

To: Stephanie Munro
Chief Administrative Officer

Meeting Date: September 8, 2025

From: Ben Martin
Director of Infrastructure Services

File: 0640-60 & 5225-02\2025
Chalet Creek\IS-25-021

Re: Direct Award of Engineering Services – Emergency Response to Failing Culvert

RECOMMENDATION:

That Council authorize the direct award of engineering and construction inspection services for the Chalet Creek culvert replacement at West Saanich Road to Kerr Wood Leidel (KWL) for a total fee of \$115,890 (excluding GST), as outlined in Staff Report No. IS-25-021.

STRATEGIC PLAN IMPLICATIONS:

This matter relates to the following Council strategic priorities:

- ***Maintain a Safe and Healthy Community***
- ***Ensure Strong Leadership, Fiscal Responsibility and Transparent Government***

INTRODUCTION/BACKGROUND:

Chalet Creek crosses underneath West Saanich Road just south of Tatlow in what we understood to be a 600 mm diameter concrete culvert. During the atmospheric rain event of November 2021 this culvert surcharged with levels of the creek rising well above the culvert. Following the event, sections of the concrete culvert at the inlet were mis-aligned causing public works staff to conduct in-situ repairs.

In December of 2024 public works staff retrofitted their existing push camera on a float to obtain a video of the culvert to assess its condition. Results of the video showed a culvert comprising of short sections of concrete pipe on each end coupled to an original wood-stave pipe extending beneath the roadway. Sections of the wood-stave pipe were observed to be missing or in various stages of collapse and in very poor condition. Above this culvert, and within the roadway embankment, are several utilities including the CRD water transmission line to Cloak Hill Reservoir, a Fortis gas distribution line, and a North Saanich water distribution line.

Staff immediately retained the engineer-of-record, TerraTech Consulting, for the Chalet Creek repair at Chalet Road to provide an initial assessment. The consultant is very familiar with the hydrology of this watershed and was locally available. Recommendations received were to increase monitoring of the condition by scheduling monthly CCTV inspections, insert flow monitoring equipment at the inlet, mobilize appropriate emergency pumping capacity in the event of failure, and to initiate planning for a repair as soon as possible.

In March 2025 staff learned that TerraTech would not be available to support the design effort for this repair so requested Kerr Wood Leidal Associates (KWL) to become involved. KWL is very familiar with the stormwater modeling recently completed with the Drainage Master Plan and has recent experience working with the Tseycum Creek and McDonald Park drain watershed model for design of storm system upgrades along McDonald Park Road. KWL was retained for a fee of \$15,885.00 to provide a preliminary design and risk assessment.

DISCUSSION:

KWL's preliminary design and risk analysis has provided mitigation measures to manage the risk prior to execution of the culvert replacement and assess various methods of repair including tunneling, pipe jacking and open cut methods. KWL has recommended an open cut approach to facilitate a box culvert installation complete with integrated baffles along the base to retain up to 300 mm of fish friendly aggregate. Along with design and construction inspection, KWL's proposal includes provision for environmental oversight and provincial permitting under the Water Sustainability Act, arborist review and mitigation, topographic survey, exploratory geotechnical drilling, and management of regulatory and stakeholder considerations.

KWL is prepared to commence work immediately and has committed to the approximate milestone schedule below:

Coordination of survey, arborist, and geotechnical work	August – September 2025
90% detailed design submission	October 2025
100% design package	December 2025
Tender package and tender period	March 2026
Construction services	June – August 2026
Completion	September 2026

The culvert repair will require temporary support of existing utilities and closure of West Saanich Road resulting in road closure and detour during the summer of 2026. Under the District's procurement policy, a direct award would be supported under clause 12.0 (1) h stating the consultant has a unique understanding of the local system and 12.0 (2) stating this is an urgent and emergent situation to protect the safety of community and the environment. Due to the value exceeding \$100,000 Council approval is required.

FINANCIAL IMPLICATIONS:

Based on the recommendations of the Drainage Master Plan, the approved 2025 budget for implementation and addressing known deficiencies is \$520,000. Every year, \$600,000 is transferred into the Drainage System Reserve to meet our utility system renewal requirements.

This project can be funded from the approved budget with the expected construction value of \$1M funded from a combination of this item and the Roads System Reserve in 2026. At the beginning of 2025, there was approximately \$2.7 million in the Storm Water Capital Reserve.

RECOMMENDATION:

That Council authorize the direct award of engineering and construction inspection services for the Chalet Creek culvert replacement at West Saanich Road to Kerr Wood Leidel (KWL) for a total fee of \$115,890 (excluding GST).

Respectfully submitted,

Concurrence,



Stephanie Munro

Ben Martin
Director of Infrastructure Services

Stephanie Munro
Chief Administrative Officer

Concurrence,



Barb Webster
Director of Finance

Attachments: KWL Technical Memorandum, dated August 15, 2025
KWL Fee Proposal, dated August 11, 2025