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GANGES SEWER LOCAL SERVICES COMMISSION
Notice of Special Meeting on **MONDAY, MARCH 30, 2015 at 10:00 am**
Salt Spring Public Library, 129 McPhillips Avenue, Salt Spring Island, BC

Wayne McIntyre John Sprague Kevin Bell Gary Utter Rod Scotvold
Louis Pepin

AGENDA

1. **Approval of Agenda**
2. **Approval of Minutes- January 8, 2015**
3. **Chair and Director Reports**
4. **Reports**
 - 4.1 **Debt Payment Options For Ganges Wastewater Renewal Project – Debt Payment Options**
 - 4.2 **Ganges Wastewater Infrastructure Renewal Project Referendum and Next Steps**
5. **New Business**
6. **Outstanding Business**
7. **Adjournment**



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**Minutes of the Special Meeting of the Ganges Sewer Local Service Commission
Held January 8, 2015 at the Salt Spring Public Library, 129 McPhillips Avenue, Salt Spring
Island, BC**

DRAFT

PRESENT: **Alternate Director:** Peter Lake
Commission Members: John Sprague, Gary Utter, Kevin Bell, Rod Scotvold, Louis Pepin
Staff: Keith Wahlstrom, Manager, Engineering; Peter Sparanese, IWS Senior Manager; Dan Robson, IWS Operations Manager; Craig Gottfred, Manager Distribution Engineering; Dale Puskas, Project Engineer, IWS, Erin Jory, Recording Secretary

Chair Utter called the meeting to order at 1:02pm.

1. Approval of Agenda

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

CARRIED

2. Reports

2.1 Sludge Disposal Option

MOVED by Commissioner Bell, **SECONDED** by Commissioner Scotvold,

That the Ganges Sewer Local Services Commission receive this staff report for information and review options at the preliminary design stage as initially envisioned for this project.

CARRIED

2.2 Ganges Sewer Infrastructure Replacement Project – Results of the Public Open House Meeting

MOVED by Commissioner Sprague, **SECONDED** by Commissioner Bell,
That the Ganges Sewer Local Service Commission:

1. Receive the Public Open House results for information purposes;
2. Approve Option1 in the amount of \$3,900,000 as recommended by CRD staff;
3. Approve preparation of New Building Canada Fund – Small Communities grant request based on scope as identified in Option 1;
4. Approve funding for the Referendum process in the amount of \$10,000 from capital reserves; and
5. Approve funding a Community Hall meeting to present the results of the open house meeting to the public in the amount of \$2,500 from capital reserves.

CARRIED

3. Amortization Period

MOVED by Commissioner Bell, **SECONDED** by Commissioner Scotvold,
That the Ganges Sewer Local Services Commission approve a 25-year amortization
period for funding of the Ganges Sewer Infrastructure Replacement Project in the amount
of \$3,900,000.

CARRIED

4. Adjournment

MOVED by Commissioner Bell, **SECONDED** by Commissioner Sprague,
That the meeting be adjourned at 3:32pm.

CARRIED

CHAIR

SENIOR MANAGER



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Agenda Item 4.1

**REPORT TO GANGES SEWER COMMISSION
MEETING OF MONDAY, MARCH 30, 2015**

**SUBJECT DEBT REPAYMENT OPTIONS FOR GANGES WASTEWATER RENEWAL
PROJECT**

ISSUE

To provide debt repayment options for the proposed load to fund the Ganges Wastewater Renewal Project

BACKGROUND

The Ganges Wastewater Infrastructure Renewal Project is estimated of \$3,900,000, all of which must be borrowed and repaid by the service area.

During the initial discussions with the Commission, the financial impact of the borrowing was shown as a parcel tax to each legal parcel (folio). This is a typical method of recovering revenue for debt repayment for utilities in a residential area.

However, due to the variety of user types (residential, commercial and institutional) within the Ganges sewer area, the Commission requested staff to review alternative debt repayment scenarios.

