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GANGES SEWER LOCAL SERVICES COMMISSION

Notice of Meeting on **THURSDAY, October 23, 2014 at 10:00 AM**

Community Gospel Church, Upstairs RM, 147 Vesuvius Bay Road, Salt Spring Island, BC

Wayne McIntyre

John Sprague

Kevin Bell

Gary Utter

Rod Scotvold

Louis Pepin

(amended) AGENDA

1. Approval of Agenda

2. Adoption of Minutes of May 6, 2014 (previously distributed)

3. Reports

3.1 2015 Operating and Capital Budget Report

That the Ganges Sewer Local Service Commission recommend that the Capital Regional District Board:

- 1. Approve the 2015 operating and capital budget for the Ganges Sewer Service as presented;*
- 2. Approve the 2015 Parcel Tax of \$136.07 for the Ganges Sewer Service; and*
- 3. Anticipating a surplus at year-end, balance the 2014 actual revenue and expense on the 2015 transfer to the capital reserve fund.*

3.2 2015 Budget Ganges Sewer Utility (previously distributed)

4. New Business

4.1 Ganges Waste Water-Public Engagement Study

That the Ganges Sewer Local Service Commission proceed with a public open house in the last week of November or first week of December 2014 to gauge the support of the community regarding the various alternatives to inform that next steps.

5. Outstanding Business

6. Adjournment

To ensure quorum, advise Tracey Shaver 250 537 4448 if you cannot attend.



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Minutes of a Meeting of the Ganges Sewer Local Service Commission
Held May 6, 2014 in the Meeting Room at 145 Vesuvius Bay Rd, Salt Spring Island, BC

DRAFT

PRESENT: **Director:** Wayne McIntyre
 Commissioners: Rod Scotvold, John Sprague, Gary Utter, Kevin Bell
 Staff: K. Campbell, Senior Manager, K. Wahlstrom, Contract Engineer Salt Spring
 Island, M. Akerman, Recording Secretary
ABSENT: Louis Pepin

The meeting was called to order at 10:05am

1. Approval of Agenda

MOVED by Director McIntyre, **SECONDED** by Commissioner Bell,
That the agenda be approved.

CARRIED

2. Adoption of Minutes

MOVED by Commissioner Sprague, **SECONDED** by Commissioner Scotvold,
That the minutes of the April 15, 2014 meeting be adopted.

CARRIED

3. New Business

**161 Drake Road Rezoning – Impact of Capital Regional District Affordable Housing
Project on system capacity and request for relief from sewer capacity charges.**

Discussion regarding infiltration/inflow impacting the system during intense wet weather
events.

Commissioner Scotvold stated he may have a conflict of interest on this issue due to the
School District No 64 lands being involved in the project.

MOVED by Commissioner Bell, **SECONDED** by Commissioner Sprague,
That the Ganges Sewer Local Service Commission recognizes there is sufficient capacity for
up to 84 units in the sewer system for the development at 161 Drake Road and the developer
is required to pay the full amount of the capacity sewer charges.

And further that the staff review the possibility of a sunset clause of 10 years for unused
capacity, without coming back to the Commission for re-approval.

CARRIED

4. Adjournment

It was **MOVED** and **SECONDED** that the meeting be adjourned at 10:50 am.

CHAIR

SENIOR MANAGER



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**REPORT TO GANGES SEWER LOCAL SERVICE COMMISSION
MEETING OF THURSDAY OCTOBER 23, 2014**

SUBJECT 2015 OPERATING AND CAPITAL BUDGET

ISSUE

This report provides a synopsis of the 2015 operating and capital budget, highlighting significant proposed changes related to operational expenditures, debt charges, any capital expenditures and revenue for the Ganges Sewer Service.

BACKGROUND

2014 Estimated Actual Operation Revenue and Expense

The estimated actual 2014 operating cost is projected to be **\$31,380** under budget primarily the result of:

1. lower than budgeted expenditures for:
 - a. repairs and maintenance (\$2,280)
 - b. water (\$60)
 - c. supplies (\$4,530)
 - d. labour charges (\$22,640)
 - e. other operating expenses (\$4,390)
2. higher than budgeted expenditures for:
 - a. screening, grit and waste sludge disposal (\$2,500)
 - b. allocations (\$20)

The estimated actual operating revenue is projected to be approximately **\$1,970** above budget due to higher connection charges collected and other revenue.

