of recreational vehicles or recreational structures. A recreational vehicle or recreational structure means a vehicle, trailer, coach, tents, structure, or conveyance designed to travel, or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters for travelers.

Where individual spaces for the above accommodations are connected directly to a *Sanitary Sewer* disposal system, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Where individual spaces or sites are not serviced directly by an individual and/or separate *Sanitary Sewer* disposal system, but have the use of common or centrally located sanitary facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s).

Hotel/Motel:

Applies to any connection servicing a building or structure that contains sleeping units for the overnight accommodation of transient paying guests. Auxiliary assembly, commerce, entertainment, or restaurant uses as well as areas licensed to service alcoholic beverages and staff accommodation shall pay the charges according to the classification set forth in the applicable schedule(s).

.../4

Where units contain cooking facilities, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per housekeeping or kitchenette unit.

Where units contain sleeping and sanitary facilities only, the minimum charge shall be based on the charges set forth in the applicable schedule(s) per room or suite.

Restaurant:

Applies to any connection servicing a building or structure, or segregated self-contained unit used for, or intended to be used for, the commercial sale of refreshments, prepared or assembled food, and/or meals together with non-alcoholic beverages for sale to the public.

Licensed Premises:

Applies to the connection servicing a licensed beverage establishment as governed by the Liquor Licensing Board of British Columbia, and includes, but is not limited to pubs, restaurants, eateries, lounges, cafeterias and private clubs where alcoholic beverages are served.

Laundromat:

Applies to a connection servicing a building, self-contained unit, or separately owned business entity where washing machines are available for public use for a fee or charge.

Commercial:

Applies to a connection servicing a complex, facility, or parcel of land used to manufacture, sell, repair goods, or provide a service including, but not limited to retail stores, offices, convenience store, service establishment, and light industrial.

Elementary School and High School:

Applies to a connection servicing an institution of learning, or teaching facility, as defined by the School Act.

Continuing Care Facility:

Applies to a connection servicing a multiple occupancy complex providing long-term care, and living accommodations that include residents requiring full-time professional care, including living, sleeping, cooking, and sanitary facilities, but not including an acute care facility.

Bed & Breakfast:

Applies to any connection servicing a single family dwelling, with an accessory use for overnight accommodation for transient paying guests in which breakfast is the only meal served.

Rooming House:

Applies to any connection servicing a single family dwelling with an accessory use of rooms for rent by individuals for living and sleeping, but with common cooking and sanitary facilities shared by the occupants.



R4

STAFF REPORT

**ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING
OF APRIL 28, 2010**

DATE: March 29, 2010

FILE NO: 5600-30-BPS/09

FROM: Louise Knodel-Joy, Senior Engineering Technologist

SUBJECT: Brulette Sewer System Service Establishment Amendment Bylaw

Recommendation:

That it be recommended to the Board:

1. That the *Certificate of Sufficiency*, confirming that a sufficient petition requesting inclusion into the Brulette Sewer System Service Area be received.
2. That the boundaries of the Brulette Sewer System Service Area be amended to include "PID 025-382-667, Lot 1, Section 4, Range 8, Shawnigan District, Plan VIP73512".
3. That "CVRD Bylaw No. 3296 – Brulette Place Sewer System Service Establishment Bylaw, 2009", be amended to include PID 025-382-667, Lot 1, Section 4, Range 8, Shawnigan District, Plan VIP73512, and that the amended bylaw be forwarded to the Board for consideration of three readings and adoption.

Purpose: To obtain approval to proceed with the extension to the boundaries of the Brulette Sewer System Service Area to include one additional property.

Financial Implications: New users brought into the service area will generate user fees, which will reduce overall charges to the existing customers. The property owners are responsible for all construction costs.

Interdepartmental/Agency Implications: A service amendment bylaw would require the approval of the service area voters before it can be adopted. In cases where a sufficient petition for services has been received, voter approval may be obtained by the Area Director consenting, in writing, to the adoption of the Bylaw. Engineering and Environmental Services are responsible for the operation and administration of this service. A valid and sufficient petition for Services has been received.

Background: This property, described as "Lot 1, Section 4, Range 8, Shawnigan District, Plan VIP73512" has requested inclusion into the Brulette Place Sewer System. Staff will revise the establishment bylaw to include the above noted Lot 1, prior to it being forwarded to the Board for three readings and adoption. This property was originally missed in the petition process, and the owner is now requesting inclusion. Engineering and Environment has no objection as it was an oversight on our behalf.

Submitted by

Louise Knodel-Joy
Senior Engineering Technologist

Approved by:

Brian Demison, General Manager
Engineering and Environmental Services

LKJ:jl

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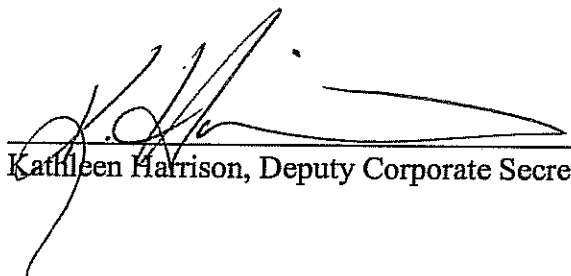


CERTIFICATE OF SUFFICIENCY

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

DATED at Duncan, British Columbia
this 6th day of April, 2010

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Kathleen Harrison, Deputy Corporate Secretary