The Ganges sewer annual rate calculation is attached as Appendix A. Generally, the fees are pro-rated between residential, business and institutions based on the measured water used for each connection.

ALTERNATIVES

That the Ganges Sewer Commission recommends:

1. That a debt payment schedule for the Ganges Sewer System Rehabilitation Project be based on the current fees and services bylaw for allocating user costs with a debt amortization period of 25 years.
2. That a debt payment schedule for the Ganges Sewer System Rehabilitation Project be based on taxable folios, with a debt amortization period of 25 years.
3. That a debt payment schedule for the Ganges Sewer System Rehabilitation Project be based assessed value, with a debt amortization period of 25 years.
4. That a debt payment schedule for the Ganges Sewer System Rehabilitation Project be based on a ratio of 1/3 parcel tax, 1/3 user fee, 1/3 assessment, with a debt amortization period of 25 years.
5. That a debt payment schedule for the Ganges Sewer System Rehabilitation Project be based on a ratio of 1/4 parcel tax, 1/2 user fee, 1/4 assessment, with a debt amortization period of 25 years.

6. That a debt payment schedule for the Ganges Sewer System Rehabilitation Project be based on a ratio of 10% parcel tax, 90% user fee, no allocation to assessment, with a debt amortization period of 25 years.
7. That a debt payment schedule be referred back to staff to develop further options.

IMPLICATIONS

SOCIAL IMPLICATIONS

The repayment of debt for the Ganges Wastewater Renewal project will have a significant financial impact and therefore needs to be equably balanced between residential, business and institutional users.

ECONOMIC IMPLICATIONS

The financial impact will vary between residential, business and institutional users depending on how the debt repayment is structured.

Four scenarios have been developed for consideration with each outlined below. The common factors for each are:

- amount borrowed: \$3,900,000
- number of taxable parcels (folios): 419 (328 residential 91 business)
- number of single family equivalents: 565
- interest rate on debt: 2.45%
- tax rate differential (for assessment): residential 1.00, business 2.45

These scenarios were then evaluated over varying amortization periods to ensure several financial options were explored. This has created a large matrix of options for consideration.

Further, the analysis only considers new debt and does not look at the impact of inflation or other adjustments that have been presented in the 2015 budget and 5 year plan.

With respect to MFA borrowing, each new issue will generally be for a 10 year term, which means the lending rate will be set from the date of funding for a period of 10 years. Members have the option to borrow for periods ranging from of 5 to 30 years, therefore, any terms that exceed the 10 year period will have the lending rate reset starting in year 11. Typically, the rate will be reset for the next 5 years covering the start of year 11 to the end of year 15, and this "5 year reset process" will continue as required (i.e. until loan obligations mature). Interest payments will be required semi-annually; with the first interest payment being 6 months after proceeds are received. Interest costs over the life of the loan are based on the original amount borrowed.

The tables in Appendix B detail the various scenarios and options, which are summarized in each discussion item below including their advantages and disadvantages.

Scenario 1 – User Fee

This option allocates the debt servicing costs by the formula contained in the existing fees and services charges bylaw. Essentially, the costs are spread out to all users based on measured water consumption.

Based on 2.45% interest for 1 st 10 years.	15 Year Amortization	20 Year Amortization	25 Year Amortization
Residential:	\$ 128,759	\$ 100,985	\$ 91,941
Business:	\$ 114,819	\$ 90,051	\$ 81,986
Institutional:	\$ 54,090	\$ 42,422	\$ 38,623
Total:	\$ 297,668	\$ 233,458	\$ 212,550
Annual Cost Per Single Family Equivalents (565)	\$ 228	\$ 179	\$ 163

The advantages of this option are:

- the required payment per SFE (and therefore real property owners of residential lots) is lower
- transfers the costs to all users
- transfers a portion of the costs to the institutional users who are a significant burden on the system and who receive revenue from the broader community

The disadvantages of this option are:

- eligible property owners cannot defer cost by deferring taxes
- individual rates may vary year by year as water consumption patterns change
- vacant property owners will not pay a portion of the cost
- businesses have significant variation in water use - from minimal users to high volume users and therefore there could be perceived inequality between them based on type of business

Scenario 2 – Parcel Tax

This option allocates the debt servicing costs by taxable folios (real property).

