



***Square Bay Sewage Treatment Facility
Loan Authorization Bylaw No. 707, 2016***

and

***Square Bay Community Sewage
Treatment System Service Establishing
Bylaw No. 1085, 2016***

Information Package

Table of Contents

General Information on the Square Bay Sewage Treatment Facility Loan Authorization... 1

Square Bay Sewage Treatment Facility Loan Authorization Bylaw No. 707, 2016.....3

Square Bay Community Sewage Treatment System Service Establishing Bylaw No. 1085, 2016.....5

Notice of Alternative Approval Process – as published in the Coast Reporter February 10th and 17th, 2017.....8

Calculation of Eligible Electors.....11

Financial Information / Budget Implications.....12



General Information on

Square Bay Sewage Treatment Facility Loan Authorization Bylaw No. 707, 2016 and ***Square Bay Community Sewage Treatment System Service Establishing Bylaw No. 1085, 2016***

The Sunshine Coast Regional District (SCRD) is proceeding with an Alternative Approval Process (AAP) for *Square Bay Community Sewage Treatment System Service Establishing Bylaw No. 1085, 2016* and *Square Bay Sewage Treatment Facility Loan Authorization Bylaw No. 707, 2016*.

Bylaw No. 1085 establishes a service for the purpose of providing sewage collection, treatment and disposal within a portion of Electoral Area B – Halfmoon Bay.

Bylaw No. 707 provides for the borrowing of up to \$280,000 over a twenty year term for debt incurred by the design, construction and replacement of the Square Bay Sewage Treatment Facility which will provide sewage treatment services for residents within the service area defined by *Square Bay Community Sewage Treatment System Service Establishing Bylaw No. 1085, 2016*.

Project Background

The existing Square Bay Sewage Treatment Plant has been in operation for over 40 years. In 2015, a condition assessment of the Treatment Plant identified a number of deficiencies and confirmed that the Plant is currently operating at or beyond its expected useful life and is in urgent need of replacement. The poor condition of the Treatment Plant also highlighted concerns regarding the Plant's close proximity to an intertidal lagoon and the high risk of contamination if the tanks or system were to catastrophically fail.

In October 2016, the SCRD was notified that a grant application was approved for a maximum of \$697,303 for the design and replacement of the Square Bay Wastewater Treatment Plant. To make up the balance of the estimated total project cost of \$977,303, the SCRD Board resolved to pursue borrowing of up to \$280,000 over a 20 year term.

The AAP

The question posed by this AAP is whether the SCRD can establish the service area and proceed with long term borrowing (20 years) to fund this project.

What do I do?

If you are an eligible elector and **opposed** to the SCRD establishing a service area and using long term borrowing for replacement of the Square Bay Sewage Treatment Plant, you may submit an Elector Response Form.

If you support the SCRD taking the required actions noted above to proceed with the replacement of the Square Bay Sewage Treatment Plant, you do not need to do anything.

Who can I contact for more information?

More information on the AAP may be obtained by contacting Angie Legault, Senior Manager, Administration & Legislative Services/Corporate Officer at the SCRD office at 1975 Field Road or by telephone at 604-885-6825 or Sherry Reid, Deputy Corporate Officer at 604-885-6813.

Information on the sewage treatment project may be obtained from the Infrastructure Services Department at 604-885-6806.

Sunshine Coast Regional District

Bylaw No. 707

A bylaw to authorize the borrowing of up to Two Hundred and Eighty Thousand Dollars for the design and construction of the Square Bay Sewage Treatment Facility

WHEREAS the Board of the Sunshine Coast Regional District has established by Bylaw No. 1085, a service for the purpose of operation and maintenance of the Square Bay Sewage Treatment System;

AND WHEREAS the Board of the Sunshine Coast Regional District wishes to construct improvements to replace the Square Bay Sewage Treatment Facility;

AND WHEREAS the Board of the Sunshine Coast Regional District wishes to borrow for debt incurred by the design and construction of said replacement (the “Works”);

