

Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
P.O. Box 340
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
cumberland.ca

File No. 0540-20

Wastewater Advisory Committee
Agenda, Meeting #17
Thursday, September 13, 2018, 1 pm to 3:30 pm
Council Chambers

Invitees

Name	Representing	Present?
Matt Ishoy	Chair, Public member at Large	
Ken Barth	Public member at large	
Dennis Cassin	Stepped down from WAC (Moved to Nova Scotia!)	N
Vig Schulman	Public member at large	
Mike Tymchuk	Public member at large, Alternate Chair	
Anya Macleod	Public member at large	N
Sean Sullivan,	Council Representative	N
Jesse Ketler	Alternate Council Representative	N
Nicole Rempel	K'omoks First Nation	
Sundance Topham	Chief Administrative Officer	N
Rob Crisfield	Manager of Operations	
Paul Nash	LWMP Project Coordinator	
Larry Sawchyn	TetraTech, Technical Consultant	N
Troy Vassos	Troy David Vassos Inc.	N
Dave Cherry	Vancouver Island Health Authority	

Guests

Marci Hotsenpiler	Zinc Strategies – Public Consultations specialist	
Eugene Chung	Peer Garden Media – Social Media specialist	

Item, Time	Description	Owner
17.1 1:00 – 1:05	Call to Order, Approval of Agenda	Chair
17.2 1:05 – 1:15	Approval of Minutes, Business Arising <ul style="list-style-type: none"> • Review of Minutes • Business Arising 	Chair

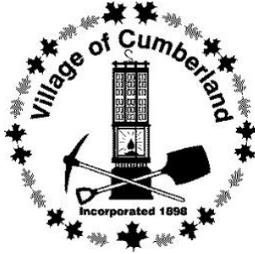
17.3 1:15 – 1:30	Review of the unsuccessful AAP for borrowing and <ul style="list-style-type: none"> • Process Possible reasons for the negative vote	Paul
17.4 1:30 – 2:10	Referendum on borrowing <ul style="list-style-type: none"> • Process and dates • Financial Details (Michelle Mason, Cumberland CFO) • Proposed public engagement activities • Role of the WAC 	Paul
17.5 2:10-2:50	Communications strategy <ul style="list-style-type: none"> • Purpose (Zinc) • Message content (Zinc) • Communications (Zinc, Peer Garden) • Overall Strategy (Zinc) 	Marci
Break		
17.6 3:00-3:10	2018 Activities since May WAC meeting <ol style="list-style-type: none"> 1. Submission of Stage 2 Report – Submitted July 27 2. Biochar Reed Bed Pilot Project – to be expanded to included wetland hydraulics. Held over to start summer 2019 3. Funding Applications <ol style="list-style-type: none"> a. GMF – Capital project submitted May 1 b. GMF – Biochar reed bed and wetland Field test to be submitted Oct 2018 c. Fed/Provincial “Investing in Canada Infrastructure Program” funding application submitted Aug 29 for \$7.08M d. Discussion with CVRD about potential to retain portion of 2011 Gas Tax funding from South Sewer Project. No decisions as yet. 	Paul

<p>17.7 3:10 – 3:20</p>	<p>Ministry of Environment Update</p> <p>Permit Amendments, filed 10 May</p> <ul style="list-style-type: none"> • Change criteria from “annual Average Flow” to “Average Dry Weather Flow” • Minor increase in ADWF from 910 to 1000 cu.m/day • Extend the date into the future, or waive criteria for reducing peak stormwater flows • Alternate discharge to the north wetlands <p>Teleconference August 22</p> <ul style="list-style-type: none"> • Change application for wetlands to be an “approval” for the field trial. Applying for a permanent Alternate Discharge Location will require an EIS, and is best done after field trial is complete <p>MoE Site visit planned for Sep/Oct, date TBD</p> <p>Enforcement Action – no new information</p> <p>Stage 2 LWMP – 12 months for MoE to review and provide feedback – (July 2019)</p>	<p>Paul</p>
<p>17.8 3:20 – 3:30</p>	<p>Examples of proposed wastewater projects in other communities;</p> <ul style="list-style-type: none"> • Powell River – new WWTP and conveyance at \$70M • Tofino – new WWTP and conveyance at \$55M • Port Alberni – refurbishment of lagoon system at \$17.1M 	<p>Paul</p>
<p>17.9 3:30 – 3:40</p>	<p>Wrap up</p> <ul style="list-style-type: none"> • Next Meeting – do we need one? • Round table /any other issues <p>Adjournment</p>	<p>Chair</p>
<p>3:40-4:00</p>	<p>Public Q&A</p>	<p>Chair</p>

