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GANGES SEWER LOCAL SERVICE COMMISSION
Notice of Meeting on **Friday, October 4, 2013 at 3:00 PM**
Portlock Portable Meeting Room 145 Vesuvius Bay Road, Salt Spring Island, BC

AGENDA

1. Approval of Agenda
2. Adoption of Minutes from November 27, 2012
3. Reports
 - 3.1 Chair Report
 - 3.2 CRD Director Report
4. New Business
 - 4.1 Request for inclusion of property in the Ganges Sewer Local Service Area-
212 Fulford Ganges Road

That the Ganges Sewer Local Service Commission:

1. *Approve the request to include Parcel F (DD 75556) Section 20, Range 3E, portion of North Salt Spring Island, Cowichan District in the Ganges Sewer Local Service area subject to written agreement to pay all engineering and construction costs associated with the service extension to the property line and the capacity purchase charge as per Bylaw No. 3262; and*
2. *Direct staff to prepare a bylaw for CRD Board approval, to amend the service area boundary to include the subject property.*

5. Other Business
6. Adjournment



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**Minutes of the Regular Meeting of the Ganges Local Service Commission
Held November 27, 2012 in the Portlock Park Meeting Room, Salt Spring Island, BC**

DRAFT

PRESENT: Director:

Wayne McIntyre

Commission Members:

Louis Pepin; Rod Scotvold; John Sprague; Gary Utter

Staff:

Janice Poncelet, CRD Senior Business Analysis; Ted Robbins, CRD Acting GM Integrated Water Services; Kees Ruurs, CRD EA Senior Manager; Sarah Shugar, Recording Secretary; Ralf Waters, CRD Engineer

Excused: Tom Toynbee - Chair

G. Utter called the meeting to order at 1:35 pm.

1. Approval of Agenda

MOVED by J. Sprague, **SECONDED** by R. Scotvold,

That the agenda be approved with the addition of three items to the Service Area Inclusion Requests.

CARRIED

2. 2013 Operating and Capital Budget

T. Robbins reviewed the 2013 Operating and Capital Budget. He highlighted the following items:

- The actual 2012 revenue budget is expected to be on budget. The actual 2012 operating expenditures are expected to be \$17,127 under budget, primarily due to unused contingency budget.
- An increase core operating budget of \$11,706 is proposed.
- A single supplementary budget item of \$10,000 has been included to fund an inspection of the marine outfall, a requirement of the CRD's provincial operating permit.
- A \$1,000 contribution to the maintenance reserve has also been included.
- A \$15,496 operating contingency has been set for 2013 to mitigate the risk of an operating deficit.
- The following projects are planned for 2013 and are to be funded from capital reserves:
 - Conduct a referendum to obtain public approval to establish a new loan authorization bylaw for future capital project funding – budget \$10,000.
 - Complete the ancillary works associated with the UV system upgrade project , phase two – budget \$50,000.

- With the proposed operating expenses and the planned surplus from 2012, the change in the revenue requirement is an increase of \$22,706.
- It is recommended that user charge revenue be increased from \$541,991 to \$564,697 to raise the additional revenue required for 2013.
- The parcel tax would remain at the 2012 level of \$118.04 per taxable folio

It was generally agreed that the budget for the ancillary works associated with the UV system upgrade be decreased from \$50,000 to \$32,000 due to the allocation of other funds.

MOVED by J. Sprague, **SECONDED** by L. Pepin,
That the Ganges Sewer Local Service Commission recommend that the CRD Board approve the 2013 operating budget for the Ganges Sewer Local Service as amended.

CARRIED

MOVED by W. McIntyre, **SECONDED** by R. Scotvold,
That the Ganges Sewer Local Service Commission recommend that the CRD Board authorize an increase in user charges for the Ganges Sewer Local Service as required to balance the 2013 budget.

CARRIED

MOVED by L. Pepin, **SECONDED** by J. Sprague,
That the Ganges Sewer Local Service Commission recommend that the CRD Board balance the 2012 actual revenue and expense on the 2013 contingency.

CARRIED

3. Service Area Inclusion Requests

3.1 114 Swanson Road

The request for inclusion of property in the Ganges Sewer Local Service Area – 114 Swanson Road was received for information.

MOVED by W. McIntyre, **SECONDED** by L. Pepin,
That the Ganges Sewer Local Service Commission:

1. Approve the request to include Lot 8, Section 3, Range 3E, North Salt Spring Island, Cowichan Land District, plan 21557 (114 Swanson Road) into the Ganges Sewer Local Service Area subject to the following:
 - a) The applicant agrees in writing to pay all engineering and construction costs associated with the extension of the sewer and connection to the property; and
 - b) The applicant pays the capacity purchase charges for the planned development.
2. Direct staff to prepare a bylaw, for CRD approval, to amend the service area boundary to include the subject property.

CARRIED

3.2 127 Desmond Crescent

The request for inclusion of property in the Ganges Sewer Local Service Area – 127 Desmond Crescent was received for information.