AND WHEREAS the estimated cost of the Works, including expenses incidental thereto, that is not covered by other sources of revenue, is the sum of Two Hundred and Eighty Thousand Dollars (\$280,000) which is the amount of debt created by this bylaw;

AND WHEREAS the maximum term for which a debenture may be issued to secure the debt created by this bylaw is for a term not to exceed twenty years;

AND WHEREAS the authority to borrow under this bylaw expires five years from the date on which this bylaw is adopted;

AND WHEREAS the Board of the Sunshine Coast Regional District has obtained the approval of electors in the entire Square Bay Community Sewage Treatment service area by alternative approval process in accordance with section 345(1) of the *Local Government Act* and Section 86 of the *Community Charter*;

NOW THEREFORE, the Board of the Sunshine Coast Regional District in open meeting assembled, enacts as follows:

1. This bylaw may be cited as *Square Bay Sewage Treatment Facility Loan Authorization Bylaw No. 707, 2016*.
2. The Board is hereby empowered and authorized:

- a) To borrow upon the credit of the Regional District a sum not exceeding Two Hundred and Eighty Thousand Dollars (\$280,000);
 - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the design and construction of the Square Bay Sewage Treatment Facility replacement project.
3. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty years.

READ A FIRST TIME this 8th day of December, 2016

READ A SECOND TIME this 8th day of December, 2016

READ A THIRD TIME this 8th day of December, 2016

APPROVED BY THE INSPECTOR OF MUNICIPALITIES
 this 25th day of January, 2017

RECEIVED THE APPROVAL OF THE ELECTORS BY
ALTERNATIVE APPROVAL PROCESS
 this day of

ADOPTED this day of

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 1085

A bylaw to establish a service for the purpose of operation and maintenance of the Square Bay Sewage Treatment System

WHEREAS the Board of the Sunshine Coast Regional District wishes to establish a service area for the Square Bay Community Sewage Treatment System for the purpose of sewage collection, treatment and disposal within a portion of Electoral Area “B” – Halfmoon Bay;

AND WHEREAS the Director for Electoral Area B – Halfmoon Bay has consented to the adoption of this bylaw;

