



ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE

WEDNESDAY, MAY 26, 2010 - 3:30 P.M.

CVRD BOARDROOM, 175 INGRAM STREET

AGENDA

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6. <u>NEW BUSINESS:</u>	

-
7. **CLOSED SESSION** -No closed session items.
 8. **NEXT MEETING:** June 23, 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 April 28, 2010 at 3:30 p.m.

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

ABSENT: Directors Haywood and 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 Management
J. Bath, Recording Secretary

**APPROVAL
OF AGENDA**

The following items were added under New Business:
NB1 – Green Municipal Funding for Meade Creek Incinerator Project.
NB2 – Dogwood Ridge Water System – Gas Tax Funding
NB3 – Correspondence from Shawnigan Improvement District

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 March 24, 2010 regular Engineering & Environmental Services Committee meeting be adopted.

MOTION CARRIED

**BUSINESS ARISING
OUT OF MINUTES**

Mr. Dennison advised that the recommendation for Item R5 will be adjusted at Special Board meeting tonight.

DELEGATIONS

No delegations

REPORTS

R1

Request for Critical Streetlight location – Electoral Area B.

Discussion took place regarding the CVRD's policy for installation of critical streetlights.

It was moved and seconded 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.

MOTION CARRIED

- R2 Request for inclusion in the Shawnigan Lake North Water System Service Area.

It was moved and seconded 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.

MOTION CARRIED

- R3 Satellite Park Water System Management Amendment Bylaw to change billing from bi-annual to quarterly as a pilot project.

Discussion took place regarding providing customers the option of receiving invoices via e-mail and paying on-line.

It was moved and seconded that it be recommended

1. That "CVRD Bylaw No. 3385 – Satellite Park Water System Management Amendment Bylaw, 2010" be forwarded to the Board for three readings and adoption,
2. That billings be sent via e-mail for this pilot project and customers be given ability to pay online.

MOTION CARRIED

- R4 Request for inclusion in the Brulette Place Sewer System Service Area.

I was moved and seconded 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.

MOTION CARRIED 2

R5

First stage approval to investigate CVRD takeover of the sewer and water systems of a 147 lot subdivision in Electoral Area H.

Discussion took place regarding reuse of wastewater for irrigation purposes.

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 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 DD27279I & except part shown outlined in red on plan deposited under DD28555I, AND, that part of District Lot 51, Oyster District, shown coloured red on plan deposited under DD27279I"*, 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.

MOTION CARRIED

It was moved and seconded that the motion be amended to add two additional conditions:

13. That the treatment system be designed to meet "effluent re-use standards".
14. That use of recycled wastewater for agricultural irrigation purposes be investigated.

MOTION CARRIED

Directors Marcotte, Kuhn, Morrison asked that their opposition to this amendment be reflected in the minutes

NEW BUSINESS

NB1

Federation of Canadian Municipalities – Green Municipal Funding for Meade Creek Incinerator Project.

It was moved and seconded:

1. That staff apply for funding under the Federation of Canadian Municipalities' Green Municipal Fund, to assist in the completion of the Meade Creek Ash Landfill Remediation Project; and further
2. That should the application for funding from the Green Municipal Fund be approved, that the Chair and Corporate Secretary be authorized to enter into the funding agreement on behalf of the CVRD.

MOTION CARRIED

NB2

Use of Gas Tax Funding for upgrades to the Dogwood Ridge Water System.

It was moved and seconded that staff bring the Gas Tax funding requisition report back to the next appropriate committee meeting for discussion.

MOTION CARRIED

NB3

Correspondence was received from the Shawnigan Improvement District regarding formation of a working group to include representation from Fire Improvement Districts and the CVRD Engineering & Environmental Services Department to obtain a better understanding of Bylaw 2020.

Mr. MacDonald advised that staff would like to consider including CVRD Fire Departments and representation from the Environment Commission.

It was moved and seconded that staff investigate the formation of a working group for the purpose of:

- Improving communications between Fire Improvement Districts and the CVRD Engineering and Environmental Services Department.
- Monitoring and, if necessary, suggest changes to CVRD Bylaw No. 2020.
- Reviewing the issues associated with general backyard burning practises.
- Reviewing existing backyard burning regulations, and determine the feasibility of attempting to further restrict current practise.
- Advising the Engineering and Environmental Services Committee of their findings.

MOTION CARRIED

RESOLVE INTO
IN CAMERA
4:44 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, Section 90 (1) (e).

MOTION CARRIED

RISE FROM
IN CAMERA
4:46 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 4:46 pm

Chair

Recording Secretary

Dated: _____



STAFF REPORT

R1

ENGINEERING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING OF MAY 26, 2010

DATE: May 11, 2010 **FILE NO:** 5400-20-02/A
FROM: Joanne Bath, Administrative Coordinator, Engineering and Environmental Services
SUBJECT: Critical Location Streetlight – Electoral Area A – Mill Bay

Recommendation:

That it be recommended to the Board that a *critical location* streetlight be installed on the hydro pole adjacent to the Malahat Fire Hall, 935 Whittaker Road in Electoral Area A – Mill Bay/Malahat, as requested in the attached petition from local residents.

Purpose: To consider a request for the installation of a *critical location* streetlight on hydro pole adjacent to the Malahat Fire Hall, 935 Whittaker Road.

Financial Implications: Annual operating costs, including repair and maintenance, will 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. In the attached petition, local residents are requesting a streetlight as the area is quite dark and poses risks for pedestrians and local residents. It is also a school bus pickup location.

