



Making a difference...together

GANGES SEWER LOCAL SERVICE COMMISSION
Notice of Meeting on **Thursday, April 18, 2019 at 11:00 am**
Creekside Meeting Room, 108 121 McPhillips Ave, Salt Spring Island, BC

Gary Holman

Gary Utter

Rod Scotvold

David Toynbee

Mike de Carle
(via telephone)

AGENDA

- 1. Approval of Agenda**
- 2. Approval of Minutes – October 4, 2018**
- 3. Delegations/Presentations**
- 4. Chair and Director Reports**
- 5. New Business**
 - 5.1 Request for Inclusion into Ganges Sewer System-154 Kings Lane**
- 6. Outstanding Business**
- 7. Adjournment**

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

EXEC-1295039085-1987



Making a difference...together

**Minutes of the of the Ganges Sewer Local Service Commission
Held October 4, 2018 at 108 121 McPhillips Ave, Salt Spring Island, BC**

DRAFT

PRESENT:

Director: Wayne McIntyre

Commission Members: Gary Utter, David Toynbee, Mike de Carle via telephone conference.

Staff: Karla Campbell, Senior Manager SSI Electoral Area; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Chris Davidson, Manager Engineering; Peggy Dayton, Senior Finance Analyst; Thea Cleave, Financial Analyst 2; Tracey Shaver, Recording Secretary

Absent: Rod Scotvold.

Chair Utter called the meeting to order at 1:00 pm.

1. Approval of Agenda

MOVED by Director McIntyre, **SECONDED** by Commissioner Toynbee,
That the Ganges Sewer Local Service Commission agenda for October 4, 2018
be approved.

CARRIED

2. Adoption of Minutes of the August 30, 2018

MOVED by Commissioner de Carle, **SECONDED** by Commissioner Toynbee,
That the Ganges Sewer Local Service Commission meeting minutes of August 30,
2018 be approved as submitted.

CARRIED

3. Delegation/Presentation: Tom Toynbee

Mr. Toynbee provide historical information on the Ganges wastewater treatment plant. World class membrane bioreactor system (MBR) installed in middle of village and still using relevant technology today.

4. Director and Chair Reports

4.1 Director McIntyre briefly reported on:

- Bike park opened; great to see continuing use
- Second Indoor tennis court opened
- SSIWPA Strategic Plan- reviewed responsibility & funding; potential for Water Authority
- CRD Grants in Aid- Marine Search and rescue "beacon"; Wagon Wheel Emergency Housing aid; Farmland Trust-Root Cellar fire suppression
- CREST- Difficulties with connections in some places on SSI; working with Telus to resolve
- Capital Regional Housing Corporation: Michigan Square affordable housing project; new federal building code increasing construction costs by 20%, will be felt across region

- Destination Management and Marketing Organization approved by CRD Board; Supported by SGI & SSI accommodation sector; 2% tax to be used to promote off season tourism
- Water Collection: Working with CRD Building inspection to develop a simple guide and design for rain water harvesting for tanks up to 3,000 gallons. Potential for bulk buying of tanks
- CRD Board completed 49 out of 51 strategic priorities; notable for progress with climate action and 1st Nations communications

4.2 Chair Utter briefly commented:

- Good news that project on time and budget
- Like to see the reclaimed water used to supplement community shortages
- Small service running well; allows development of commercial and residential properties in service area

5. Report

5.1 2019 Operating And Capital Budget

- Put aside funds for the eventual replacement of the MBR versus additional borrowing (+/- \$500,000)
- Parcel Tax charges stable from 2015
- Watch balance between surplus and reserve funds.
- Connection costs are flat; no development charges in bylaw

MOVED by Commissioner Toynbee, **SECONDED** by Director McIntyre,
That the Ganges Sewer Local Service Commission:

1. Approve the 2019 operating and capital budget as presented, and recommend that the 2018 actual surplus or deficit be balanced on the 2018 transfer to the Capital Reserve Fund; and
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2019 operating and capital budget and the five year Financial Plan for the Ganges Sewer Local Service as presented.

CARRIED

6. New Business

Ron Howkins requested a delegation and was invited by the Commission to speak:

- Difficulty finding information on projects
- Little available to public
- Basic reporting on what's happening

7. Outstanding Business

7.1 Ganges Sanitary System-info SWMM Model Creation- May 22, 2018

MOVED by Director McIntyre, **SECONDED** by Commissioner Toynbee,
That the Ganges Sewer Local Service Commission receive the Ganges
Sanitary System info SWMM Model Creation report dated May 22, 2018 for
information.

CARRIED

8. Adjournment

MOVED by Commissioner Toynbee, **SECONDED** by Director McIntyre,
That the meeting adjourn at 2:00 pm.