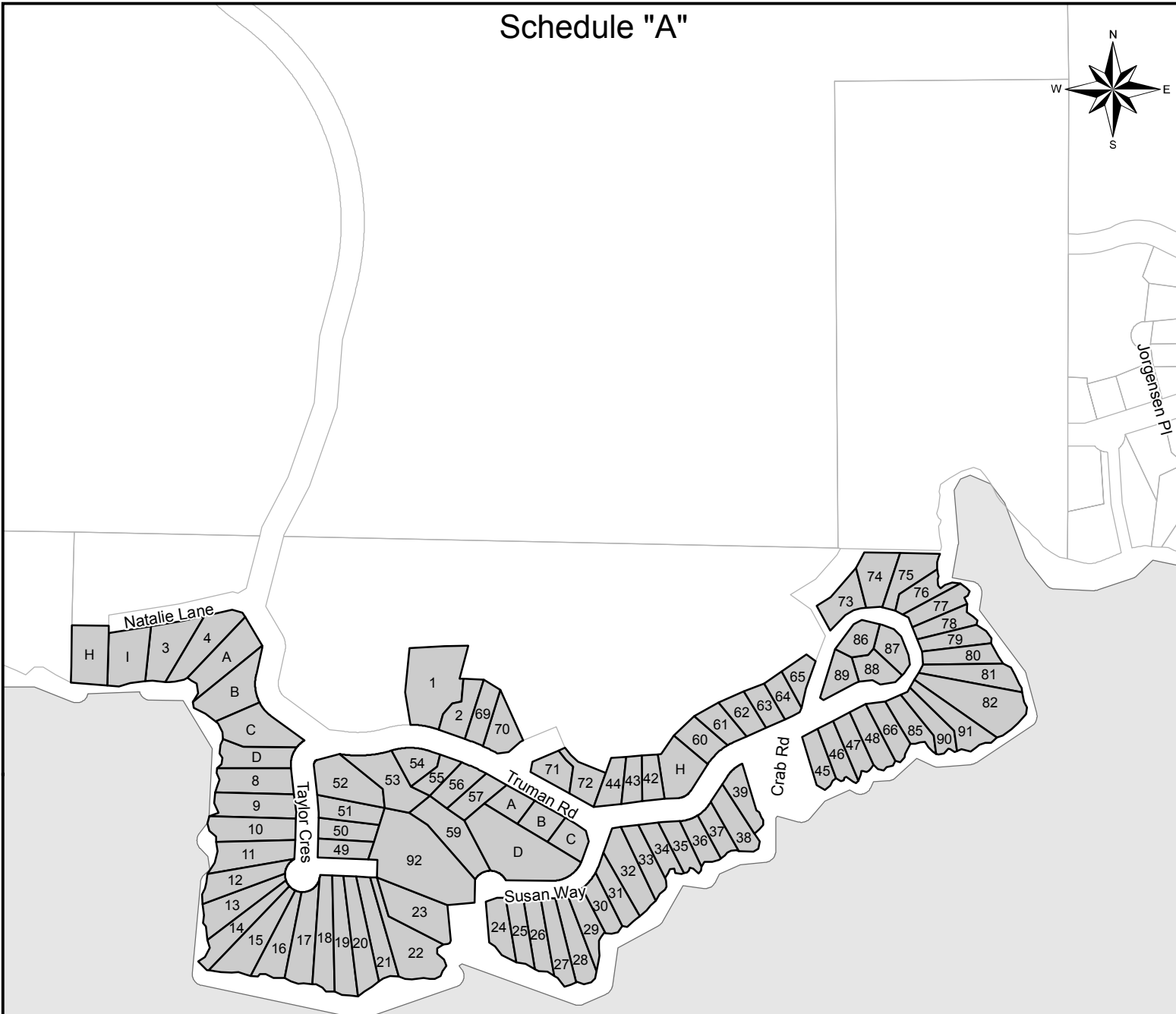
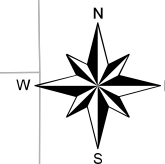
NOW THEREFORE the Board of Directors of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as *Square Bay Community Sewage Treatment System Service Establishing Bylaw No. 1085, 2016*.
2. The Regional Board hereby establishes a service to provide sewage treatment services to the Square Bay area within a portion of Electoral Area B – Halfmoon Bay.
3. The boundaries of the service area are the boundaries as outlined on Schedule “A” attached to, and forming part of this bylaw.
4. The participant in the service established under Section 2 of this Bylaw is Electoral Area B – Halfmoon Bay.
5. Cost Recovery


As provided for in Section 378 of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:

- (a) property value tax imposed in accordance with Division 3 of the *Local Government Act*;
- (b) parcel taxes imposed in accordance with Division 3 of the *Local Government Act*;
- (c) fees and charges imposed under section 397 of the *Local Government Act*;
- (d) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (e) revenues received by way of agreement, enterprises, gift, grant or otherwise.

Schedule "A"



Square Bay Community Sewage Treatment System Service Establishing Bylaw No.1085, 2016

