



AGENDA

Special Meeting of Council



Tuesday
March 10, 2020
Council Chambers
6:00 p.m.

"The Village of Burns Lake is a diverse community where residents enjoy a high quality of life, supported by economic and environmental sustainability, and a vibrant community spirit."

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2020 MUNICIPAL OBJECTIVES

- 1. Strong and diverse economy with the development of tourism and a vibrant downtown**
 - Implement the recommendations in the 'Chart the Course' economic diversification plan that includes tourism
 - Implement recommendations of the branding strategy underway in 2019
 - Promote business opportunities and work towards attracting at least one immigrant business from the regional pilot program
 - Support events for recreation for example with BL Mountain Bike Association
 - Improve amenities at the local campground

- 2. Good government that is financially sustainable and invests in infrastructure to serve the community**
 - Practice good communication with the public through social media, being approachable, accountable and transparent
 - Build out infrastructure that increases livability like a splash park
 - Commit a minimum of \$1.2m to paving and improvement projects between 2020 and 2022
 - Proceed with the downtown parking lot project
 - Implement industrial site signage
 - Promote EV charging stations and encourage recycling

- 3. Exercise social responsibility, housing availability for the community's diverse population, safety for the community, and wildfire protection**
 - Continue work with the Community Wildfire Protection Plan to keep our community safe
 - Support the FireSmart Committee, encourage citizen participation and consider resources to do so
 - Support developers and not-for-profit organizations with new housing for market and subsidized multi-family dwellings; investigate local government incentive tools

- 4. Environmental stewardship with the provision of parks, recreation services**
 - Assess opportunities for lakeshore development with First Nations
 - Increase number of people using the multiplex especially from outside the community

AGENDA

Regular Meeting of Council for the Corporation of the Village of Burns Lake, held in Council Chambers on
March 10, 2020 at 6:00 p.m.

| TOPIC | PAGE |
|---|------|
| 1. CALL TO ORDER | |
| 2. APPROVAL OF AGENDA | |
| 3. PUBLIC AND STATUTORY HEARINGS AND READINGS OR ADOPTION | |
| 4. PUBLIC COMMENT | |
| <i>When recognized by the presiding member during the Public Comment portion of any regular or special meeting of Council, and only after giving their names and addresses, persons from the audience may address Council on a matter for not more than 2 minutes. When speaking during the Public Comment or Public Question Period, persons must address their remarks to the presiding member, use respectful language, not use offensive gestures or signs, and only address current agenda items. No person from the audience may address Council more than once during the Public Comment and Public Question Period.</i> | |
| 5. DELEGATIONS AND PETITIONS - None | |
| 6. ADOPTION OF MINUTES - None | |
| 7. MAYOR, COUNCILLOR AND CAO REPORTS - None | |
| 8. REPORTS | |
| a) Water and Sewer to Industrial Park (Dec. 2019) previously viewed by Council | 5 |
| 9. BUSINESS ARISING | |
| Water and Sewer to Industrial Park and Residents – PowerPoint presentation | |
| a) Why are we here? – CAO S. Worthing | |
| b) Project Costs and Financing – Director of Finance S. Meeds | |
| c) Routing of water and sewer service – Director of Public Works D. Ross | |
| d) Gauging of support for the project – CAO S. Worthing | |
| 10. ORIGINAL COMMUNICATION RECEIVED AND FILED - None | |

11. **NEW BUSINESS** - None

12. **ACCOUNTS PAYABLE** - None

13. **READING FILES** - None

14. **PUBLIC QUESTION PERIOD**

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15. **RELEASE OF CLOSED MEETING RESOLUTIONS** - None

16. **ADJOURN**



Village of Burns Lake Council Report

Date: 10/12/2019
To: Mayor and Council
From: Director of Public Works, D. Ross
Subject: Water and Sewer to Industrial Park

1. ISSUE:

- 1.1. In 2017 Council requested Staff to look into the possibility of extending water and sewer services to the industrial park.
- 1.2. In 2019 Council requested Staff to look at the possibility to run water from an existing water line on Richmond Loop.
- 1.3. At the November 26/19 Council meeting Council asked that Staff find out the next steps in Engineering as well as firmer costs.
- 1.4. True Engineering has completed a cost assessment for preliminary design.
- 1.5. Attached to this report is True Engineerings Proposal.

2. RECOMMENDATION:

THAT Council receives the "Water and Sewer to Industrial Park" report.

3. CAO COMMENTS:

- 3.1. Agree with the recommendation. CAO Worthing.

4. BACKGROUND

- 4.1. The industrial site and nearby residential area are currently not connected to the Village's water and sewer systems.
- 4.2. In 2001 L. & M. Engineering prepared an Industrial Subdivision Feasibility Study.
- 4.3. In 2017 L. & M. Engineering updated the feasibility study to reflect current costs.
- 4.4. In 2017 L & M Engineering also determined a conceptual route that would have the water line come down through the 25 hectares of land owned by the Village of Burns Lake, DL 5345, known as Village Heights. This would allow for the development of a future subdivision, as well as servicing the industrial site.

- 4.5. In 2019 True Engineering made calculations based on the original water and sewer study as to whether or not water could be run from Richmond Loop. The calculations proved there would not be sufficient water pressure and fire suppression capabilities without installing a larger diameter water line connected to existing water lines located near Telegraph Trail.
- 4.6. The calculations also determined that a booster station combined with a fire pump, similar to what is now located adjacent to the water towers, would be required for the Richmond Loop option.