Based on 2.45% interest for 1 st 10 years.	15 Year Amortization	20 Year Amortization	25 Year Amortization
Residential:	\$ 233,019	\$ 182,755	\$ 166,388
Business:	\$ 64,649	\$ 50,703	\$ 46,162
Institutional:	\$ 0	\$ 0	\$ 0
Total:	\$ 297,668	\$ 233,458	\$ 212,550
Annual Cost Per Parcel (419) Residential or Business	\$ 710	\$ 557	\$ 507

This option impacts only owners of real property and excludes exempt properties (such as the schools and hospitals), as well as, rental properties situated on a single folio.

The advantages of this option are:

- the required payment is known by each parcel owner and ensures sufficient funds for debt servicing costs.
- simple, transparent calculation
- vacant property will incur a cost
- allows eligible property owners to defer tax

The disadvantages of this option are:

- not all users pay for the work, including some of the highest volume users of the system

Scenario 3 – Assessment

This option allocates the debt servicing costs based on the assessed value of each taxable (folio) property. This option impacts the same group of users identified in scenario 2.

Based on 2.45% interest for 1 st 10 years.	15 Year Amortization	20 Year Amortization	25 Year Amortization
Residential:	\$ 86,280	\$ 67,669	\$ 61,609
Business:	\$ 211,387	\$ 165,789	\$ 150,941
Institutional:	\$ 0	\$ 0	\$ 0
Total:	\$ 297,668	\$ 233,458	\$ 212,550
Average Increase per Residential Lot	\$ 332	\$ 260	\$ 237

The advantages of this option are:

- the required payment per residential real property owners is lower
- transfers the costs to the business community who will need to transfer the costs to the broader community, not just the Ganges sewer users
- vacant property will incur a cost

The disadvantages of this option are:

- transfers a significant portion to the business community
- complex calculation
- individual rates may vary year by year as assessments change
- vacant property will not incur any additional costs
- not all users pay for the work, including some of the highest volume users of the system

Scenario 4 – Combination of Parcel Tax, User Fee and Assessment

This option uses a proportion of each scenario. The table below shows how allocating the split at different percentages, impacts each user group.

1/3 Parcel Tax, 1/3 User Fee, 1/3 Assessment

Based on 2.45% interest for 1 st 10 years.	15 Year Amortization	20 Year Amortization	25 Year Amortization
Residential:	\$ 149,363	\$ 117,148	\$ 106,659
Business:	\$ 130,278	\$ 102,176	\$ 93,025
Institutional:	\$ 18,028	\$ 14,139	\$ 12,873
Total:	\$ 297,668	\$ 233,464	\$ 212,557
Average Cost Per SFE	\$ 76	\$ 60	\$ 54
Average Cost Per Single Family Residential Lot	\$ 423	\$ 332	\$ 302

1/4 Parcel Tax, 1/2 User Fee, 1/4 Assessment

Based on 2.45% interest for 1 st 10 years.	15 Year Amortization	20 Year Amortization	25 Year Amortization
Residential:	\$ 144,204	\$ 113,098	\$ 102,969
Business:	\$ 126,418	\$ 99,149	\$ 90,269
Institutional:	\$ 27,045	\$ 21,211	\$ 19,311
Total:	\$ 297,668	\$ 233,458	\$ 212,550
Average Cost Per SFE	\$ 114	\$ 89	\$ 81
Average Cost Per Single Family Residential Lot	\$ 375	\$ 293	\$ 267