BC Hydro has advised that there will 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

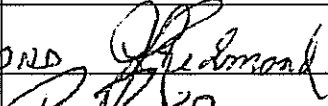


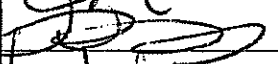

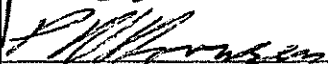


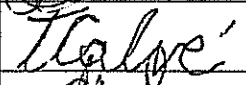
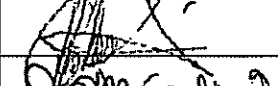
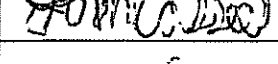
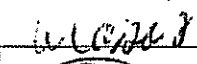


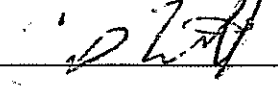
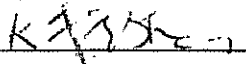

We, the undersigned, are requesting the installation of a streetlight on the hydro pole adjacent to the Malahat fire hall at 935 Whittaker road, Malahat under the Critical streetlight Programme. This area is currently quite dark and poses risks for pedestrians and local residents. The installation of a streetlight would increase safety significantly.

NAME	SIGNATURE	ADDRESS
Lily Beaumont	HELEN BEAUMONT	116 920 Whittaker Rd.
ANDREW "		" "
DAVE BORDING		836 BOAS RD, MALAHAT.
NICK PATTERSON		795 Whittaker R.D.
CHRISTINE HEARBY	Christine Heauby	B6-920 Whittaker Rd.
M. DENNISON		A-4 920 Whittaker Rd.
S. FORTIN		A-23-920 WHITTAKER RD
C. WITWICK		A-34-920 Whittaker Rd.
Kenn Rullie		A-34-920 Whittaker Rd.
David Cole		A-38 920 Whittaker Rd
Joel Switzer		A-40 920 Whittaker Rd
R. Dryburgh		B-28 Whittaker
JEFF HALL		B-24 920 WHITTAKER
GILLIAN WATSON		B-20 " "
DEAN CASPER		B-18
Maegan Tosty		B9
Trevor Pitterson		875 Boas RD
J. H. PATTERSON	J. H. Patterson	845 BOAS RD

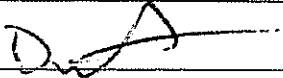
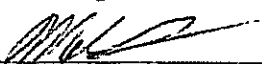

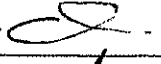



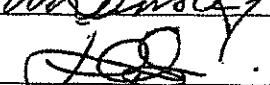


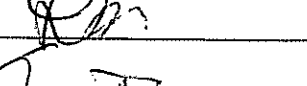
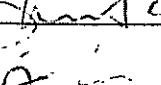
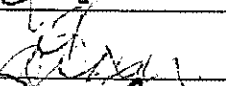

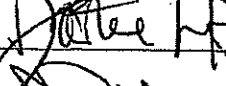
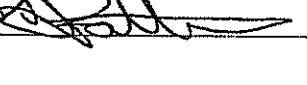
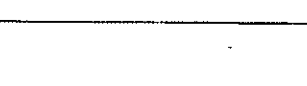

We, the undersigned, are requesting the installation of a streetlight on the hydro pole adjacent to the Malahat fire hall at 935 Whittaker road, Malahat under the Critical streetlight Programme. This area is currently quite dark and poses risks for pedestrians and local residents. The installation of a streetlight would increase safety significantly. IS ALSO - SCHOOL BUS PICKUP LOCATION

NAME	SIGNATURE	ADDRESS
Andrew Fears	[Signature]	# B37-920 WHITTAKER RD.
ALENE WHITLAW	[Signature]	C-4-920 WHITTAKER RD.
DAVID GOLD	[Signature]	C-4-920 Whittaker Rd.
Dexter Gretchen	[Signature]	C-33
Lynne Eric Starek	[Signature]	C-24
Katherine Michalski	[Signature]	C-3 920 Whittaker Rd.
Bernard Wilson	[Signature]	C-9 " " "
Stephen Bannell	[Signature]	C-30 " " "
KEVIN STAN	[Signature]	C-8 " " "
PATRICK HOWARTH	[Signature]	C-11. " " "
KEITH ANDERSON	[Signature]	C-10 " " "
Carma L.	[Signature]	C-13.
Doggy McDonald	[Signature]	C-20
J Whyte	[Signature]	C-12 " " "
D Davis	[Signature]	C-16
K. Ross	[Signature]	C-7
CHRISTINE GIRARD	[Signature]	C-18-920 WHITTAKER RD.
DIRK BIESECKER	[Signature]	C-17 " " "
Sherrie Dupont	[Signature]	C-23 " " "

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NAME	SIGNATURE	ADDRESS
JUANITA REDMOND		B-1, 920 WHITTAKER RD
Pius Redmond		B-1, 920 WHITTAKER RD
JACK CALVE		B-4 WHITTAKER RD
Brenda Philips		B-26 Whittaker Rd
pu Gulaseen		B-21 Whittaker Rd
P.W. HORNSBY		B-15 920 WHITTAKER RD
K. FERRAULT		B-2 920 WHITTAKER RD
K. Ferrault	Kait Ferrault	B-2 920 Whittaker Rd.
Kim Ferrault	Yann Perrault	B-2 920 Whittaker Rd.
Barb Calve		B-4-920 Whittaker Rd
Tristan Calve		B-4-920 Whittaker Rd
Tim Cassels		B-5-920 WHITTAKER RD
John Cassels		" " " "
Wendy Cassels		" " " "
D Weber		B-7
Lew Ashin		B-7
John T. ...		personnel
KRIS FISHER		B-15 920 WHITTAKER RD
T. BELL		B-29