Attachments:

Minutes of meeting #16 – May 17, 2018

Council Report “Public Engagement for Wastewater Upgrade Project Assent Vote”, 29 August 2018



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Wastewater Advisory Committee Minutes, Meeting #16 Thursday, May 17, 2018, 1 pm to 4 pm Council Chambers

Invitees

Name	Representing	Present?
Matt Ishoy	Chair, Public member at Large	Y
Ken Barth	Public member at large	Y
Dennis Cassin	Public member at large	Y
Vig Schulman	Public member at large	N
Mike Tymchuk	Public member at large, Alternate Chair	Y
Anya Macleod	Public member at large	Y
Sean Sullivan,	Council Representative	Y
Jesse Ketler	Alternate Council Representative	Y
Nicole Rempel	K'omoks First Nation	N
Sundance Topham	Chief Administrative Officer	N
Rob Crisfield	Manager of Operations	Y
Paul Nash	LWMP Project Coordinator	Y
Larry Sawchyn	TetraTech, Technical Consultant	N
Troy Vassos	Troy David Vassos Inc, Technical Consultant	Y
Dave Cherry	Vancouver Island Health Authority	Y

Item, Time	Description	Owner
16.1	<ul style="list-style-type: none"> Call to Order, Approval of Agenda Meeting called to order at 1:05 <ul style="list-style-type: none"> Approval of agenda Moved Sean, seconded Mike, carried.	Chair
16.2	Approval of Minutes, Business Arising <ul style="list-style-type: none"> Review of Minutes 	Chair

	<p>It was noted that the date on the Parking Lot table read January 2017, when it should be January 2018. Amendment noted</p> <ul style="list-style-type: none"> • Motion to approve minutes as amended: <p>Moved Dennis, seconded Ken</p> <ul style="list-style-type: none"> • Review of Action list and Parking Lot <p>Paul explained that many of the items on the two tables have now been addressed, or are no longer relevant, and the tables for meeting #16 have shrunk dramatically and there are no longer any action items.</p> <ul style="list-style-type: none"> • Business Arising <p>None</p>	
16.3	<p>Review of council Meeting April 9</p> <ul style="list-style-type: none"> • MoE enforcement Action <p>Paul gave a quick overview of where we are at with enforcement – we have heard nothing further since the referral for administrative penalty.</p> <ul style="list-style-type: none"> • WAC recommendations on Treatment Options – Accepted <p>Sean gave an overview of Council’s deliberation on the treatment options – they enthusiastically supported all the WAC’s recommendations from January 25.</p> <ul style="list-style-type: none"> • Approval to apply to GMF for funding of the treatment project \$5M loan and \$750k grant <p>Approval was given, and the application was submitted on May 1</p> <ul style="list-style-type: none"> • Approval to apply to GMF for funding of the Biochar Reed Bed Pilot Project (\$20k for 50% portion) <p>Approval was given and the application is being prepared</p>	Paul, Sean
16.4	<p>Ministry of Environment Update Permit Amendment</p> <ul style="list-style-type: none"> • MoE enforcement Action (already covered by Paul) • Meeting April 3 • Permit amendments filed <p>Troy gave an update on the dealings with MoE in regards the Permit. The authorization to construct has been restored in the permit, and amendments seeking changes to the flow conditions have been submitted. Approval is expected within a few months.</p>	Troy
Break		