10% Parcel Tax, 90% User Fee, 0% Assessment

Based on 2.45% interest for 1 st 10 years.	15 Year Amortization	20 Year Amortization	25 Year Amortization
Residential:	\$ 139,185	\$ 109,162	\$ 99,385
Business:	\$ 109,802	\$ 86,116	\$ 78,404
Institutional:	\$ 48,681	\$ 38,180	\$ 34,761
Total:	\$ 297,668	\$ 233,458	\$ 212,550
Average Cost Per SFE	\$ 205	\$ 161	\$ 146
Average Cost Per Single Family Residential Lot	\$ 276	\$ 216	\$ 197

Each of the advantages and disadvantages noted in the first three scenarios are relevant at varying degrees, depending on the ratio chosen.

CONCLUSION

The cost of servicing the debt that will be borrowed to pay for the Rehabilitation Project should be shared among the 3 tiers of ratepayers: Residential, Business and Institutional. Institutional organizations do not pay taxes. Therefore, the existing consumption fee schedule should be used to fund the majority of the costs.

The recommended debt payment schedule is based on an amortization period of 25 as requested by the Ganges Sewer Commission. This results in the lowest cost per year per household. However, the total cost to each household over the life of the amortization period will be higher than the cost over 15 or 20 years.

RECOMMENDATION

That the Ganges Sewer Commission recommends:

That a debt payment schedule for the Ganges Sewer System Rehabilitation Project be based on the current fees and services bylaw for allocating user costs with a debt amortization period of 25 years.

Keith Wahlstrom, P.Eng.
Manager, Engineering, Salt Spring Island
Electoral Area

Rajat Sharma
Senior Manager, Finance Services

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

Karla Campbell
Senior Manager, Salt Spring Island Electoral
Area
Concurrence

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

KW:ts:

Attachments: Appendix A: (Bylaw 3864 - Schedule "D" USER RATES FOR GANGES SEWERAGE)
Appendix B: Scenarios and Debt Payment Options:

APPENDIX A – Bylaw 3864 - Schedule “D” USER RATES FOR GANGES SEWERAGE)

SCHEDULE "D"

USER RATES FOR GANGES SEWERAGE

A. Billing and Payment:

- 1) The user rate imposed under Section 6 (d) of this bylaw is due and payable upon invoice by the Capital Regional District.
- 2) If the user fee is not paid within thirty (30) days of the billing date for the user fee, a late payment charge of 2.5% of the past due amount shall be added to all delinquent sewer bills.
- 3) An amount of user fee, together with any penalty added under Subsection 2 will be considered to be a user fee in arrears.
- 4) All payments received will be applied firstly against user fees in arrears, and then to current balances.
- 5) A user fee which is unpaid as of December 31 in any year which it is payable will constitute a charge or lien on the land and improvements in respect of which the charge is imposed in accordance with Section 364 of the *Local Government Act* and may be collected as taxes in accordance with Section 376 of the *Local Government Act*.

For the purposes of this Schedule:

- B. **"Average Residential Consumption"** means the average water consumption of all Residential Properties in the applicable year.

"Business Property" means property, subject to this bylaw, which is classified as Class 6 by the British Columbia Assessment Authority and also includes fire halls, Coast Guard facilities, and other federal, provincial and local government buildings, but does not include institutional property.

"Institutional Property" means schools, hospitals, long-term and extended care facilities, subject to this bylaw, but does not include libraries or churches.

"Net Cost" means the cost of operating, maintaining and paying debt charges payable in the current year for the sewerage system less all other revenue received for the sewerage system including grants and parcel tax levies.

"Premises" means any structure with a roof and with walls enclosing more than 60 per cent of the total perimeter.

"Residential Property" means property, subject to this bylaw, classified as Class 1 by the British Columbia Assessment Authority and includes churches and libraries, each of the latter is considered, for the purposes of this bylaw, a Single Family Equivalency.