5. TRIPLE BOTTOM LINE:

5.1. FINANCIAL IMPLICATIONS

- 5.1.1. Village Heights Option - Water: Run a water line through the Village Heights area to the industrial site and to connect part of this line to the existing water line on Richmond Loop. Cost \$2,723,000.
- 5.1.2. Richmond Loop Option – Water: Install a watermain from the area of Telegraph Trail down Richmond Loop and up to Industrial site with the installation of a new Booster Station: Cost \$2,850,000.
- 5.1.3. Install a sewer system within the industrial site, including a sewer line down Richmond Loop. Cost \$2,061,000.
- 5.1.4. The water and sewer lines that will be installed through the Village Heights area and there is a possibility the route may have to be installed through the property identified as lot #4381, or there may be an option to purchase this property. The exact route will be determined after the Preliminary Design and Geotech study is complete.
- 5.1.5. An easement may be required through neighbouring properties. Options will be determined after the Preliminary Design is complete.
- 5.1.6. COST OF PRELIMINARY DESIGN IS \$110,000.

5.2. ENVIRONMENTAL IMPLICATIONS

- 5.2.1. The proposed routes will have areas where directional drilling would be required under roads and creeks, which would require the Ministry of Environment approval.
- 5.2.2. Supplying water to the industrial site would provide property owners with clean and reliable water.
- 5.2.3. Supplying sewer services to the industrial site will benefit the property owner's ageing septic systems.
- 5.2.4. Some of the water and sewer lines would need to be installed off the shoulder of Highway 16 and would need regulatory approval.

5.3. SOCIAL RESPONSIBILITY IMPLICATIONS

- 5.3.1. The Municipality is responsible for providing a clean and reliable water source and a reliable sewer system.
- 5.3.2. Supplying water to the industrial site would allow for greater firefighting abilities.

5.3.3. Supplying water and sewer to the Industrial Site would allow for future expansion and development.

5.3.4. Running the watermain through the Village Heights area to the Industrial Site would provide future development within the 25 ha. parcel.

6. DISCUSSION

- 6.1 As there are similar costs between the two watermain routes, it is recommended to supply water to the industrial site via village heights. This would allow future development in both areas as well as reduced operational and maintenance costs associated with a booster station.
- 6.2 The estimated costs for water and sewer are from a Class D cost estimate in 2017. These cost estimates could vary greatly depending on the groundwork required throughout the supply routes, as well as increased pricing in 2020.
- 6.3 Preliminary design report would provide a class B cost.
- 6.4 After completion of the Class B Preliminary design, the next step would be final design and construction.
- 6.5 A municipality has the authority to provide services such as water and sewer to specific areas within its community. These local area services are paid for either in whole or in part by local property owners in that area through local service taxes.
- 6.6 While there are no restrictions to the municipality recovering a portion of the cost through any source of municipal revenue, it seems to be typical practise that the costs to construct water and sewer services to a local service area are paid for wholly by the property owners within that service area, through a local service tax. The local service tax may either be a property value tax or a parcel tax.
- 6.7 Local service areas may be initiated in one of two ways.
- 6.7.1 by owners of property in the proposed area (known as Petition for Local Area Service), or
 - 6.7.2 by the municipal Council (known as Local Area Service on Council Initiative).
- 6.8 If initiated by the property owners, the petition must be signed by at least 50% of the property owners that would be subject to the local service tax and the assessed value of the land owned by the signers must represent 50% of the assessed value of the land that would be subject to the local service tax.
- 6.9 If initiated by Council, the property owners may petition against the project. If less than 50% of the property owners holding less than 50% of the assessed value petition against the project, the project may proceed.
- 6.10 If the cost recovery is through a parcel tax, any newly subdivided lots would participate in the parcel tax and this would lower the parcel tax for the previously existing lots.

- 6.11 If the municipality is borrowing to complete the work, and part of the cost of borrowing will be repaid by the larger municipality, that part of the borrowing must be approved on a municipal-wide basis.
- 6.12 The following is an example based on a \$5,000,000 capital cost with no grant funding and the local service area bearing 100% of the cost:
- 6.12.1 Annual debt servicing costs on a 25 year \$5,000,000 loan would be \$272,000.
 - 6.12.2 Assuming 32 parcels in the local service area, parcel tax to recover the debt payments would be \$8,500 per year. Property owners would have the option to cash commute (prepay) for their share at \$156,000.
 - 6.12.3 If 100 new lots were subdivided, parcel tax would drop to \$2,060 per year. Each of those new lots could have the option to cash commute (prepay) for their share at \$ 38,000.

7. RELEVANT LEGISLATION

- 7.1. *Ministry of Highways permitting regulation*
- 7.2. *Ministry of Environment permitting regulation*
- 7.3. *Division 5 of the Community Charter*

8. RECOMMENDATION AND OPTIONS

- 8.1. Recommendation:

THAT Council receives the “Water and Sewer to Industrial Park” report.

- 8.2. Council could direct staff to add the Preliminary Design Proposal project costs for water and sewer to the industrial site to the 2020 budget.
- 8.3. Council could direct staff to investigate the possibilities of purchasing the parcel of land or potential costs identified as lot # 4381.
- 8.4. Council could choose to wait for funding of the entire project.