This results in a projected year-end surplus of **\$33,350**.

It is proposed that the projected year-end surplus be carried forward as revenue in 2015.

2015 Operating Expense

An increase in the 2015 operating expense of **\$16,620** (2.8%) is proposed.

This is primarily a result of:

1. increase expenditure for:
 - a. sludge hauling contracts (\$600)
 - b. screening, grit and waste sludge disposal (\$7,520)
 - c. repairs and maintenance (\$160)
 - d. allocations (\$360)
 - e. electricity & water (\$5,560)
 - f. labour charges (\$5,550)
2. decrease expenditure for:
 - a. supplies (\$530)
 - b. other operating expenses (\$2,600)

2015 Debt/Reserves

2015 Maintenance Reserves:

It is proposed that transfers to the maintenance reserves be increased from \$1,000 to \$1,500. Maintenance reserves are to be used for the purchase of equipment and supplies that are typically not replaced annually such as, ultraviolet lamps and sensors and other various items; and for certain operation and maintenance activities that are not typically performed annually such as outfall inspections.

The maintenance reserve balance at the end of 2014, it is projected to be \$2000.

2015 Capital Reserve Fund:

It is proposed that the transfer to capital reserve fund be reduced from \$105,100 to \$0 in order to balance the budget and maintain a minimal increase to user fees and parcel tax payments. The decrease in the transfer is primarily a result of the reduction in projected 2015 surplus carry forward of \$33,350 in comparison to the surplus carry forward of \$111,860 in 2014 (roughly \$80,000 less)

The capital reserve fund balance at the end of 2014 is projected to be \$106,891.

2015 Capital Purchase Reserve Fund:

There is also a Capital Purchase Reserve Fund with a projected balance of \$72,742 at the end of 2014. The use of these funds is restricted to the future expansion of the system related to development.

MFA Debt

Presently, there is no debt servicing costs for Ganges sewer. However, additional debt is anticipated as a result of new borrowing to undertake capital improvements proposed in 2015, therefore debt servicing fees are projected to be \$22,403.

2015 Revenue (User Charge and Parcel Tax)

In order to meet operating expenses and debt servicing costs it is proposed that:

- connection charges be removed from the budget.
- user charge increase from \$545,090 to \$556,940; this results in the "average" residential user charge to increase from \$405.04 per year to \$413.83 per year for each residential property connected to the system..
- other revenue decrease from \$350 to \$150
- parcel tax increase from \$50,960 to \$54,170; this results in a parcel tax increase from \$128.00 per year to \$136.07 per year for each parcel within the service area.,

Capital Plan 2015

Many of the components of the Ganges Wastewater Treatment Plant (WWTP) are at end of life and a significant program is required to replace the infrastructure over the next five years. In 2015, there will be public engagement and referendum expenses to obtain approval from the

members of the Ganges Wastewater Service Area for a loan authorization to fund the work. Also included in the 2015 program is replacement of the existing fine screen and membranes for Membrane Bioreactor, which are failing and operating at reduced capacity.

The 2015 budget for the above-noted capital items is \$1,250,500, which includes \$28,500 for referendum expenses, public engagement and engineering and \$1,222,000 is budgeted for the Fine Screens, Membranes and associated work.

Forecast 2016-2019

A five-year capital and operating budget forecast is provided for information.

The operating costs are estimated to rise 2% per year over the next 5 years. However, borrowing for the significant capital expenditures planned for 2016-2019, will result in a corresponding rise in the operating budget. The increase is the repayment the loan and interests costs, recognizing that the money will be recovered through parcel taxes.

The five-year capital program includes the replacement of the majority of the WWTP components and pumping stations, as well as improvements to the collection system to reduce excessive inflow and infiltration. Replacing and resolving these problems is estimated at approximately \$2,678,000 in addition to the \$1,250,000 proposed in 2015.

RECOMMENDATION

That the Ganges Sewer Local Service Commission recommend that the Capital Regional District Board:

1. Approve the 2015 operating and capital budget for the Ganges Sewer Service as presented;
2. Approve the 2015 Parcel Tax of \$136.07 for the Ganges Sewer Service; and
3. Anticipating a surplus at year-end, balance the 2014 actual revenue and expense on the 2015 transfer to the capital reserve fund.