<p>6.5</p>	<p>Review of draft LWMP Stage 2 report.</p> <ul style="list-style-type: none"> • Context for potential future Stage 3 • Discussion • Comments/revisions/amendments from the WAC • Areas of further study <p>Paul and Troy walked the Committee through the draft report. Much of the report is the same content as the earlier Technical Memos.</p> <p>Some sections are new to the WAC, and were gone through in more detail;</p> <ul style="list-style-type: none"> • Resource Recovery. With the need to maintain summer flows to Maple Lake Creek, there is not the need for large-scale reclaimed water use. Opportunistic use (e.g. irrigation of the Village Park) is a future possibility, but is not a current priority. There is an opportunity for heat recovery from the effluent, for use in the adjacent hospital laundry. The intention is that Cumberland would make the effluent available for them to extract the heat if they choose, rather than Cumberland operating a heat recovery system, and this is being explored with Island Health. • Biosolids. With the decision to remain as a lagoon system, there will be periodic (5-10year) de-sludging episodes, and a small amount of continuously generated biosolids from the solids separation system. There is not enough volume to justify a dedicated biosolids treatment process and the logical option is to send these to the CVRD biosolids processing facility adjacent to the landfill. • Comox Lake Area Servicing. While there are numerous houses there on septic, and some fields known to be in poor condition, there is not enough information to make a meaningful recommendation on potential actions. Not all the properties by the lake are within Cumberland. A decision to connect houses to a local treatment plant or back to the Village may lead to increased pressure for development in the area. The recommendation is for targeted further study to be undertaken to determine the extent of the problem before any actions are considered. 	<p>Paul</p>
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	<ul style="list-style-type: none"> • Water Conservation. Cumberland has made good efforts on water conservation, especially since the introduction of water metering. There are some options for further improvement, such as rainwater harvesting and reclaimed water servicing of future subdivisions. There are no actions required in relation to the wastewater improvements other than displace potable water with treated effluent for “process water”, within the treatment works. This currently amounts to 1% of the dry weather flow. • Stormwater Management. Cumberland has been implementing measures for separation of combined storm-sewers, and will continue to do so. However, the wet weather in recent years has meant there has been little measurable difference in wastewater flows. Work will continue as funding permits on the separating the remaining combined sewers, and on other infiltration reduction initiatives. Continued action on reducing wet weather flows is a requirement of the Permit and will be a requirement of any approved LWMP. 	
<p>16.6</p>	<ul style="list-style-type: none"> • Endorsement of draft LWMP Stage 2 report. <p>Having reviewed the report, the Committee discussed whether any further time or review was needed, and concluded that they are ready to endorse the report, and have the Stage 2 LWMP process draw to close.</p> <p><i>Motion: That the Wastewater Advisory Committee endorse the draft Stage 2 LWMP report, and recommends to Council that the Report be finalized and submitted to the Ministry of Environment.</i></p> <p>Moved Ken, seconded Anya. Carried unanimously</p>	<p>Paul</p>
<p>16.7</p>	<p>2018 Activities</p> <ol style="list-style-type: none"> 1. Submission of Stage 2 Report This is expected to be done by end of June 2. Biochar Reed Bed Pilot Project This is expected to be up and running in late summer 3. Funding Applications <ol style="list-style-type: none"> a. GMF – already submitted 	

	b. Fed/Provincial “Green Infrastructure Fund” – open for applications in June, expected close in September	
16.8	<p>Elector Approval for Borrowing</p> <p>Rob explained that Council has approved a bylaw for long term borrowing of up to \$4.4M, which would allow implementation of the complete project with partnering funding, or if no funding is secured, to implement just phase 1. Elector approval for borrowing will be by an Alternative Approval Process, to be carried out in July.</p>	Rob
16.9	<p>Wrap up</p> <ul style="list-style-type: none"> • Next Meeting – do we need one? <p>Paul explained that with the completion of the LWMP stage 2, there is no official need for another WAC meeting, but he did not want to dissolve the committee just yet, as there may be a desire to meet in the fall regarding funding and project implementation.</p> <p>The committee agreed and did not want to dissolve, and suggested a meeting in late summer/early fall to review progress and inspect the reed bed field trial.</p> <p>A date was not set but nominally the meeting would be in September</p> <p>Adjournment</p> <ul style="list-style-type: none"> • Motion to Adjourn <p>Move Mike, seconded, Anya, carried.</p> <p>Meeting adjourned at 3:30. The earliest finish of the 16 meetings!</p>	Chair
	Public Q&A.	Chair

Attachments:

- Action Items List
- Parking Lot List

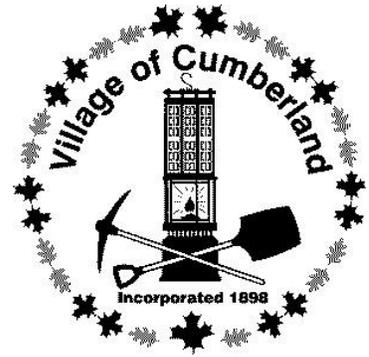
Cumberland LWMP - Action List May 17 2018

Date Initiated	Agenda Item	Initiative/Issue	Action	Who	By When	Status	Update/Resolution