"Single Family Equivalency" means and includes a single family dwelling unit intended for the use or occupancy by one or more individuals as a non-profit household, and includes a

dwelling unit in an apartment, condominium, duplex, or other multiple family facility and a church or a library.

“User Charge” means a charge imposed under Section 1 of this bylaw.

“User Fund” means the total operating cost including debt repayment payable in the current year of the Ganges Sewerage Local Service Area, less the funds generated by the Parcel Tax.

“Water Consumption” means the total consumption of water used by a Business, Institutional, and Residential Property as measured by meter installed, read, and adjusted, if necessary, by the water supplier for the eight month period commencing September 1st and ending April 30th in the calendar year for which the user charge is imposed. In the event of a new installation or a change of use of an existing installation, the water consumption for the initial year will be estimated by the General Manager, based on average water usage values for similar users within the Local Service Area.

The user fund shall in each year be divided into three shares as follows:

C.

- 1) The Business Share shall be the percentage of the User Fund that the total Water Consumption of all Business Properties is of the total Water Consumption of all Business, Institutional and Residential Properties.
- 2) The Institutional Share shall be the percentage of the User Fund that the total Water Consumption of all Institutional Properties is of the total Water Consumption of all Business, Institutional and Residential Properties.
- 3) The Residential Share shall be the percentage of the User Fund that the total Water Consumption of all Residential Properties is of the total Water Consumption of all Business, Institutional and Residential Properties.

D.

- 1) The Business Share of the User Fund shall be paid by all the owners or occupiers of Business Property that is subject to a User Charge.
- 2) The Institutional Share of the User Fund shall be paid by all the owners or occupiers of Institutional Property that is subject to a User Charge.
- 3) The Residential Share of the User Fund shall be paid by all the owners or occupiers of Residential Property that is subject to a User Charge.

E. Each owner or occupier of a Business Property that is subject to a User Charge shall pay their share of the Business Share:

- 1) The Business Share is divided into two equal portions of 50 per cent each.
- 2) One portion of the Business Share is divided amongst the Business Properties that are subject to a User Charge, based on the percentage that the square footage of the exterior measurement of the Premises on a Business Property represents in relation to the total of all Premises on all Business Properties within the local service area.

- 3) The second portion of the Business Share is divided amongst the business properties that are subject to a User Charge based on the percentage of the Water Consumption of the Business Share that is used by that property.
- F. Each owner or occupier of an Institutional Property that is subject to a User Charge shall pay the percentage of the Institutional Share that the Water Consumption of its property is of the total Water Consumption of all Institutional Properties, of the Institutional Share.
- G. Each owner or occupier of a Residential Property that is subject to a User Charge shall pay:
- 1) \$150.00 for each Single Family Equivalency; plus
 - 2) The percentage of the Residential Share that the Water Consumption of his property is of the total Water Consumption of all Residential Properties of the Residential Share after deducting the monies payable under G (1) from the Residential Share.

APPENDIX B – Scenarios and Debt Payment Options:

Ganges Sewer Capital Project

Funding Scenarios 20 Years at 2.45%

Annual Incremental Cost of \$3.9 million

	2014				
	Parcel Tax	User Fee	Asst Tax	10% PT, 90% UF	Combination 1/4 PT, A 1/2 UF 1/3 each
Annual Cost					
Residential	\$182,755	\$100,985	\$67,669	\$109,162	\$113,098
Business	\$50,703	\$90,051	\$165,789	\$86,116	\$99,149
Institutional	\$0.00	\$42,422	\$0.00	\$38,180	\$21,211
Total	\$233,458	\$233,458	\$233,458	\$233,458	\$233,458
Parcel Tax per:					
Resident (328)	\$557.18	\$0.00	\$0.00	\$55.72	\$139.29
Business (91)	\$557.18	\$0.00	\$0.00	\$55.72	\$139.29
Institutional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
User Fee per:					
Resident (565 SFE's)	\$0.00	\$178.73	\$0.00	\$160.86	\$89.37
Business (59 Cxtns)	\$0.00	1,526.29	\$0.00	\$1,373.66	\$763.15
Institutional (13 Cxtns)	\$0.00	3,263.23	\$0.00	\$2,936.91	\$1,631.62
Assessment Tax per:					
Resident	\$0.00	\$0.00	\$260.46	\$0.00	\$65.11
Business	\$0.00	\$0.00	\$1,306.35	\$0.00	\$326.59
Institutional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