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NAME	SIGNATURE	ADDRESS
Dana		C-25 920 Whittaker Rd
M SIFER		B-14 920 WHITTAKER RD
Karen M.		Duncun 1861 Tzoukalem rd. (School. Bus Driver)
Karl Archib		25 A
CRISSY LINDSEY		A-28 920 WHITTAKER RD.
Amy Keller		#416 1344 Pleasant Lane
Rick Anderson		#31-920 WHITTAKER
R. Rumsby		A33 920 WHITTAKER
L. Preston		A35 920 WHITTAKER
C. Campbell		A36 920 Whittaker
D. King		B34 920 Whittaker
de maves		E27 920 Whittaker
SPENNER		B23 920 " "
JOHN FLAMORIS		B19 920 " "
LINDA SCHUL		B14-920 Whittaker
Doug Swire		B-11 920 Whittaker Rd.
Darlene Hala		836 Boas Rd Malahat BC
Tanya Patten		725 Whittaker Road

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NAME	SIGNATURE	ADDRESS
SELF-DENIAL	[Signature]	C26 - 920 WHITTAKER
LEBBIE WALDRON	[Signature]	C27 - 920 Whittaker Rd.
L. KUDLOFF	[Signature]	C32 - 920 WHITTAKER RD
ALICE GORDON	[Signature]	C34 - 920 WHITTAKER Rd
ERIN COURSER	[Signature]	D4 - 920 Whittaker Rd
G. SAWLER	[Signature]	D7 - 920 Whittaker Rd.
H. GILLIANT	[Signature]	D8 - 920 Whittaker Rd.
Egon Gossau	[Signature]	C21 - 920 Whittaker ST
M. Van Larken	[Signature]	C29 - 920 Whittaker
Bob Behl	[Signature]	B-29 - 920 Whittaker
ROB PATTERSON	[Signature]	795 WHITTAKER Rd.
Jason Wheaton	[Signature]	A6 920 WHITTAKER R.D.
Nick Huerremont	[Signature]	A7 - 920 Whittaker Rd.
Blenda Brinasen	[Signature]	A7 - 920 Whittaker Rd.
Mike Rennie	[Signature]	920 Whittaker
AGATHA ORR	[Signature]	A12 - 920 WHITTAKER RD
[Signature]	[Signature]	77.5 Whittaker
ANGUS MacKENZIE	[Signature]	A20 920 WHITTAKER



**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.



STAFF REPORT

R2

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF MAY 26, 2010

DATE: May 18, 2010 **FILE NO:** 1855-01-BCB

FROM: Harmony Huffman, Environmental Technologist

SUBJECT: BC Brownfield Renewal Funding Program –Funding Opportunity for removal of Underground Storage Tank (UST) at Meade Creek Recycling Depot

Recommendation:

1. That staff apply for funding under the BC Brownfield Renewal Funding Program for removal of an underground fuel storage tank at the Meade Creek Recycling Depot; and further
2. That, should the application for funding to the BC Brownfield Renewal Funding Program be approved, the Chair and Corporate Secretary be authorized to enter into the funding agreement on behalf of the CVRD.

Purpose: To provide staff with direction regarding funding opportunities.

Financial Implications: Funding for up to 50% of costs for the removal of an underground fuel storage tank at the Meade Creek Recycling Depot (approximate value of \$10,000).

Interdepartmental/Agency Implications: None.

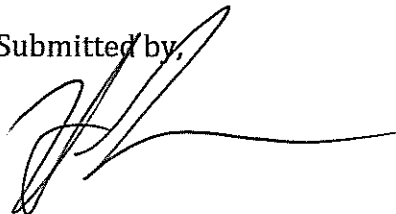
Background: In 2009, the CVRD received \$164,878.50 in funding from the BC Brownfield Renewal Program for the Meade Creek Ash Landfill Remediation Project. This project refers to the remediation of the former Meade Creek incinerator site, which is currently operated by the CVRD as a recycling depot serving the Cowichan Lake /Youbou area residents.

A Preliminary Site Investigation (PSI), prepared by SLR Consulting Ltd., has recently been completed for this site. During the PSI, it was discovered that an underground fuel storage tank is still located on the Meade Creek property. This tank was originally used for the storage of diesel fuel, which fired the incinerator.

.../2

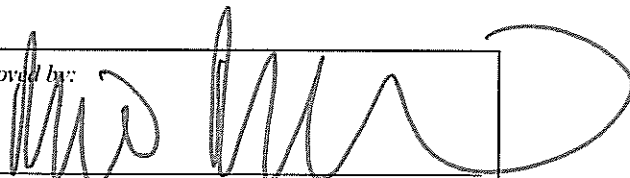
Removal of an underground storage tank is covered under the BC Brownfield Renewal Funding Program, which will provide up to 50% of funding (or \$125,000, whichever is less) for environmental investigations or related environmental activities. As a new intake for this funding program has recently been announced, staff recommend that an application be prepared and submitted for the removal of the underground storage tank and completion of associated environmental testing. These works would be completed as part of the ongoing remediation of the overall property.

Submitted by,



Harmony Huffman
Environmental Technologist III
Recycling & Waste Management Division

Approved by:



Brian Dennison, General Manager,
Engineering and Environmental Services

HH:jlb

Bath: Z:\ES\Memos2010\BrownfieldFunding_MeadeUST-May26-10.docx



STAFF REPORT

R3

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF WEDNESDAY, MAY 26, 2010

DATE: May 18, 2010 **FILE NO:** Bylaws

FROM: Louise Knodel-Joy, Senior Engineering Technologist

SUBJECT: Honeymoon Bay Water System Management Amendment Bylaw

Recommendation:

That it be recommended that "CVRD Bylaw No. 3390 – Honeymoon Bay Water System Management Amendment Bylaw, 2010" be forwarded to the Board for three readings and adoption.