Dan Robson, A.Sc.T
Manager, Saanich Peninsula and Gulf
Islands Operations
Infrastructure Engineering & Operations

Karla Campbell
Senior Manager, Salt Spring Island Electoral
Area

Peter Sparanese, P.Eng.
Senior Manager, Infrastructure
Engineering and Operations
Concurrence

Ted Robbins, BSc., C Tech.
General Manager, Integrated Water Services
Concurrence

Attachment: 1

CAPITAL REGIONAL DISTRICT

2015 Budget

Ganges Sewer Utility (SSI)

Committee Review

Compiled and Presented by CRD Finance

October 2014

Service: 3.810 Ganges Sewer Utility (SSI)

Committee: Electoral Area Services

DEFINITION:

To provide, operate and maintain sewage collection treatment and disposal facilities in the Ganges area on Salt Spring Island.
(Letters Patent - March, 1978; Bylaw No. 492, 1978) Local Service Conversion Bylaw No. 1923, July 12, 1991.

PARTICIPATION:

Ganges - C(764) LSA#10

MAXIMUM LEVY:

Greater of \$270,000 or \$7.46 / \$1,000 to a maximum of \$1,671,844 on actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 491(June 1978)/646(Jan. 1980)	\$2,700,000
	Sup. Letter Patent (Oct. 1980) adjusted to	
BORROWED & RETIRED:		4,100,000
EXPIRED:		(2,100,000)
REMAINING:		(2,000,000)
		<u>0</u>
		<u>70,140</u>
		<u>236,470</u>

COMMISSION:

Ganges Sewer Local Services Committee established by Bylaw No. 1906, April 24, 1991.

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding all the property of BC Hydro and Power Authority.

User Charge: Based on water consumption billed annually to properties connected to the system.

Parcel Tax: Annual charge based only on properties capable of being connected to system.

Connection Charge: Based on actual cost.

RESERVE FUND:

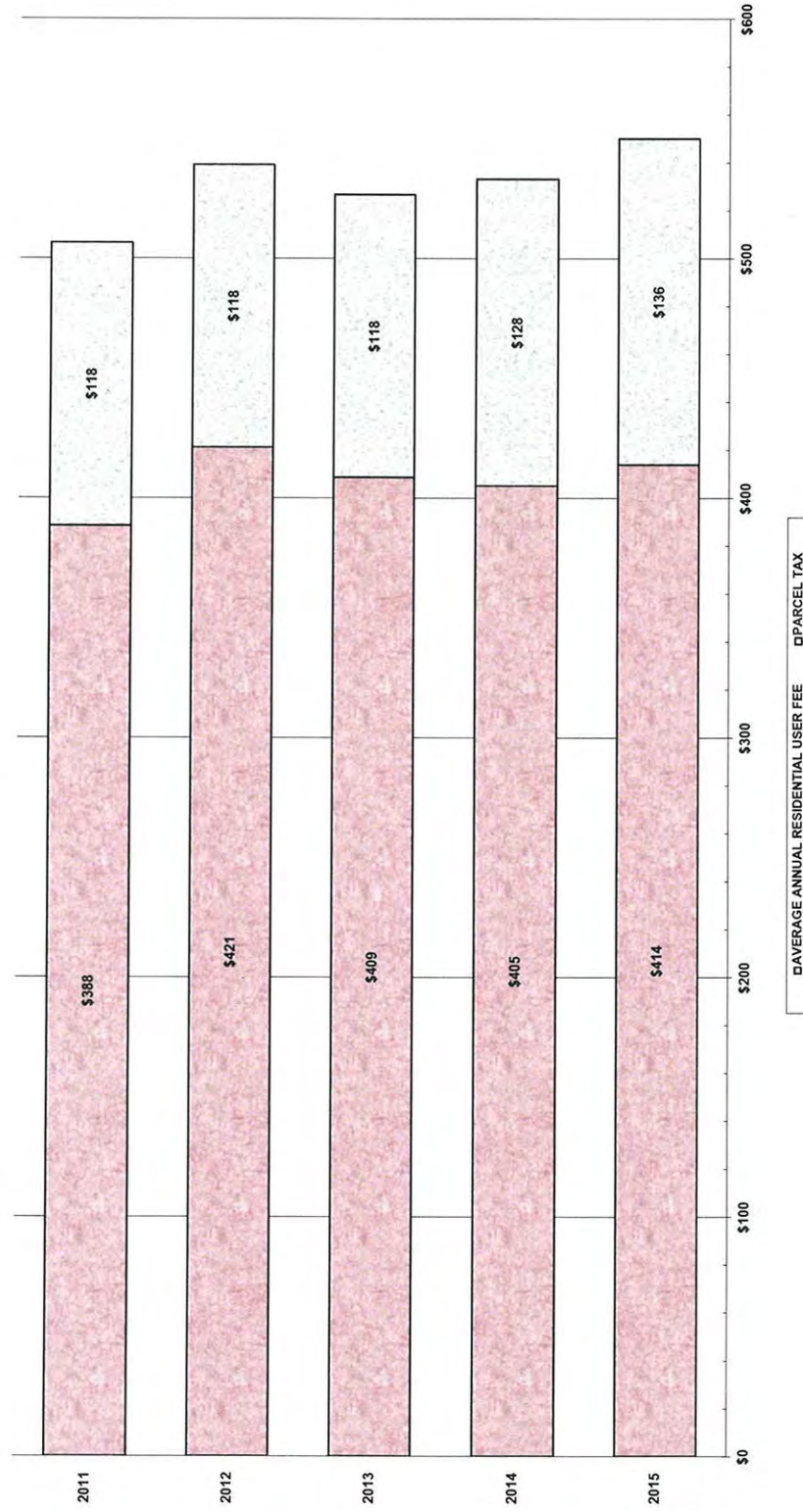
Bylaw No. 3125 (November 26, 2003)