 Square Bay Community Sewage Treatment System Service Area

Chair

Corporate Officer

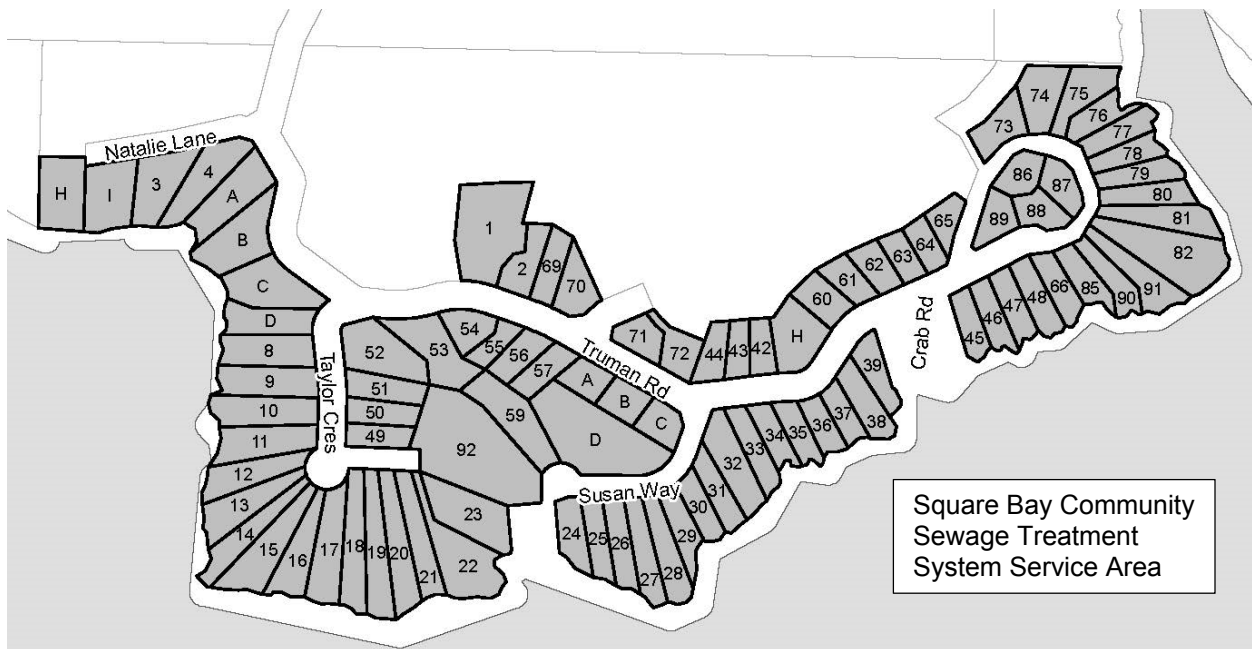
NOTICE OF ALTERNATIVE APPROVAL PROCESS

Square Bay Community Sewage Treatment System Service Establishing Bylaw No. 1085, 2016

Square Bay Sewage Treatment Facility Loan Authorization Bylaw No. 707, 2016

NOTICE IS HEREBY GIVEN THAT, the Sunshine Coast Regional District (SCRD) proposes to adopt *Square Bay Community Sewage Treatment System Service Establishing Bylaw No. 1085, 2016* and *Square Bay Sewage Treatment Facility Loan Authorization Bylaw No. 707, 2016*.

Square Bay Community Sewage Treatment System Service Establishing Bylaw No. 1085, 2016 establishes a service for the purpose of providing sewage collection, treatment and disposal within a portion of Electoral Area B – Halfmoon Bay (as shown on the following map). The maximum amount that may be raised under this proposed bylaw is a property value tax rate of \$2.32/\$1000 applied to the net taxable value of land and improvements in the proposed service area.



Square Bay Sewage Treatment Facility Loan Authorization Bylaw No. 707, 2016 provides for the borrowing of up to \$280,000 over a twenty year term for debt incurred for the design and construction of the sewage treatment facility.

The overall cost of the sewage treatment facility project is estimated to be \$977,303. Project funding will come from the following sources:

Clean Water and Wastewater Fund grant contribution	\$697,303
Twenty year debenture	\$280,000

The costs of the debt will be recovered through a parcel tax on properties in the Service Area which would result in an estimated \$218 increase to the annual parcel tax (per property) until the debt is retired.

More information on this matter can be viewed at the Sunshine Coast Regional District office, 8:30 a.m. to 4:30 p.m. Monday to Friday, except Statutory Holidays, at 1975 Field Road, Sechelt, BC.

The SCR D Board may adopt Bylaw Nos. 1085 and 707 and proceed with the borrowing as noted above if, after the deadline, elector response forms are certified by the Corporate Officer as having been signed by less than 10% of the eligible electors in the Square Bay Sewage Treatment Facility Service Area. If after the deadline elector response forms are certified by the Corporate Officer as having been signed by at least 10% of the eligible electors in the Service Area (calculated at 9 electors), the Board may not proceed with the bylaws without obtaining assent of the electors in a voting proceeding.