Purpose: To revise Bylaw No. 1607, Honeymoon Bay Water System Management Bylaw to expand Schedule C to distinguish the difference between fees for Recreational Vehicle Parks connected or not connected to a sewer system.

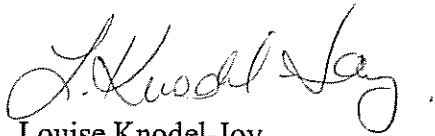
Financial Implications: Not applicable.

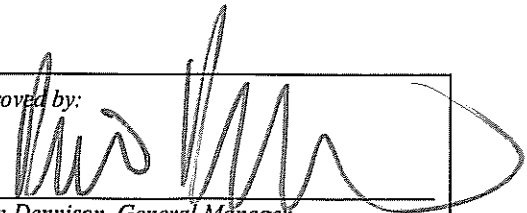
Interdepartmental/Agency Implications: not applicable

Background:

With the inclusion of Sutton Creek Water System users into the Honeymoon Bay Water System Service Area, a new category is introduced to establish a difference between recreational vehicle parks connected or not connected to a sewer system. The logic is that RV Parks, which do not have an on-site sewer system, typically use less water due to the cost of having their septic tanks pumped annually.

Submitted by,


Louise Knodel-Joy
Senior Engineering Technologist

Approved by:

Brian Dennison, General Manager,
Engineering and Environmental Services

LKJ:jlh

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COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3390

A Bylaw to Amend the Honeymoon Bay Water System Management Bylaw No. 1607

WHEREAS the Board of the Cowichan Valley Regional District established the management of the *Honeymoon Bay Water System* pursuant to Bylaw No. 1607, cited as "CVRD Bylaw No. 1607 – Honeymoon Bay Water System Management Bylaw, 1994;

AND WHEREAS the Board of the Cowichan Valley Regional District deems it desirable to expand Schedule C – Unmetered Water Charges;

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. 3390 - Honeymoon Bay Water System Management Amendment Bylaw, 2010**".

2. **AMENDMENT**

- a) That Schedule C of Bylaw No. 1607 be deleted in its entirety and replaced with Schedule C 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

Corporate Secretary



SCHEDULE C

TO BYLAW NO. 1607

UNMETERED WATER CHARGES

Attached to and forming part of the Honeymoon Bay Water System Management Bylaw

Water Rates

- (a) The *Consumer* of *District Water* supplied through non-metered *Water Service Connection*, shall pay the minimum charge set out in subsection (b) below.

- (b) *Minimum Water Charges*

	Charge	10% Discount	Discounted Amount
<i>Residential "A" or "B":</i>			
Minimum charge per dwelling unit per <u>six (6) month billing period</u> .	\$80.00	\$8.00	\$72.00
<i>Residential "C"</i>			
Minimum charge per dwelling unit per <u>three (3) month billing period</u> .	\$66.66	\$6.66	\$60.00
<i>Commercial:</i>			
Minimum charge per commercial unit per <u>three (3) month period</u> .	\$80.00	\$8.00	\$72.00
<i>School:</i>			
Minimum charge per classroom per <u>three (3) month billing period</u> .	\$40.00	\$4.00	\$36.00
<i>Co-operative Campground:</i>			
Minimum charge per campsite per <u>six (6) month billing period</u> .	\$83.33	\$8.33	\$75.00
<i>Recreational Vehicle Park Connected to Sewer System:</i>			
Minimum charge per trailer pad per <u>six (6) month period</u> .	\$83.33	\$8.33	\$75.00

Recreational Vehicle Park NOT***Connected to a Sewer System:***

Minimum charge per trailer pad per
six (6) month period.

\$41.67

\$4.17

\$37.50

Other:

Minimum charge as per **Residential "A"**.

NOTE: When an existing ***Water Service Connection*** is turned "on" or "off", the water charge levied shall be prorated in accordance with appropriate charges set out in Schedule "C" and shall be computed from the month following the month in which the ***Water Service Connection*** was turned "on" or "off".

DEFINITIONS

- (a) **Residential "A"** applies to any connection serving a residence accommodating one family. Residential "A" also applies to Strata Titled Units whereby a separate connection and meter will service each unit.
- (b) **Residential "B"** applies to any single connection servicing a complex such as a multiplex, apartment, hotel, motel, boarding house, or other multiple occupancy residential building or buildings. Each occupancy unit, or potential occupancy unit, will attract the minimum charge.
- (c) **Residential "C"** applies to any connection servicing a residence on a farm when the said farm is so classified as a farm by the Provincial Assessor's office.
- (d) **Commercial** applies to any connection servicing any premises used for business or commercial purposes, whether or not water for domestic purposes is taken from the same connection, providing water used for personal hygiene and toilet facilities for staff or the public or for both; for the maintenance or commercial operation; upkeep or maintenance of the premises as distinct from the use of water directly connected with the business or commercial operation for which the premises are used. Notwithstanding the foregoing, the appropriate *Residential* classification shall apply to any unit not for business or commercial purposes.
- (e) **School** applies to any connection servicing property or premises owned or used by any school agency.
- (f) **Co-operative Campground** applies to any individual camp site within a campground that has access to District water within the boundaries of the campground.
- (g) **Recreational Vehicle Park** applies to any individual trailer pad or site that has access to District water within the boundaries of the park.
- (h) **Other** applies to any connection serving any property or building not specified above.

Water Charges

- (a) The *Consumer* of *District Water* supplied through a non-metered *Water Service Connection*, shall pay the minimum charge set out in subsection (b) below.