**REPORT TO GANGES SEWER LOCAL SERVICES COMMISSION
MEETING OF MONDAY, MARCH 30, 2015**

**SUBJECT GANGES WASTEWATER INFRASTRUCTURE RENEWAL PROJECT
REFERENDUM AND NEXT STEPS**

ISSUE

To outline the Referendum process and the next steps required to advance to the Ganges Wastewater Infrastructure Renewal project.

BACKGROUND

At the January 8, 2015 commission meeting, the commission approved a 25-year loan amortization period. The community will want to know the amortization period as part of the referendum process to ensure they understand the implications from a parcel tax perspective.

Since that meeting, the Electoral Area Services Committee approved the recommendation presented to the CRD Board at the meeting of February 11, 2015.

At the CRD Board of February 11, 2015 the following items were authorized:

1. That the Capital Regional District Board endorse the New Building Canada - Small Community Fund grant application to cover up to a maximum of two-thirds of the project's grant-eligible costs for the Ganges Wastewater System Renewal Project and commit to completing a referendum process to seek elector consent of the loan authorization bylaw required to implement the project; and
2. That Bylaw No.4007, "Ganges Sewerage System Loan Authorization Bylaw No.1, 2015" be introduced and read a first and second time, and read a third time; and
3. That Capital Regional District staff implement a referendum process under Section 801.2 of the Local Government Act.

CRD staff submitted the New Building Canada - Small Communities Fund (SCF) grant application on February 18, 2015.

The next steps in the Referendum process are presented in Table 1 on the next page.

Table 1 PROGRESS - NEXT STEPS IN THE PROCESS

1. Confirm a loan amortization period (20 year selected)	Complete
2. CRD Board approval of 1st, 2nd & 3rd readings - Loan Authorization Bylaw.	Complete
3. Send Loan Authorization Bylaw to Inspector of Municipalities (4-6 weeks)	Complete
4. Submit New Building Canada – Small Communities Fund Grant Application	Complete
5. Ganges Commission Meeting	Mar 30
6. Approval of second Open House or Town Hall (Venue to be determined)	Mar 30
7. Prepare draft Community Notice & FAQ	Mar 30
8. CRD Board to establish Referendum question, polls & Election Officer	April 8
9. Finalize Community Notice & FAQ	Apr 10
10. Based Referendum date of Jul 25 – Approval of Inspector of Municipalities	May 8
11. Prepare Mail-out to residents and property owners	Jun 11
12. Proposed 2nd Open House or Town Hall meeting	Jun 13
13. Advertise official notices prior to Referendum	Jun - Jul
14. Advance voting (Wednesday before vote)	Jul 8 & Jul 15
15. Referendum Voting Day	Jul 25
16. Board receives Referendum results and, if successful, adopts bylaws	Jul 27
17. 30-day quashing period ends	Aug 27
18. Apply for Certificate of Approval	Aug 31
19. Potential announcement of New Building Canada Fund Grant	Fall 2015
20. Secure initial draw on MFA Loan	October

Note: The Referendum date is tentative and has not been approved by CRD Legislative Services.

ALTERNATIVES

That the Ganges Water and Sewer Local Services Commission approve:

Alternative 1

1. A referendum date of July 25, 2015 for the Ganges Infrastructure Renewal Project.
2. A second Open House or Town Hall meeting for June 13, 2015 of for the Ganges Infrastructure Renewal Project to be funded from capital reserves at an estimated cost of up to \$4,500.