	2014		BUDGET REQUEST			FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2015 CORE BUDGET	2015 SUPPLEMENTARY	2015 TOTAL	2016	2017	2018	2019
Ganges Sewer Utility (SSI)									
<u>OPERATING COSTS:</u>									
Sludge Hauling Contracts	30,000	30,000	30,600	-	30,600	31,210	31,830	32,470	33,120
Screenings, Grit & Waste Sludge Disposal	138,500	141,000	146,020	-	146,020	148,940	151,920	154,950	158,050
Repairs & Maintenance	9,780	7,500	9,940	-	9,940	10,140	10,350	10,560	10,770
Allocations	44,010	44,030	44,370	-	44,370	47,060	48,000	48,960	49,820
Electricity	55,000	55,000	60,500	-	60,500	61,710	62,940	64,200	65,480
Water	3,060	3,000	3,120	-	3,120	3,180	3,240	3,300	3,370
Supplies	15,630	11,100	15,100	-	15,100	15,400	15,710	16,020	16,340
Labour Charges	278,640	256,000	284,190	-	284,190	288,930	294,700	300,600	306,610
Contingency	-	-	-	-	-	-	-	-	-
Other Operating Expenses	29,370	24,980	26,867	-	26,867	27,300	27,850	28,400	28,950
TOTAL OPERATING COSTS	603,990	572,610	620,707	-	620,707	633,870	646,540	659,460	672,510
*Percentage Increase over prior year					2.8%	2.1%	2.0%	2.0%	2.0%
<u>DEBT/RESERVES</u>									
Transfer to Maintenance Reserve Fund	1,000	1,000	1,500	-	1,500	1,530	1,560	1,590	1,620
Transfer to Capital Reserve Fund	105,100	105,100	-	-	-	-	-	-	-
MFA Principal Payment	-	-	-	-	-	61,028	133,611	173,464	189,295
MFA Interest Payment	-	-	-	-	-	97,825	154,500	182,375	191,075
MFA Debt Reserve/Charges	-	-	22,403	-	22,403	26,932	14,630	5,812	568
TOTAL DEBT / RESERVES	106,100	106,100	23,903	-	23,903	187,315	304,301	363,241	382,558
TOTAL COSTS	710,090	678,710	644,610	-	644,610	821,185	950,841	1,022,701	1,055,068
<u>FUNDING SOURCES (REVENUE)</u>									
Estimated balance C/F from 2014 to 2015	-	33,350	(33,350)	-	(33,350)	-	-	-	-
Balance C/F from 2013 to 2014	(111,860)	(111,860)	-	-	-	-	-	-	-
Connection Charges	(1,830)	(3,000)	-	-	-	-	-	-	-
User Charges	(545,090)	(545,090)	(556,940)	-	(556,940)	(588,730)	(601,440)	(614,370)	(624,130)
Other Revenue	(350)	(1,150)	(150)	-	(150)	(150)	(150)	(150)	(150)
TOTAL REVENUE	(659,130)	(661,100)	(557,090)	-	(557,090)	(588,880)	(601,590)	(614,520)	(624,280)
REQUISITION	(50,960)	(50,960)	(54,170)	-	(54,170)	(232,305)	(349,251)	(408,181)	(430,786)
*Percentage increase over prior year requisition					6.3%	328.8%	50.3%	16.9%	5.5%
Capital Reserve Fund Balance		106,891			78,391	78,391	78,391	78,391	78,391
Capital Purchase Fund Balance		72,742			72,742	72,742	72,742	72,742	72,742
Maintenance Reserve Fund Balance		2,000			3,500	5,030	6,590	8,180	9,800