(b) **Minimum Water Charges Based on Water Service Connection Size**

Water Service Connection Size	Minimum Bill (dollars/month)	10% Discount	Discounted Amount
19 mm (3/4") or smaller	\$17.78	\$1.78	\$16.00
25 mm	\$17.78	\$1.78	\$16.00
38 mm	\$22.21	\$2.21	\$20.00
50 mm	\$26.67	\$2.67	\$24.00

Any *Water Service Connection* larger than 50 mm shall be metered.

Co-operative Campground:

Minimum charge per individual camp site.	\$18.52	\$1.85	\$16.67
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Recreational Vehicle Park:

Minimum charge per individual trailer pad or site.	\$18.52	\$1.85	\$16.67
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Other:

Minimum charge as per 19 mm *Water Service Connection*.

- (c) All new *Water Service Connections* shall be metered.
- (d) *Co-operative Campground* applies to any individual camp site within a campground that has access to *District* water within the boundaries of the campground.
- (e) *Recreational Vehicle Park* applies to any individual trailer pad or site that has access to *District* water within the boundaries of the park.
- (f) *Other* applies to any connection serving any property or building not specified above.



C·V·R·D

STAFF REPORT

R4

ENGINEERING AND ENVIRONMENTAL SERVICES COMMITTEE MEETING OF MAY 26, 2010

DATE: May 17, 2010 **Bylaw Nos.:** 3382 & 3383
FROM: Kathleen Harrison, Legislative Services Coordinator
SUBJECT: Douglas Hill Water System Service Establishment Bylaw No. 3382 and Loan Authorization Bylaw No. 3383.

Recommendations:

1. That "CVRD Bylaw No. 3382 – Douglas Hill Water System Service Establishment Bylaw, 2010", be forwarded to the Board for consideration of three readings and, following provincial approval, be adopted.
2. That "CVRD Bylaw No. 3383 – Douglas Hill Water System Loan Authorization Bylaw, 2010", be forwarded to the Board for consideration of three readings and, following provincial approval, be adopted.
3. That it be recommended to the Board that in order to provide service area residents with the option of paying their portion of borrowing costs up front, the necessary Parcel Tax Roll Bylaw include terms and conditions for waiving or reducing the parcel tax charge.

Purpose:

To introduce Bylaw Nos. 3382 and 3383 which establish a water system service in a portion of Electoral Areas C – Cobble Hill and D – Cowichan Bay and authorize borrowing up to \$150,000.00 to complete the capital work necessary to upgrade the works to a municipal standard.

Financial Implications:

The annual cost to property owners for providing the service is to be recovered through: 1) parcel taxes (\$300.00), to be requisitioned and collected on the basis of the parcel tax roll bylaw; and 2) user fees (\$250.00), to be fixed by separate bylaw. The total estimated cost to property owners is \$550.00 annually. The cost to complete the capital work necessary to upgrade the water system to a municipal standard is estimated at \$250,000.00. The CVRD has received a Federal grant in the amount of \$100,000.00 for the capital costs, therefore approximately \$150,000.00 will need to be borrowed on behalf of the property owners. The total estimated cost is calculated at \$98.00 annually (included in annual parcel tax) or a one-time up-front fee of approximately \$1,137 per parcel. At the request of the property owners, this sum is to be financed over a twenty-year period.

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Interdepartmental/Agency Implications:

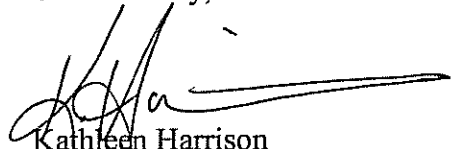
Before Bylaw Nos. 3382 and 3382 can be adopted, the Inspector of Municipalities and service area electors must give their approval. In cases where a sufficient petition for services has been received, voter approval may be obtained by the Area Directors consenting, in writing, to the adoption of the Bylaws. Pursuant to Section 801.6 of the *Local Government Act*, if a board proposes to borrow money for the start of a service, the establishing bylaw and the loan authorization bylaw must, for the purposes of obtaining public approval, be dealt with as if they were one bylaw. Engineering Services is responsible for the operation and administration of the service.

Background:

At its meeting held April 14, 2010, the CVRD Board received a sufficient petition for services from property owners within the service area. The Board endorsed Resolution No. 10-190-7 that authorized bylaws to be drafted that establish a water service within a portion of Electoral Areas C – Cobble Hill and D – Cowichan Bay, to be known as the *Douglas Hill Water System Service* and to borrow the funds necessary (\$150,000.00) to upgrade the capital works to a municipal standard. The Board further resolved that following adoption of Bylaw Nos. 3382 and 3383, that the necessary parcel tax roll, capital reserve fund establishment and management bylaws be prepared and that service area residents be given the option of paying their portion of borrowing costs up front. Pursuant to Section 201(3) of the *Community Charter*, in order to provide participants with this option, following adoption of the service establishment and loan authorization bylaws a parcel tax roll bylaw that includes terms and conditions for waiving or reducing the parcel tax must also be prepared and forwarded to the Board for consideration.

Bylaw No. 3382 creates a service area for the Douglas Hill Water System and Bylaw No. 3383 authorizes the borrowing of no more than \$150,000.00 to assist with the costs to upgrade the capital works to a municipal standard and both bylaws are attached for consideration.