Elector Response Forms

The response of the electors must be in the form established by the SCR D. Forms are available at the SCR D office located at 1975 Field Road, Sechelt and on the SCR D website at www.scrd.ca. An accurate copy of the elector response form is also acceptable. For an elector response to be accepted it must meet the following conditions:

- only eligible electors within the Square Bay Sewage Treatment Facility Service Area are entitled to sign an elector response form;
- the full name of the elector must be stated;
- the residential address of the elector must be stated;
- the elector must sign the elector response form;
- if applicable, the address of the property in relation to which the person is entitled to vote as a non-resident property elector must be stated; and,
- the elector response form must be submitted to the Corporate Officer before the deadline.

Forms may be submitted in person or by mail to be received by the Corporate Officer at the Sunshine Coast Regional District office located at 1975 Field Road, Sechelt, B.C. V0N 3A1 **NO LATER THAN 4:30 P.M. on Tuesday, March 21, 2017**. Elector response forms must be in the possession of the Corporate Officer by this time as postmarks **WILL NOT** be accepted as date of submission. **ELECTOR RESPONSE FORMS MAY NOT BE RETURNED BY FAX OR EMAIL.**

Eligible Electors

Resident Elector: You are entitled to submit an elector response form as a Resident Elector if you are 18 years or older on the date of submission of the elector response form, are a Canadian citizen, have resided in British Columbia for 6 months and in the Service Area described above for at least 30 days prior to signing the elector response form, and are not disqualified from voting by any enactment.

Non-Resident Property Elector: You may submit an elector response form as a Non-Resident Property Elector if you are 18 years or older on the date of submission of the elector response form, are a Canadian citizen, have resided in British Columbia for 6 months, have owned property in the Service Area described above for 30 days; are not disqualified from voting by any enactment and do NOT qualify as a Resident Elector. If there is more than one registered owner of the property (either as joint tenants or tenants in common) only one individual may, with the written consent of the majority, submit an elector response form. Property owned in whole or in part by a corporation does not qualify under the non-resident property elector provisions.

More information on the AAP may be obtained by contacting Angie Legault, Senior Manager, Administration & Legislative Services/Corporate Officer at the SCRD office at 1975 Field Road or by telephone at 604-885-6825 or Sherry Reid, Deputy Corporate Officer at 604-885-6813. Information on the sewage treatment facility project may be obtained from the Infrastructure Services Department at 604-885-6806.

Angie Legault
Corporate Officer

Calculation of Eligible Electors

The total number of electors of the area to which the approval process applies (the Square Bay Community Sewage Treatment service area) has been calculated at **92**.

The number of electors was calculated as follows:

The number of resident electors on the Provincial voters list in the Service Area, as received from Elections BC on March 30, 2016 **(87)**

plus

The number of non-resident property electors currently registered for properties within the Service Area, excluding those who also reside within the Service Area **(5)**

Approval of the electors by alternative approval process is obtained if the number of elector responses received by the established deadline is less than 10% of this total **(9)**.

Financial Information / Budget Implications

Square Bay Community Sewage Treatment System Service Establishing Bylaw No. 1085, 2016

Square Bay Sewage Treatment Facility Loan Authorization Bylaw No. 707, 2016

Square Bay Sewage Treatment Facility

If the AAP for the Loan Authorization is successful, it is proposed that the debt recovery will occur via a parcel tax increase of approximately \$218 per parcel.

The table below summarizes the estimated annual debt servicing costs, average cost of debt per parcel and the total annual cost per parcel in year one for a 20-year vs. a five-year term.

	20 Year Debt	5 Year Debt
Annual Debt Servicing Costs	\$20,220	\$58,340
Parcel Tax Increase (to pay debt)	\$218	\$627
Total Cost Per Parcel in Year One (current user fee of \$330 plus current parcel/frontage tax of \$100 plus increase of \$218 for debt servicing)	\$648	\$1,057