Service: 3.810 Ganges Sewer Utility (SSI) Committee: Electoral Area Services

<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax</u>	<u>Residential</u>		<u>Assessments \$(000's)</u>
			<u>SFE's</u>	<u>User Charge</u> <u>Taxes & Chgs</u>	
2010	381	\$118.04	565	\$376.93 \$494.97	213,515
2011	382	\$118.04	567	\$388.26 \$506.30	219,117
2012	408	\$118.04	567	\$420.99 \$539.03	213,020
2013	415	\$118.00	570	\$408.51 \$526.51	221,913
2014	419	\$128.00	584	\$405.04 \$533.04	224,108
2015 Budget	419	\$136.07	584	\$413.83 \$549.90	224,108

CAPITAL REGIONAL DISTRICT GANGES SEWER FUNDING ANALYSIS 2011-2015



Actual Costs 2011-2014, Projected 2015
Prepared by CRD Finance
16/10/2014

CAPITAL REGIONAL DISTRICT - SCHEDULE G

CAPITAL BUDGET FORM 2015 & Forecast 2016 to 2019	3.810 Service #: Ganges Sewer Utility (SSI)
Service Name:	

Year (1)	Type Code (2)*	Specific Project Description (3)	Capital Expense	Source (4)**	Funding Amount Total (5)	Grant Program Sponsor (6)	Loan Authorization # (7)	Participants (8)	%
2015	S	Referendum	10,000	R	10,000				
2015	S	Public Engagement	3,500	R	3,500				
2015	S	Engineering	15,000	R	15,000				
2015	E	Replace Fine Screen, Membranes, Cleaning Tank Hea	1,222,000	D	1,222,000		New debt		
2016	S	Resolve Outfall Deficiencies	68,000	D	68,000		New debt		
2016	E	Turbidity Meter Replacement	13,000	D	13,000		New debt		
2016	E	Blower Vibration Testing and Repairs	17,000	D	17,000		New debt		
2016	S	Sludge Thickening Tank & Membranes	481,000	D	481,000		New debt		
2016	S	Inflow & Infiltration Program Phase I	105,000	D	105,000		New debt		
2016	E	Replace Flow Meters with Mag Meters	91,000	D	91,000		New debt		
2016	E	Remove Old RBC Components	32,000	D	32,000		New debt		
2016	E	Replace Harbour House Pump Station & SCADA	453,000	D	453,000		New debt		
2016	E	Replace 208V Motor Control Centre	209,000	D	209,000		New debt		
2017	S	Inflow & Infiltration Program Phase II	183,000	D	183,000		New debt		
2017	E	Convert RBC Tank to Equalization Tank	92,000	D	92,000		New debt		
2017	S	Replace Roofing, Paint Building, Replace Fence	88,000	D	88,000		New debt		
2017	E	Manson Pump Station & SCADA	435,000	D	435,000		New debt		
2018	E	Influent Pump Station & Piping Replacement	317,000	D	317,000		New debt		
2019	E	Replace Automatic Valves and Actuators	31,000	D	31,000		New debt		
		TOTAL	3,865,500		3,865,500				