Alternative 2

1. An alternative date as identified by the Commission and approved by CRD Legislative and Information Services section.
2. A second Open House or Town Hall meeting to be held 3–4 weeks prior to the Referendum date.

IMPLICATIONS

Alternative 1 – The New Building Canada Fund Grant Application has been submitted and the further along the project is in the administrative process will improve the chance of receiving a grant. As well, further delay is replacing the membranes at the Ganges Wastewater Treatment Plant is not recommended. A second opportunity to meet with the property owners and provide details of the project is important part of disseminating the information.

Alternative 2 – A referendum at a later date would delay the process and ability to advance the project. As well, as the effluent quality from the failing membranes continues to decline, compliance with MOE Permit requirements will be a challenge.

CONCLUSION

This is a critical infrastructure project for the Ganges Sewer service, which is required to avoid regulatory compliance issues due to failure of the wastewater treatment plant to produce the required effluent quality. The process next steps have been identified to advance this project in a timeframe to improve the opportunity for grant funding, while avoiding delays to the improvements required.

RECOMMENDATION

That the Ganges Water and Sewer Local Services Commission approve:

1. A referendum date of July 25, 2015 for the Ganges Infrastructure Renewal Project.
2. A second Open House or Town Hall meeting for June 13, 2015 for the Ganges Infrastructure Renewal Project to be funded from capital reserves at an estimated cost of up to \$4,500.

Craig Gottfred, P.Eng.
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Keith Wahlstrom, P.Eng.
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Karla Campbell
Senior Manager, Salt Spring Island Services
Concurrence

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

CG:ls:

Att: Communication Plan for Town Hall meeting and Open House

GANGES SEWER LOCAL SERVICE COMMISSION
INFRASTRUCTURE REPLACEMENT PROJECT

PROPOSED OPEN HOUSE

Purpose

To provide another opportunity for property owners learn about the project and get their questions answered.

Proposed Strategy

The strategy includes hosting a second Open House on June 13, 2015 in Ganges for residents who are on the Ganges wastewater system to attend. At the meeting, there will be a updated project storyboards and 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 meeting will be promoted using the project website, direct mail-out invitation to customers and advertising in the local media and possibly through local Facebook groups.

Budget – Ganges Open House	
Overall Budget	\$4,500
Materials (Printing, Signage, Copies of Report Summary)	\$1,000
Staff Time	1,000
Prepare and upload Website content	\$500
Open House (Rental, 5 hours)	\$150
Travel (Vehicle Rental, Ferry, Meals)	\$350
Refreshments	\$500
Promotion (Mail-Out and advertising)	\$1,000

GANGES SEWER LOCAL SERVICE COMMISSION

WASTEWATER INFRASTRUCTURE REPLACEMENT PROJECT

PROPOSED TOWN HALL MEETING

Purpose

To provide another opportunity for property owners learn about the project and get their questions answered.

Proposed Strategy

The strategy includes hosting a town hall style meeting on either June 13 in Ganges for residents who are on the Ganges wastewater system to attend. At the meeting, there will be a PowerPoint presentation on updates to the project and results of the feedback, as well as, a question-and-answer period for residents to ask questions of CRD staff and Ganges Sewer Committee members. 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. The meeting will be promoted using the project website, direct mail-out invitation to customers and advertising in the local media and possibly through local Facebook groups.

Budget – Ganges Town-Hall Meeting	
Overall Budget	\$4,500
Materials (Printing, Signage, Copies of Report Summary)	\$1,000
Staff Time	\$1,000
Prepare and upload Website content	\$500
Open House (Rental, 5 hours)	\$150
Travel (Vehicle Rental, Ferry, Meals)	\$350
Refreshments	\$500
Promotion (Mail-Out and advertising)	\$1,000