CHAIR

SENIOR MANAGER



GULF ISLANDS SENIORS RESIDENCE ASSOCIATION

March 11, 2019

Attention: Karla Campbell, CRD Salt Spring Island Administration Senior Manager
108-121 McPhillips Avenue
Salt Spring Island BC
V8K 2T6

Dear Ms. Campbell,

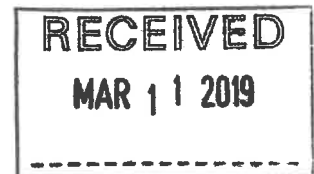
Subject: 154 Kings Lane: Request for Inclusion in Ganges Sanitary Sewer Serviced Area

Attached please find a letter from our Engineer, Shaun Swarbrick from Stantec Consulting Ltd. Please accept this letter and the attachment as our request for the connection to the Ganges Sanitary Sewage System.

Please advise if there is additional information required. We would be pleased to meet with you to discuss the connection of Meadowlane to the system.

Sincerely,

Dr. Janet Smith, President
Gulf Islands Seniors' Residence Association





Stantec Consulting Ltd.
400-655 Tye Road,
Victoria, BC V9A 6X5

March 6, 2019
File: 111720078

Attention: Karla Campbell, CRD Salt Spring Island Administration Senior Manager
108-121 McPhillips Avenue
Salt Spring Island BC V8K 2T6

Dear Karla,

Reference: 154 Kings Lane: Request for Inclusion in Ganges Sanitary Sewer Serviced Area

The following letter is intended to begin the process to request the inclusion of the above noted property (154 Kings Lane, Salt Spring Island) to the Ganges Village Sanitary Sewer System. We were advised by Malcolm Cowley of the Wastewater Engineering and Planning department of the Integrated Water Services to submit a letter requesting this inclusion and to provide details on the development for the CRD's information and presentation to the Ganges Sewer Commission.

This letter is being sent on behalf of the property owner, Gulf Islands Seniors Residence Association (GISRA).

The proposed development at 154 Kings Lane ("Meadowlane Development") is for the addition of a 48-unit Seniors Residence to an existing 2 unit clinic on the property. Additional information on the development is listed below;

- Civic Address and Legal Description of the Property:
 - o 154 Kings Lane Road, Salt Spring Island, B.C. V8K 2P7
 - o LT 2, Section 4, Range 3 East, North Salt Spring Island, Cowichan District, Plan 23507
- Current zoning of the property:
 - o Island Trust Zoning Map: CF1 (d)
 - o Currently the Rezoning Application has passed Second Reading at the Islands Trust on February 26th 2019
- Number of existing or proposed buildings on the property, and their proposed use (i.e. residential, commercial etc.)
 - o Two buildings will be on the property
 - The existing Medical Clinic that has medical examination and office space on the main floor and two small Bachelor suites on the upper level.

Design with community in mind

Reference: 154 Kings Lane: Request for Inclusion in Ganges Sanitary Sewer Serviced Area

- The new Meadowlane Seniors Residence will have 48 residential units and common areas for support such as a kitchen, boardrooms, arts and craft space etc.
- Total number of units and total square footage of all buildings:
 - Existing building:

Main Level	2,500 sq.f
Second Level	2,200 sq.f
Total	<u>4,700 sq.f</u>
 - New Building:

Basement	5,566 sq.f
Level One	24,137 sq.f
Level Two	24,066 sq.f
Level Three	24,006 sq.f
Total:	<u>77,775 sq.f</u>
- Equivalent Population of the whole property to be served:
 - 100 People
- Flow Calculations:
 - Average Dry Weather Flow: 24m³/day = 0.27L/s
 - Inflow and Infiltration Allowance: 0.17L/s
 - Peak Wet Weather Flow: 1.066L/s

If there are any questions relating to the above information, or additional information is needed to process this request for inclusion to the Ganges Sanitary Sewer System, please contact the undersigned.

March 6, 2019

Karla Campbell, CRD Salt Spring Island Administration Senior Manager

Page 3 of 3

Reference: 154 Kings Lane: Request for Inclusion in Ganges Sanitary Sewer Serviced Area

Regards,

Stantec Consulting Ltd.



Shaun Swarbrick, P.Eng credentials

Associate

Phone: (250) 389-2545

Fax: (250) 382-0514

Email Address

Attachment:

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Design with community in mind

March 27, 2019

File: 3360-20-GANGS-19-001

via e-mail

Islands Trust
1 – 500 Lower Ganges Road
Salt Spring Island, BC V8K 2N8

Dear Islands Trust:

RE: REFFERAL FROM ISLANDS TRUST FOR 154 KINGS LANE, SALT SPRING ISLAND

ISSUE

The Salt Spring Island Local Trust has referred a rezoning application for the addition of a 48 unit senior's residence, located at 154 Kings Lane, to the Capital Regional District Ganges Sewer Local Services Commission (the Commission). The referral is a request for comment and confirmation that there is sufficient sewer system capacity for the proposed development and that the Commission approve amending the Ganges Sanitary Sewer System boundaries to include the subject property.

