

**GANGES SEWER LOCAL SERVICE COMMISSION**  
Notice of Meeting on **FRIDAY, JUNE 12, 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

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**AGENDA**

- 1. Approval of Agenda**
- 2. Approval of Minutes - March 30, 2015**
- 3. Chair and Director Reports**
- 4. Reports**
  - 4.1 Ganges Wastewater Infrastructure Renewal Project Referendum and Next Steps**
- 5. New Business**
  - 5.1 Letter dated May 6, 2015, from Wolfe-Milner Land Surveying Inc., re: Sewer Inclusion request - 241 Fulford Ganges Road**
- 6. Outstanding Business**
- 7. Adjournment**



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**Minutes of the Special Meeting of the Ganges Sewer Local Service Commission  
Held March 30, 2015 at the Salt Spring Public Library, 129 McPhillips Avenue, Salt Spring  
Island, BC**

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**DRAFT**

**PRESENT:** **Director:** Wayne McIntyre  
**Commission Members:** Gary Utter (Chair), John Sprague, Kevin Bell, Louis Pepin  
**Staff:** Karla Campbell, Senior Manager, Keith Wahlstrom, Engineer; Peter Sparanese, IWS Senior Manager; Dan Robson, IWS Operations Manager; Craig Gottfred, Manager Distribution Engineering; Diana Lokken, General Manager Finance & Technology, Peggy Dayton, CRD Finance, Erin Jory, Recording Secretary  
**Absent:** Rod Scotvold

Chair Utter called the meeting to order at 10:02pm.

**1. Approval of Agenda**

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

**CARRIED**

**2. Approval of Minutes – January 8, 2015**

**MOVED** by Commissioner Bell, **SECONDED** by Commissioner Pepin,  
That the Minutes of January 8, 2015 be approved.

**CARRIED**

**3. Chair and Director Reports**

No reports were presented.

**4. Reports**

**4.1 Debt Payment Options for Ganges Wastewater Renewal Project – Debt Payment Options**

Presentation by Diana Lokken, General Manager of Finance & Technology, followed by general discussion and questions from the Commission.

**MOVED** by Commissioner Bell, **SECONDED** by Commissioner Sprague,  
That the Ganges Sewer Local Service Commission recommend that a debt payment schedule for the Ganges Sewer System Rehabilitation Project be based on the current fees and services bylaw for allocating user cost with a debt amortization period of 20 years, with the right to reserve discussion on the breakdown of residential rate structure.

**CARRIED**

**4.2 Ganges Wastewater Infrastructure Renewal Project Referendum and Next Steps**

**MOVED** by Chair Utter, **SECONDED** by Commissioner Bell,  
That the Ganges Sewer Local Service Commission approve a Referendum date of July 25, 2015, with a Town Hall meeting to be held within three to four weeks prior to the Referendum on a date to be determined and at an estimated cost of \$4,500, with notice of the Town Hall meeting and Referendum date included in the next billing cycle.

**CARRIED**

**5. New Business**

No items were brought forward.

**6. Outstanding Business**

No items.

**7. Adjournment**

**MOVED** by Commissioner Sprague, **SECONDED** by Commissioner Bell,  
That the meeting be adjourned at 12:11pm.

**CARRIED**

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**CHAIR**

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**SENIOR MANAGER**



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**REPORT TO GANGES SEWER LOCAL SERVICE COMMISSION  
MEETING OF FRIDAY, JUNE 12, 2015**

**SUBJECT      GANGES WASTEWATER INFRASTRUCTURE RENEWAL PROJECT  
REFERENDUM AND NEXT STEPS - JUNE 2015**

**ISSUE**

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

**BACKGROUND**

Capital Regional District (CRD) staff submitted the New Building Canada - Small Communities Fund (SCF) grant application on February 18, 2015. We are anticipating an announcement by the Province in the fall.

At the March 30, 2015 Ganges Sewer Local Service Commission meeting, the Commission approved a 20-year loan amortization period.

At the CRD Board meeting on May 13, 2015, a staff report requested the appointment of the Chief Election Officer – Thomas F. Moore for the Referendum Vote on July 25.

The Commission has agreed to the date of June 23, 2015 for the Town Hall Meeting to be held at the Ganges Public Library. The Commission approved a budget of \$4,500 for the Town Hall Meeting at its last meeting.