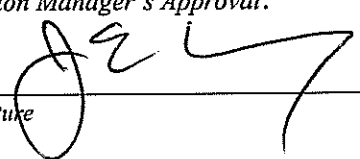
Submitted by,



Kathleen Harrison
Legislative Services Coordinator

Attachments: Bylaw Nos. 3382 & 3383

Division Manager's Approval:



Signature



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 3382

A Bylaw to Establish a Water Service in a Portion of Electoral Areas C – Cobble Hill and D – Cowichan Bay

WHEREAS pursuant to Sections 796(1) and 800(1) of the *Local Government Act*, a regional district may, by bylaw, establish and operate any service that the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to establish a water service in a portion of Electoral Areas C – Cobble Hill and D – Cowichan Bay;

AND WHEREAS pursuant to Section 801.6 of the *Local Government Act*, if money is to be borrowed for the start of a service, the establishing bylaw and the loan authorization bylaw must, for the purpose of obtaining participating area approval, be dealt with as if they were one bylaw;

AND WHEREAS pursuant to Section 797.4 of the *Local Government Act* the Board of the Cowichan Valley Regional District has received a sufficient "*petition for services*";

AND WHEREAS the Directors of Electoral Areas C – Cobble Hill and D – Cowichan Bay have consented, in writing, to the adoption of this bylaw and Bylaw No. 3383;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District enacts as follows:

1. **CITATION**

This bylaw may be cited for all purposes as "**CVRD Bylaw No. 3382 – Douglas Hill Water System Service Establishment Bylaw, 2010**".

2. **SERVICE BEING ESTABLISHED**

The service being established under the authority of this bylaw is the service of the provision, distribution and treatment of water.

3. **SERVICE AREA BOUNDARIES**

The boundaries of the service area are that portion of Electoral Areas C – Cobble Hill and D – Cowichan Bay shown outlined in Schedule A of this bylaw. The service area shall be known as the "Douglas Hill Water System Service Area".

4. PARTICIPATING AREA

Electoral Areas C – Cobble Hill and D – Cowichan Bay are the only participating areas for this service.

5. METHOD OF COST RECOVERY

The annual cost of providing this service shall be recovered by one or more of the following:

- (a) parcel taxes, to be requisitioned and collected by imposing the tax on the appropriate parcels within the participating area, on the basis of the parcel tax roll;
- (b) the imposition of fees and other charges that may be fixed by separate bylaw; and
- (c) parcel taxes referred to in section 5(a) may be commuted for payment in cash under the terms and conditions set by bylaw.

6. MAXIMUM REQUISITION

The maximum amount of money that may be requisitioned annually in support of this service shall not exceed Forty One Thousand One Hundred Dollars (\$41,100.00).

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

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

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

I hereby certify this to be a true and correct copy of Bylaw No. 3382 as given Third Reading on the _____ day of _____, 2010.

Corporate Secretary

Date

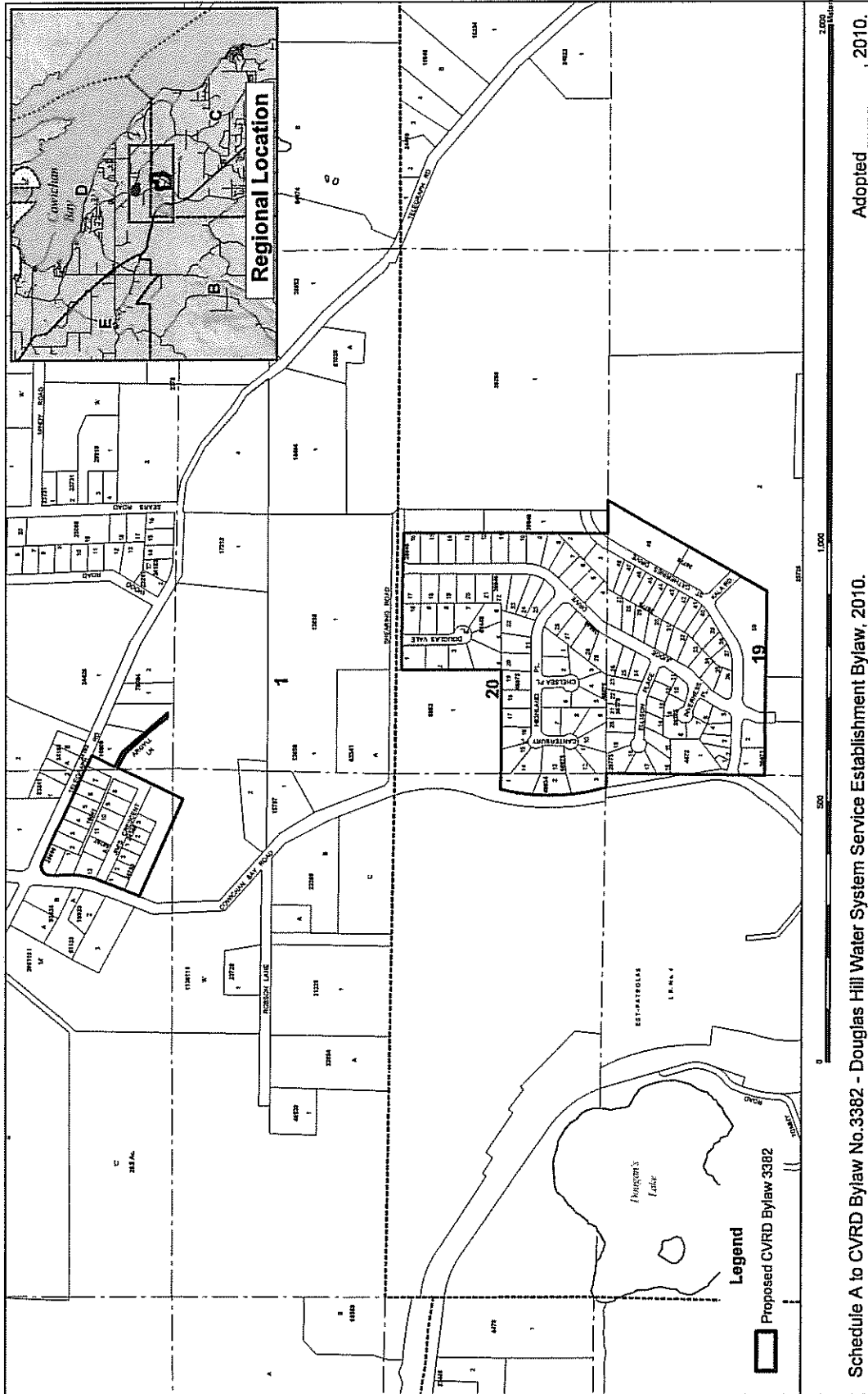
APPROVED BY THE INSPECTOR OF MUNICIPALITIES this

_____ day of _____ 2010.

ADOPTED this _____ day of _____, 2010.