BACKGROUND

A referral for the property located at 154 Kings Lane on Salt Spring Island was issued by the Islands Trust on February 26, 2019 to the CRD. The property owner, Gulf Islands Seniors Residence Association (GISRA), is seeking approval to rezone 154 Kings Lane from Community Facility 1(d) zoned land to a Residential 12 (R12) zone variant that allows for the addition of a 48 unit Seniors Residence to an existing 2 unit clinic on the property.

According to GISRA, the rezoning application has passed Second Reading at the Islands Trust on February 26th, 2019. The CRD's understanding is that the rezoning application is based on an onsite wastewater disposal system and did not request, or mention, a connection to the Ganges Sewer Service Area.

The subject property is not located within the established Ganges Sewer Service Area (Bylaw No.1923). In order for the property to become included in the service area multiple steps must be completed. The required steps are listed as an attachment to this letter. GISRA has completed the two first steps of providing a detailed letter including proposed flow and infiltration from the development (attached) to the CRD Salt Spring Island Senior Manager of Administration requesting inclusion into the Ganges Sewer Service Area. The next steps are for CRD staff to present the letter to the Ganges Sewer Local Services Commission (the Commission) at the next

Islands Trust - March 27, 2019

Request for Connection to CRD Sanitary Sewer System - 154 Kings Lane, Salt Spring Island 2

Commission Meeting and request direction from the Commission whether or not to proceed with the capacity analysis of the subject property's wastewater inclusion into the Ganges sewer service area.

CONCLUSION

Multiple steps are still required prior to the CRD providing comment and confirmation of capacity and amending the sewer service boundaries to the Salt Spring Island Local Trust. Once direction is provided by the Commission, the CRD can provide an update to the Islands Trust.

Yours truly,



Natalie Tokgoz, P.Eng.
Project Engineer

Attachment: Processes - Request for Inclusion and Connection into the Ganges Sewer Service Area.pdf

cc: Malcolm Cowley, P.Eng, Manager, Wastewater Engineering & Planning, Integrated Water Services, CRD
Karla Campbell, Senior Manager, Salt Spring Island Administration, CRD
Christine Condron, Real Estate Services, Corporate Services

Steps required to make a request for inclusion into the Ganges Sewer Service Area:

1. Write a letter to the CRD Salt Spring Island (SSI) Senior Manager and SSI Administration requesting inclusion into the Ganges Sewer Service Area (the Service Area).
2. Provide details on the whole development including, but not limited to:
 - o Civic Address and Legal Description of the property
 - o Current zoning of the property
 - o number of existing or proposed buildings on the property, and their proposed use (ie, residential, commercial, etc.),
 - o total number of units and total square footage of all buildings,
 - o equivalent population for the whole property to be served,
 - o average daily flow, peak hourly flow, and inflow and infiltration allowance.
 - o The above information will have to be signed and sealed by a professional engineer.
3. CRD staff will present the letter and information from item 2 to the Ganges Sewer Local Services Commission (the Commission) at a Commission Meeting. The Commission meets at the call-of-the-chair, typically 3-4 times a year. There are no pre-scheduled set meetings for this Commission.
4. CRD staff will request direction from the Commission whether to proceed with a capacity analysis or not.
5. If direction is to proceed, the applicant will need to provide a deposit to complete the analysis.
6. Once the analysis is complete, CRD staff will present the results to the Commission, and request direction on whether to proceed with the Service Area inclusion or not.
7. If the Commission directs staff to proceed with the Service Area inclusion, a bylaw will need to be prepared to amend the Service Area.
8. The bylaw will be presented to the Commission and the CRD Board for 1st, 2nd and 3rd reading and then sent to the Inspector of Municipalities for approval. After the Inspector of Municipalities approves the bylaw, the CRD Board will make final adoption of the bylaw.
9. Once the Service Bylaw is amended, the applicant can proceed with the process of design and construction of the sewer extension/connection.
10. The property owner will have to apply for a connection and commence with making annual user fee payment and parcel tax payments to use the service.
11. The sewer main extension and connection will have to be designed by a Professional Engineer. Another deposit will be required for CRD's time to review the design and assist the consultant in getting the project "construction-ready".
12. Once the sewer main extension design is accepted by the CRD, and all other pre-construction items are received (agreements, connection deposit, insurance, permits, etc.), construction can begin. More details of the pre-construction items will be provided at this point. The owner will hire a contractor to install the sewer extension and service to the specifications of the design drawings.

13. Following the construction, the owners are responsible for providing all post-construction items/documentation (as-constructed drawings, construction costs, warranty bond, statutory declaration, inspection reports, etc.).

14. Once the one year warranty period is completed, the CRD will return the warranty bond to the owner provided there are no outstanding deficiencies.

Items 1 to 5 need to be completed prior to the CRD commencing with a capacity analysis.