Brulette Place 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:	\$560,000.00
Number of Petitions received:	1
Net Taxable Value of Petitions received (Land and Improvements):	\$560,000.00



C·V·R·D

R5

STAFF REPORT

**ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING
OF APRIL 28, 2010**

DATE: April 19, 2010 **FILE NO:** 0400-01-EA-H

FROM: Louise Knodel-Joy, Senior Engineering Technologist, Engineering Services

SUBJECT: CVRD Takeover of the Heart Lake Developments Ltd. Water and Sanitary Sewer Systems

Recommendation:

That the Board provide first stage approval and authorize staff time to continue with the process of investigating takeover of the water and sanitary sewer systems for a proposed 147 lot manufactured home strata subdivision, described as: *"District Lot 51, Oyster District, Except the Right-of-Way of the Esquimalt & Nanaimo Railway Company, except part coloured red on plan deposited under DD272791 & except part shown outlined in red on plan deposited under DD285551, AND, that part of District Lot 51, Oyster District, shown coloured red on plan deposited under DD272791"*, as requested in a letter from Bruce Muir for Heart Lake Developments Ltd., dated April 13, 2010, subject to the following conditions and without prejudice to the rezoning process:

1. The preliminary concepts, detailed design and installation must be approved by Engineering Services staff to ensure compliance with CVRD Design Standards and Subdivision Bylaw 1215;
2. The developer must have a qualified professional prepare and submit the Registration of Discharge form, Operation Plan and Environmental Impact Study, and all other necessary documentation, to the Ministry of Environment for the sewage treatment and disposal system;
3. That the developer provide a two-year warranty on the completed works, backed by an irrevocable Letter of Credit;
4. 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;
5. All sewage disposal capacities must be confirmed by the developer;
6. The developer is required to provide a suitable reserve fund to start the water and sewer functions;
7. The developer is required to provide all water and sewer servicing infrastructure, including but not limited to, pumps, reservoir, SCADA system, fire protection, controls and mainlines, and sewage treatment works, disposal system, pumps, controls, gensets, and mainlines for the proposed development;
8. The developer shall pay all costs associated with monitoring and sampling requirements for the sewer system for the initial intensive monitoring period;
9. A utility transfer agreement must be executed between the CVRD and the owner/developer;
10. That the water source, treatment, reservoir and distribution works have adequate capacity and fire flow and have received approval from the Vancouver Island Health Authority.

11. That a successful petition process be carried out for establishment of service areas for the water and sewage systems;
12. This list is not exhaustive and items may be added, deleted or altered prior to a formal agreement being executed.

and further that the necessary bylaws be prepared to create water and sewer service areas for these systems.

Purpose: First stage approval, for CVRD takeover of the water and sanitary sewer systems for a proposed 147 lot strata subdivision(described above), in Electoral Area H - North Oyster/Diamond.

Financial Implications: All costs to be borne by the developer.

Interdepartmental/Agency Implications: Bylaw preparation by Administrative Services.

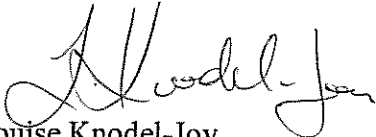
Background:

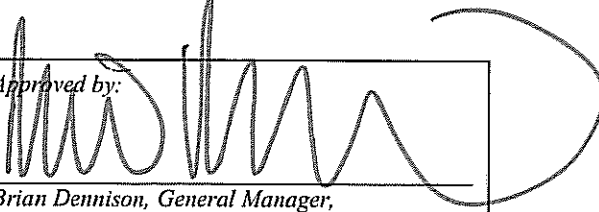
In the attached letter, dated April 13, 2010, Bruce Muir, Heart Lake Developments Ltd., is requesting first stage approval for CVRD takeover of the water and sanitary sewer systems for a proposed 147 lot manufactured home strata development. This parcel is 69 hectares (170 acres) north of Ladysmith and south of the Trans Canada Highway/Oyster Sto-Lo Road intersection. This development is considered to be adequately sized for the CVRD to operate the utilities. The developer is currently in the process of rezoning the lands from the existing Primary Agricultural A-1 to Manufactured Home Residential MH-1 and Secondary Agricultural A-2.

To ensure each utility complies with CVRD design standards and Subdivision Bylaw No. 1215, Engineering Services staff must review and approve each of the preliminary concepts, detailed design and installation stages. Also, sewage disposal and water supply capacities must be confirmed. All new works would be subject to a two-year warranty and backed by suitable bonding.

All lands on which infrastructure works are located must be transferred to the CVRD, except where not practical, in which case must be placed within registered Statutory Rights-of-way, using the CVRD's standard charge terms.

Submitted by,


Louise Knodel-Joy
Senior Engineering Technologist
Engineering and Environmental Service

Approved by:

Brian Dennison, General Manager,
Engineering and Environmental Services

Heart Lake Developments Ltd.

April 13, 2010

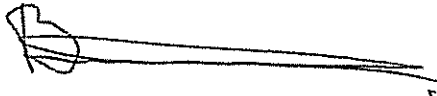
CVRD
Engineering Services
175 Ingram Street
Duncan, BC
V9L 1N8

Attn: Dave Leitch
Manager, Water Management Division

Dear Mr. Leitch:

Further to our meetings and discussions regarding DL51 in Area H, we wish to formally request approval from the CVRD Board to take over the water and sewer systems for the development proposed on District Lot 51.

Regards,



Bruce Muir
For Heart Lake Developments Ltd.