MOVED by L. Pepin, **SECONDED** by J. Sprague,

That the Ganges Sewer Local Service Commission:

1. Approve the request to include Lot 5, Section 3, Range 3E, North Salt Spring Island, Cowichan Land District, Plan VIP18728 (127 Desmond Crescent) in the Ganges Sewer Local Service Area subject to written agreement to pay all engineering and construction costs associated with the service extension to the property line and the capacity purchase charge as per Bylaw No. 3262; and
2. Direct staff to prepare a bylaw, for CRD approval, to amend the service area boundary to include the subject property.

CARRIED

3.3 107 Drake Road

T. Robbins verbally advised that there was an informal request for inclusion of 107 Drake Road. The owner of the property has not been in contact. It was generally agreed to bring the request forward if and when the owner is interested.

3.4 212 Fulford - Ganges Road

K. Ruurs verbally reported that the SS Abbeyfield Housing Society/ IWAV project is moving forward. There are eight units at present and eventually there will be up to twelve units. A request for inclusion is expected and would be brought forward for consideration at that time.

3.5 Wolf Milner Property

T. Robbins verbally advised that Mr. Wolf Milner may submit a request for inclusion for his property at the base of the Ganges Hill. His neighbour may also be included and there is an additional ten units proposed. A request for inclusion is expected and would be brought forward for consideration at that time.

3.6 Drake Road Affordable Housing Project

R. Scotvold verbally advised that School District #64 has transferred five acres to the CRD for the development of an affordable housing project. It is in the feasibility stage. There are forty to sixty units proposed. This project could be expected to submit a request for inclusion within the next five years.

4. UV System Upgrade

T. Robbins provided a verbal update on the UV system upgrade project. The new equipment was received in 2011 and required CRD resources to resolve electrical and commissioning deficiencies. The equipment is in service but the deficiency and performance issues have not been resolved with the vendor. The contract price was \$61,648 and that allowed for \$16,000 in CRD time – to date CRD is withholding \$27,000 from Aquionics.

It was generally agreed that staff would continue to provide updates as they become available.

5. New Business

There were no new business items for consideration at this time.

6. Adjournment

The meeting adjourned at 2:45 pm.



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3360-20-GANGES-13

**REPORT TO GANGES SEWER LOCAL SERVICE COMMISSION
MEETING OF OCTOBER 4, 2013**

SUBJECT **REQUEST FOR INCLUSION OF PROPERTY IN THE GANGES SEWER LOCAL SERVICE AREA – 212 FULFORD GANGES ROAD**

ISSUE

The owner of the property at 212 Fulford Ganges Road which is adjacent to the Ganges Sewer Local Service Area has requested inclusion in the service area.

BACKGROUND

The owner (Applicant) of 212 Fulford Ganges Road (Parcel F DD 75556 of Section 20, Range 3E, portion of North Salt Spring Island, Cowichan District) has requested inclusion of the property in the Ganges Sewer Local Service Area. The property is owned by Island Women Against Violence and the Salt Spring Abbeyfield Housing Society it is currently in use as low income housing for women and children. The recent change in usage of the property from a bed and breakfast to nine (9) low cost housing units will likely increase sewage flows and the existing on-site private septic system may not be able to handle the increased flow. The Ganges sewer main runs adjacent to the property frontage. There is sufficient capacity in the Ganges sewer system to support the additional flow from the proposed inclusion.

The applicant has agreed to pay the applicable capacity purchase charge as per Bylaw No. 3262 and the full cost of constructing a sewer connection from the existing main to the property line. All works on private property are at the applicant's expense. The capacity purchase is calculated as nine (9) multi-family units for a total of \$22,266.00 (9 x \$2,474).

ALTERNATIVES

Alternative 1

That the Ganges Sewer Local Service Commission:

1. Approve the request to include Parcel F (DD 75556) 212 Fulford Ganges in the Ganges Sewer Local Service Area subject to written agreement to pay all engineering and construction costs associated with the service extension to the property line and the capacity purchase charge as per Bylaw No. 3262; and
2. Direct staff to prepare a bylaw for CRD Board approval, to amend the service area boundary to include the subject property.

Alternative 2

That the Ganges Sewer Local Service Commission deny the applicant's request.

IMPLICATIONS

Alternative 1

The subject property is located along the sewer main. All cost for inclusion of the property in the Ganges Sewer Local Service Area will be borne by the applicant. The capacity charge payment would result in \$22,266.00 in revenue and add an additional taxable folio to the service area.

Alternative 2

The property would not be included in the service area and there would be no increase in taxable folios in the service area.

CONCLUSION


The owner of 212 Fulford-Ganges Road has requested inclusion in the Ganges Sewer Local Service Area. The applicant's request meets the requirements for inclusion and the applicant has agreed to pay the costs associated with inclusion and extension of the service.

RECOMMENDATION(S)

That the Ganges Sewer Local Service Commission:

1. Approve the request to include Parcel F (DD 75556) Section 20, Range 3E, portion of North Salt Spring Island, Cowichan District in the Ganges Sewer Local Service Area subject to written agreement to pay all engineering and construction costs associated with the service extension to the property line and the capacity purchase charge as per Bylaw No. 3262; and
2. Direct staff to prepare a Bylaw for CRD Board approval to amend the service area boundary to include the subject property.


Kafia Campbell
Senior Manager Salt Spring Island


Ted Robbins, BSc, CTech
General Manager Integrated Water Services
Concurrence


Robert Lapham, MCIP
Chief Administrative Officer
Concurrence