Type Codes (2)* L = Land S = Engineering Structures B = Buildings V = Vehicles E = Equipment	Funding Source Codes (4)** D = Debt E = Equipment Replacement Fund G = Grants (Federal, Provincial) O = Donations / Third Party Funding	C = Capital Funds on Hand R = Reserve Fund S = Short Term Loans L = Lands Sales
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Service: 3.810 Ganges Sewer Utility (SSI)**Committee: Electoral Area Services****#1 Referendum (2015)****\$10,000**

This is to carry out a referendum for a borrowing bylaw to fund future sanitary sewer works outlined in the 2014 staff report.

#2 Public Engagement (2015)**\$3,500**

This is to carry out a public open house to inform residents on the Ganges Sewer system of the options put forth, recommended option, need for new capital works and notification of a referendum.

#3 Engineering (2015)**\$15,000**

Engineering analysis and update of the Stantec Report, preparation of the staff report with recommended alternative and preparation for open house and follow-up questions

#4 Replace Fine Screen, Membranes, Cleaning Tank Heater (2015)**\$1,222,000**

The fine screen, membranes, cleaning tank heater and effluent piping and pumps at the Ganges wastewater treatment plant have reached their end of life and need to be replaced. The budget for this item is for design and the upgrades required for the replacement of the fine screen, membranes, cleaning tank heater and effluent piping and pumps.

#5 Resolve Outfall Deficiencies (2016)**\$68,000**

The outfall for the Ganges wastewater treatment plant was inspected in 2012 with noted deficiencies – five sacrificial anodes could not be located, a flange bolt was noted as being unsecured. The budget for this item is for 10 new anodes, hammer testing the flange bolts and replacing any flange bolts requiring replacement.

#6 Turbidity Meter Replacement (2016)**\$13,000**

The turbidity meter for the Ganges wastewater treatment plant is at its end of life and requires replacement. The budget for this item is for procurement and replacement with a new turbidity meter.

#7 Blower Vibration Testing and Repairs (2016)**\$17,000**

The blowers at the Ganges wastewater treatment plant have been identified as requiring vibration testing to maintain proper operation and prevent premature failure. The budget for this item is for vibration testing of the blowers and any repairs if required.

#8 Sludge Thickening Tank and Membranes (2016)**\$481,000**

The membranes that perform the sludge thickening, separate from the membrane bioreactor, are starting to have breakthrough of total suspended solids, affecting effluent quality. The budget for this item is for replacement of the membranes and the tank.

#9 Inflow & Infiltration Program Phase I (2016)**\$105,000**

The Stantec engineering study conducted in 2011 noted that there are increased sewage flows during rainfall events, suggesting inflow and infiltration issues, reducing usable capacity at the Ganges wastewater treatment plant. The budget for this item is to conduct a study to identify areas of inflow and infiltration.

#10 Replace Flow Meters with Mag Meters (2016)**\$91,000**

Service: 3.810 Ganges Sewer Utility (SSI)**Committee: Electoral Area Services**

Three flow meters currently used at the Ganges wastewater treatment plant are the old, unreliable paddlewheel style flow meters and in need of replacement.