Chairperson

Corporate Secretary





COWICHAN VALLEY REGIONAL DISTRICT

BYLAW NO. 3383

**A Bylaw to Authorize the Borrowing of Funds to Upgrade the Works of the
Douglas Hill Water System to Municipal Standards**

WHEREAS pursuant to Section 801.6 of the *Local Government Act*, if money is to be borrowed for the start of a service, the establishing bylaw and the loan authorization bylaw must, for the purpose of obtaining participating area approval, be dealt with as if they were one bylaw;

AND WHEREAS the Board of the Cowichan Valley Regional District established a *Water Service Area* pursuant to CVRD Bylaw No. 3382 cited as "CVRD Bylaw No. 3382 – Douglas Hill Water System Service Establishment Bylaw, 2010" for the provision, distribution and treatment of water within a portion of Electoral Areas C – Cobble Hill and D – Cowichan Bay;

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to borrow money to complete the capital work necessary to upgrade the Douglas Hill Water System to a municipal standard;

AND WHEREAS the estimated total cost of upgrading the works of the Douglas Hill Water System is Two Hundred Fifty Thousand Dollars (\$250,000.00);

AND WHEREAS the sum to be borrowed is not to exceed One Hundred Fifty Thousand Dollars (\$150,000.00), which is the amount of debt to be created by this bylaw;

AND WHEREAS the authority to borrow under this bylaw expires five years from the date on which it is adopted;

AND WHEREAS the Board of the Cowichan Valley Regional District has obtained the approval of the service area electors for this bylaw and Bylaw No. 3382 in accordance with the *Local Government Act* and *Community Charter*;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District enacts as follows:

1. **CITATION**

This bylaw may be cited for all purposes as "CVRD Bylaw No. 3383 – Douglas Hill Water System Service Loan Authorization Bylaw, 2010".

2. LOAN AUTHORIZATION

The Cowichan Valley Regional District is hereby empowered and authorized to complete the capital work necessary to upgrade the Douglas Hill Water System in general accordance with the plans on file in the Regional District office, and to do all things necessary in connection therewith and, without limiting the generality of the foregoing:

- a) to borrow upon the credit of the Regional District a sum not exceeding One Hundred Fifty Thousand Dollars (\$150,000.00);
- b) to acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the designing and constructing of the water works.

3. TERM OF DEBENTURES

The maximum term for which debentures may be issued to secure the debt created by this bylaw is 20 years.

4. SERVICE TO WHICH THE LOAN AUTHORIZATION RELATES

This bylaw relates to the *Douglas Hill Water System Service Area* established pursuant to CVRD Bylaw No. 3382, cited as "CVRD Bylaw No. 3382 - Douglas Hill Water System Service Establishment Bylaw, 2010".

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

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

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

I hereby certify this to be a true and correct copy of Bylaw No. 3383 as given Third Reading on the _____ day of _____, 2010.

Corporate Secretary

Date

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this _____ day
of _____, 2010.

ADOPTED this _____ day of _____, 2010.

Chairperson

Corporate Secretary



R5

STAFF REPORT

ENGINEERING AND ENVIRONMENTAL SERVICES MEETING OF MAY 26, 2010

DATE: May 18, 2010

FILE NO: 5280-20-Fld/Kok

FROM: Kate Miller, Manager, Regional Environmental Policy Division

SUBJECT: Koksilah River Water Gauge

Recommendation: That the CVRD request that the Ministry of Environment have the Koksilah River at Cowichan Station (08HA003) hydrometric gauge converted from an "active, archival" gauge to an "active, real-time telemetry" gauge.

Purpose: To develop a more robust and real time flood warning system for the Cowichan and Koksilah River flood plain areas.

Financial Implications: Requested as part of the Federal-Provincial Hydrometric Agreement, at no cost to the CVRD.

Interdepartmental/Agency Implications: The real time data will be of use to a wide variety of organizations including the CVRD, Cowichan Tribes and the Cowichan Watershed Board.

Background:

Discussions with Alan Chapman, Provincial River Forecast Center, indicate that the Ministry of Environment has the means and ability to have the Koksilah River at Cowichan Station (08HA003) hydrometric gauge converted from an "active, archival" gauge to an "active, real-time telemetry" gauge. It is a natural flow gauge, with a continuous record from 1960 to present. The purpose of the conversion from archival gauge to real-time gauge is to provide critical real-time water level and discharge data for flood emergencies that affect the Koksilah and lower Cowichan basins, to assist with protecting lives, property and infrastructure.