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

**Table1      PROGRESS - NEXT STEPS IN THE PROCESS**

1. Ganges Commission - Approval of Option 1	Jan 8 Complete
2. CRD Board approval of 1st, 2nd & 3rd readings - Loan Authorization Bylaw.	Feb 11 Complete
3. Send Loan Authorization Bylaw to Inspector of Municipalities (4-6 weeks)	Feb 15 Complete
4. Submit New Building Canada – Small Communities Fund Grant Application	Feb 18 Complete
5. Confirm a loan amortization period (20 year selected)	Mar 30 Complete
6. Approval of Open house	Mar 30 Complete
7. Prepare draft Community Notice & FAQ	Mar 30 Complete
8. Ganges Commission Meeting	Mar 30 Complete
9. CRD Board to establish Referendum question, polls & Officer	May 13 Complete
10. Based Referendum date of Jul 25 – Approval of Inspector of Municipalities	May 21 Complete
11. Ganges Commission Meeting – Project Status	Jun 2

**Table1      PROGRESS - NEXT STEPS IN THE PROCESS**

12. Mail-out Community Notice & FAQ	before Jun 17
13. Town Hall meeting	Jun 23
14. Advertise official notices prior to Referendum	Jun - Jul
15. Advance voting (Wednesday before vote)	Jul 15 & 22
16. <b>Referendum Voting Day</b>	<b>Jul 25</b>
17. Board receives Referendum results and, if successful, adopts bylaws	Aug 13
18. 30-day quashing period ends	Sep 14
19. Apply for Certificate of Approval	Sep 14
20. Potential announcement of New Building Canada Fund Grant	Fall 2015
21. Secure initial draw on MFA Loan	October 2015

The Community Notice and FAQ will be mailed out by June 8, 2015. Comments provided by the Commission will be reviewed and incorporated prior to mail-out. A draft of the Community Notice, FAQ and PowerPoint Presentation for the Town Hall Meeting will be provided at the meeting for feedback/comments.

**ALTERNATIVES**

**Alternative 1**

That the Ganges Sewer Local Service Commission accept this report for information.

**Alternative 2**

That the Ganges Sewer Local Service Commission request additional information.

**IMPLICATIONS**

**Alternative 1 – None**

**Alternative 2 – None**

**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 next steps in the process are identified to advance this project in a timeframe to improve the opportunity for grant funding, while avoiding delays to the improvements required. The project is progressing on schedule.

**RECOMMENDATION**

That the Ganges Sewer Local Service Commission accept this report for information.

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Craig Gottfred, P.Eng.  
Manager, Wastewater Engineering and  
Planning

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

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

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Karla Campbell  
Senior Manager, Salt Spring Island Electoral  
Area  
Concurrence

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

CG:ls:

RECEIVED MAY 06 2015

Ganges Sewer Local Service Commission  
Agenda June 12, 2015  
Item 5.1

Ganges Sewer Local Service Commission  
c/o Mr. Keith Wahlstrom, P. Eng.  
145 Vesuvius Bay Road  
Salt Spring Island, B.C.  
V8K 1K3

May 6, 2015

Dear Sirs:

RE: Inclusion of 241 Fulford Ganges Road within Ganges Sewer Area – Lot 1, Section 20, Range 4 East, North Salt Spring Island, Cowichan District, Plan 10572.

I have been asked to confirm several items before the commission will make any recommendations with respect to this application.

Lot Density pursuant to Islands Trust Land Use bylaw #355

The property is in the C4 zone and is 0.406 hectares.

The minimum (and average) parcel size allowed in this zone is 0.046 ha when in the sewer district and NSS Water District. The property is in the water district and I am aware of the present moratorium on connections. This means potentially 8 parcels could be created, however this is not practical because of the following reasons:

The provision of common access to the lots and the parking requirements associated with the allowable use uses up approximately half the lot area. My calculations determined that creating three lots would fit within the property most efficiently. This is not to say more lots could not be created but this would mean smaller lots with smaller buildings and more parking which seems inappropriate for this part of the island.

Capacity Purchase Surcharge

We are obligated to pay for this and have considered this in our proposal. Based on Schedule A of bylaw 3262 I concluded that the use under Table 16 (office-no cafeteria) would apply. Assuming 5 employees per strata lot at 50 litres per day I assume the cost charge per lot would be the minimum of \$2390 per lot.


The existing sewer is along the Fulford-Ganges Road so no extension should be necessary.

The existing building would be connected immediately. Similarly the two other underdeveloped lots would be connected to the existing sewer but be stubbed off until the buildings were constructed. I am assuming all three connection fees would have to be paid at the time of connection to the sewer, not connection to the building.

I am aware that other potential developments are being considered. The larger community housing does not have zoning which permits what is being proposed whereas 241 Fulford Ganges Road does have the zoning. Accordingly I believe that my proposal should be considered before any other proposal that does not have appropriate zoning.

Thank you and I look forward to your reply.

Yours truly,



Brian G. Wolfe-Milner