- | | | |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| #11 | Remove Old RBC Components (2016)
The RBC tank at the Ganges wastewater treatment plant has not been in operation since the mid-1990's. The components will be removed so that the RBC tank could serve as equalization storage. | \$32,000 |
| #12 | Replace Harbour House Pump Station & SCADA (2016)
The Harbour House pump station is at end of life and replacement is required. The intention is to reuse the existing concrete structure, if possible. SCADA will be added to this station. The budget for this item is for replacement of the mechanical and electrical equipment as well as provision of SCADA. | \$453,000 |
| #13 | Replace 208V Motor Control Centre (2016)
The existing motor control centre at the Ganges wastewater treatment plant is at its end of life and need of replacement. This is the remaining electrical work to bring the facility up to the current Electrical Code. This budget item will be for replacement of the motor control centre. | \$209,000 |
| #14 | Inflow & Infiltration Program Phase II (2017)
As an extension of the 2016 Capital Project – Inflow & Infiltration Program Phase I, this project will address issues highlighted in Phase I. | \$183,000 |
| #15 | Convert RBC Tank to Equalization Tank (2017)
As an extension of the 2016 Capital Project – Remove Old RBC Components at the Ganges WWTP, this budget item is for procurement and installation of mechanical equipment to convert the old RBC tank to an equalization tank, which will add storage capacity to better manage peak flow events. | \$92,000 |
| #16 | Replace Roofing, Paint Building, Replace Fence (2017)
The Ganges WWTP building requires the roofing to be replaced and siding to be repainted. The site security fence surrounding the site is falling down in areas, and not present in others. This budget item will be for painting the building, replacing the roof and site security fence. | \$88,000 |
| #17 | Manson Pump Station & SCADA (2017)
The Manson pump station is at end of life and replacement is required. The intention is to reuse the existing concrete structure, if possible. SCADA will be added to this station. The budget for this item is for replacement of the mechanical and electrical equipment as well as provision of SCADA. | \$435,000 |
| #18 | Influent Pump Station & Piping Replacement (2018)
The Ganges wastewater treatment plant influent pump station is at end of life, the pumps, process piping and valves require replacement and the site underground piping to the fine screen is of suspect condition. The budget for this item is for replacement of the mechanical and electrical equipment as well as replacement of some of the site piping. | \$435,000 |
| #19 | Replace Automatic Valves and Actuators (2019)
The Ganges wastewater treatment plant valves and actuators will need to be replaced in 2019. | \$31,000 |

**REPORT TO GANGES SEWER LOCAL SERVICE COMMISSION
MEETING OF THURSDAY OCTOBER 23, 2014**

SUBJECT GANGES WASTEWATER SYSTEM – PUBLIC ENGAGEMENT STRATEGY

ISSUE

To proceed to a public open house for the Ganges Sewer Local Service Commission as part of a referendum process to seek approval by assent of the electors for the participating area in order to implement a comprehensive plan to replace existing infrastructure as many of the major facilities and components of the Ganges wastewater system are at or near end of life.

BACKGROUND

On October 17, 2014, the Capital Regional District (CRD) staff presented a report to the Ganges Sewer Local Service Commission outlining a number of alternatives to replace the existing infrastructure as many of the major facilities and components of the Ganges wastewater system are at or near end of life.

CRD staff's recommendation was that the Ganges Sewer Local Service Commission approve:

- a) proceeding with a public referendum to seek approval by assent of the electors to secure a loan authorization bylaw for infrastructure improvements as detailed in Appendix B in the amount of \$3,900,000, to be completed over the next five years;
- b) funding for the Public Engagement strategy in the amount of \$3,500 from capital reserves;
- c) funding for staff time related to advancing the capital improvements in the amount of \$15,000 from capital reserves; and
- d) funding for the Referendum process in the amount of \$10,000 from capital reserves.

The recommended alternative is required to ensure the Ganges system continues to operate in compliance with its Ministry of Environment operating permit.

At the above noted meeting, the Ganges Sewer Local Service Commission only approved recommendations "b" and "c". The rationale for this decision was to allow staff to first engage the community regarding the issue, alternatives, implications, costs and then the Commission would decide how best to proceed. The Commission also expressed the need to advance the public engagement strategy as soon as possible due to concerns expressed by staff regarding a potential infrastructure failure, regulatory issues, liability, costs and overall timelines for implementing any of the alternatives.

CRD staff also recommended using the Public Participation method developed by the International Association for Public Participation as a model for developing our public engagement strategy. The spectrum outlines varying levels of public participation: inform, consult, involve, collaborate, and empower. The taxpayers are empowered by default through the referendum process. However, at this point in the public engagement strategy, we recommend focusing on informing and consulting with the public to provide them with information needed to assist them in making an informed decision, see Appendix A for an overview of the program. During the process, obtaining public

feedback is important in order to determine the community understanding of the project and gauge their support.

The biggest challenge with this project is that many components of the Ganges Treatment Plant, as well as the two pump stations, are at end of life. Some of the replacements are required immediately, i.e. within six months to a year, the timeline for the remaining components are only slightly longer, 2 years.

ALTERNATIVES

Alternative 1: That the Ganges Sewer Local Service Commission proceed with a public open house in the last week of November or first week of December 2014 to solicit input from the community regarding the various alternatives to inform the next steps.