Submitted by,

Kate Miller, Manager
Regional Environmental Policy Division

General Manager Approval:

Brian Dennison, General Manager,
Engineering and Environmental Services

KM:jlbb

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R6

STAFF REPORT

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF MAY 26, 2010

DATE: May 19, 2010 **FILE NO:** 0400-01/EA-H
FROM: Gord Bonekamp, Sr. Engineering Technologist
SUBJECT: Engineering Assessment - Shellwood Improvement District Water System

Recommendation:

That the CVRD Board approve 100% funding to carry out an engineering assessment of the Shellwood Improvement District Water System, to a maximum cost of \$15,000 with the funding coming from the CVRD Feasibility Study Function, and that, if a new water service area function is created, these funds be paid back to the study function by the newly created service area.

Purpose: To seek approval for 100% CVRD funding of an engineering assessment of the Shellwood Improvement District Water System and allow staff to continue exploring the options for a CVRD takeover of the Shellwood Improvement District Water System.

Financial Implications: All costs would be funded by the CVRD Feasibility Study Function and repaid by the service area should a new service area function be created from this process.

Background:

The following resolution was ratified by the CVRD Board at their meeting of December 9, 2009:

"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."

Following the CVRD Board resolution, staff applied to the Province for a planning study grant, but were unsuccessful in obtaining the funding. Consequently, staff are seeking approval to have the cost of the assessment funded from the CVRD Feasibility Study Function. Upon successful completion of the takeover of the system, the cost of the assessment will be returned to the CVRD Feasibility Study Function.

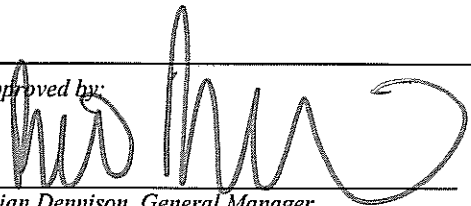
Submitted by,

Gord Bonekamp
Senior Engineering Technologist

GB:jlb

Bath: Z:\ES\Memos2010\Shellwood Feasibility Study-May-26-10.doc

Approved by:



Brian Dennison, General Manager,
Engineering and Environmental Services



R7

STAFF REPORT

ENGINEERING & ENVIRONMENTAL SERVICES COMMITTEE MEETING OF MAY 26, 2010

DATE: May 19, 2010 **FILE NO:** 0400-01/EA-A
FROM: Louise Knodel-Joy, Senior Engineering Technologist
SUBJECT: CVRD Potential Takeover of the Sylvania Improvement District Water System

Recommendation:

That the Board provide first stage approval and authorize staff time to continue with the process of investigating takeover of the Sylvania Improvement District Water System, located in Electoral Area A, as requested by Sylvania 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.

Purpose:

To provide first stage approval and authorize staff time to continue with the process of CVRD takeover of the Sylvania Improvement District Water System for the existing 29 single family residential customers, predominately in the Wilkinson Road Area (Electoral Area A – Mill Bay/Malahat.

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May 19, 2010

Staff report to the Engineering and Environmental Services Committee

Page 2

Financial Implications: all costs to be borne by the owners.

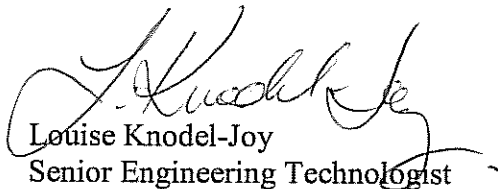
Interdepartmental/Agency Implications: Establishment Bylaw preparation by Corporate Services staff.

Background:

In a letter dated April 29, 2010, the Sylvania Improvement District Trustees requested that the CVRD take over ownership of the water system and conduct a Feasibility Study.

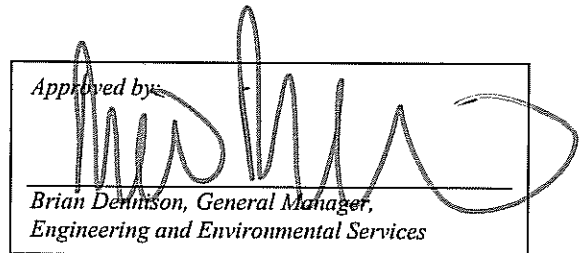
A review of the system is required to assess necessary upgrades required for the CVRD to take over this water system.

Submitted by,


Louise Knodel-Joy
Senior Engineering Technologist

LKJ:jlb

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Approved by:

Brian Derinison, General Manager,
Engineering and Environmental Services



APR 30 2010

SYLVANIA IMPROVEMENT DISTRICT

P.O.Box 121
Mill Bay, BC
V0R 2P0

April 29, 2010

Cowichan Valley Regional District

Attention:
Louise Knodel-Joy
Senor Engineering Technologist
Water Management

Dear Louise:

Thank you again for the time you and Dave Leitch spent with me on March 26th, and the information you provided regarding potential CVRD takeover of small water systems.

As per our discussion, the following will confirm that the Trustees of the Sylvania Improvement District's water distribution system wish to proceed with a feasibility study which will review our present water system and determine the cost of required upgrades as part of the process in determining whether CVRD takeover of our water system is in our or the CVRD's best interests.

At that point, I understand that our Trustees will meet with yourself (or your representative) to review the findings and determine a further course of action., and that any final decision regarding a takeover will be conducted through a public petition process involving the Sylvania water customers .

Again, thank you for your assistance in this matter. The cooperation and assistance I was shown is much appreciated. Responses to this letter can be directed to myself, Gary Paul, at my home address:

2901 Wilkinson Road
Mill Bay, BC
V0R 2P2.

In the interim, should you have any questions of me, please feel free to contact me through any of the following:

250-743-3721 (H)
250-732-3721 (C), or by e-mail at gpaul40@telus.net

Sincerely,

Gary Paul

cc: T Crossman, Trustee
cc: N DiCarlo, Trustee

Original	Copies to:
DL	DL
Committee(s)	LTJ
Directed by:	Date: 30 April 10
File #	