Alternative 2: That the Ganges Sewer Local Service Commission proceed with a public open house early in the new year (2015) to solicit input from the community regarding the various alternatives to inform the next steps.

IMPLICATIONS

Alternative 1 – This alternative will allow staff to expedite the public engagement process as soon as possible. CRD staff are concerned with any further delay in the replacement of the fine screens and treatment membranes and the potential for failure and ensuing fallout i.e. regulatory issues, liability, costs and environmental impacts.

It is recommended that we host a public open house in last week of November or first week of December 2014. While the timelines are tight, staff feels that this is still achievable.

The challenge with expediting the process is ensuring that we get a good “turn-out” from the public. The challenge will be securing a venue, preparing the storyboards, notification, and survey/questionnaire.

Alternative 2 – This alternative will allow staff more time to plan and design the public engagement process in the New Year.

The challenge with hosting an open house in the New Year is the delay in getting direction from the Commission and concerns expressed by staff regarding a potential infrastructure failure, regulatory issues, liability, costs, and timelines for implementing any of the alternatives.

CONCLUSION

The next step in the process is to engage the public to inform the Commission regarding the community's feeling with the various alternatives to replace existing infrastructure as many of the major facilities and components of the Ganges wastewater system are at or near end of life. CRD staff is recommending that the Ganges Sewer Local Service Commission proceed with a public open house in last week of November or first week of December 2014 to gauge the support of the community regarding the various alternatives to inform the next steps.

This alternative will allow staff to expedite the public engagement process as soon as possible due to concerns regarding a potential infrastructure failure, regulatory issues, liability, costs and overall timelines for implementing any of the alternatives.

RECOMMENDATION

That the Ganges Sewer Local Service Commission proceed with a public open house in the last week of November or first week of December 2014 to gauge the support of the community regarding the various alternatives to inform the next steps.

Craig Gottfred, P.Eng.,
Manager, Wastewater Engineering and
Planning
Integrated Water Services

Dan Robson, A.Sc.T
Manager, Saanich Peninsula and Gulf
Islands Operations
Infrastructure Engineering & Operations

Karla Campbell
Senior Manager, Salt Spring Island
Services Concurrence

Peter Sparanese, P.Eng.
Senior Manager, Infrastructure Engineering
and Operations
Concurrence

Ted Robbins, BSc., C Tech.
General Manager, Integrated Water
Services
Concurrence

PS/CG:mm

Attachment:

Appendix A Public Engagement Strategy

PUBLIC ENGAGEMENT STRATEGY OVERVIEW FOR GANGES WASTEWATER SYSTEM IMPROVEMENT PROGRAM

Purpose

1. To consult with Salt Spring Island residents who are on the Ganges Wastewater system about the proposed infrastructure upgrades.
2. To inform residents and stakeholders who are on the Ganges Wastewater system about the scope, implications and cost of the planned infrastructure upgrades. Education will cover basic information on the upgrades, preparing the public for a referendum vote on whether to undertake the improvement program.

Proposed Strategy

The strategy includes hosting an open house on a weekday evening in the New Year. This timing will allow the majority of residents who work during the day to attend to session. At the open house, there will be display boards and take-away fact sheets explaining the work program and its scope and implications. Experts will attend the session to answer any questions and hear any concerns that attendees express with the goal to have meaningful conversations about the project. We will also make use of the session to gather feedback through a survey that questions how they would vote in a referendum and what factors are influencing that decision. The open house will be promoted using the CRD website, posters at public bulletin boards, a media release distributed to local news outlets and print advertisements run in the Island Tides and Driftwood newspapers. The strategy should also include a means of engaging with residents who are unable to attend the open house through providing information and comment forms at the CRD Island Office and on the website.

Budget – Ganges Wastewater System Capital Replacements

Materials (Boards, FAQ Sheet, Survey, Signage)	\$1,000
Open House (Rental, 5 hours)	\$180
Accommodations (last ferry 7:50 pm)	\$250
Travel	\$70
Refreshments (Coffee, Tea, Water, Pastries)	\$600
Media – Advertising	\$750
Staff Time	\$650
Total	\$3,500

Detailed Public Engagement Plan

To be created once Commission decides on most appropriate improvement program and approves funding for public engagement activities.