Cumberland LWMP - Parking Lot Jan 25 2018

Date Added	Initiative/Issue	Description	Action	Who	Status
28-Jul-16	Houses on Septic	Update information on where and how many houses/places are on septic. What is the future management plan for these?	Include in Stage 1 as an item to be addressed in Stage 2	Paul	Done Part of LWMP Stage 2 report
28-Jul-16	Uptake of Phosphorus by wetland plants	What sorts of plants do this best, can they be prevented from releasing P?	Include in Stage 2 if wetlands are going to be used	Paul/ Troy	2017 Field studies showed that existing wetland plants are removing 97%
28-Jul-16	How have other communities paid for their projects?	Give some examples of financing and funding strategies used	Is actually a Stage 3 item – financing plan, but may include in Stage 2 for information	Paul	Dropped. Cumberland WWTP financing plan has been prepared
28-Jul-16	What are wastewater user rates in other communities?	Comparison of rate structures, particularly metered rates for wastewater	Is actually a Stage 3 item – financing plan, but may include in Stage 2 for information	Paul	To be part of 2019 budget preparations
28-Jul-16	Reclaimed water uses	Identify all the feasible consumptive uses of different qualities of reclaimed water	Part of the Integrated Resource Recovery Study to be reported in TM#11	Paul, Troy	Dropped – reclaimed water is not part of near term plans
25-Aug-16	Reclaimed water user rates	How have other towns charged for reclaimed water, what portion of treatment costs are covered?	Defer to Stage 3	Paul	Dropped – Reclaimed water is no part of near term plans
08-Sep-16	Stormwater	Status of stormwater management in Cumberland	Summary report to be included in Stage 2	Paul + Staff	Completed
06-Oct-16	Shellfish industry	What are their concerns about MLC	Fishery protection is deemed achieved by meeting Federal & Provincial effluent requirements	Paul	Dropped

COUNCIL REPORT



REPORT DATE: August 29, 2018
MEETING DATE: September 4, 2018

TO: Mayor and Councillors
FROM: Paul Nash, LWMP Project Coordinator
SUBJECT: Public Engagement for Wastewater Upgrade Project Assent Vote

RECOMMENDATION

- i. THAT Council receive the Public Engagement for Wastewater Upgrade Project Assent Vote report for information.

SUMMARY

The funding of the proposed wastewater upgrade project requires borrowing of \$1.2M to \$4.4M, depending on whether outside grant funding is received.

An Alternate Approval Process was pursued for approval to borrow up to \$4.4M, and this has been defeated, and approval via an assent vote (previously known as a referendum) is now required before the borrowing bylaw can be adopted.

It is proposed to have a public engagement program about the proposed borrowing, and the wastewater project itself.

This report identifies the proposed public engagement activities to be carried out before the assent vote date of Oct 20, 2018 to support a favourable outcome for this critical Village project.

BACKGROUND

The need for the borrowing bylaw

The Stage 2 LWMP concluded in July 2018, with a plan for a comprehensive and innovative lagoon upgrade project that will meet Cumberland's current and future requirements, and deliver enhanced environmental performance.

The project is structured in two phases that can be done separately or as a single project if sufficient funding is available.

	Phase 1	Phase 2	Phase 1&2 combined
Capital Cost	\$5.6M	\$4.9M	\$9.7M

Population capacity	4500	7000	7000
Dry weather flow (cu.m.day)	1000	1800	1800
Achieves	Regulatory compliance	Growth capacity, enhanced environmental performance	\$0.8M savings in project execution costs
	Flow capacity to be reached by 2023	Flow capacity to 2039	

Cumberland is presently out of regulatory compliance, and has been since 1999, and has received enforcement notices from BC Ministry of Environment in 2017 and 2018. The Phase 1 project addresses these non-compliance issues, and needs to be implemented as soon as practical, to avoid fines and other action from the Ministry of Environment.

The major benefit of the combined project is a savings of \$0.8M in indirect costs (engineering, project management, mobilization) from not doing two separate projects. Additionally, it means that wastewater capacity is taken care of for the next twenty years, and Cumberland can then focus on other issues.

The recommendation of the Wastewater Advisory Committee is to execute them as one single project.

Application has been made on August 29, 2018 to the Investing in Canada Infrastructure Program for 73% of the \$9.7M cost of the combined project.

Application has also been made to the Green Municipal Fund, for funding of the complete project.

Table 1: Funding Scenarios (all costs in \$ million)	Both Federal and GMF applications are successful	Federal application successful, GMF denied	Both applications denied.
Project Scope	Phase 1&2	Phase 1&2	Phase 1 only
Project Cost	\$9.7 million	\$9.7 million	\$5.6 million
Funding Sources			
“Investing in Canada Infrastructure Program”	\$7.081	\$7.081	\$0
“Green Municipal Fund” Loan	\$1.205	\$0	\$0
“Green Municipal Fund” Grant	\$0.181	\$0	\$0
Cumberland reserves for wastewater treatment	\$0.485	\$0.485	\$0.485

Cumberland development cost charges	\$0.748	\$0.748	\$0.748
Cumberland Municipal Finance Authority loan	\$0	\$1.386	\$4.367
Cumberland Borrowing through Loan Authorization Bylaw No 1084	\$1.205 million	\$1.386 million	\$4.367 million
Total Funding Sources	\$9.7 million	\$9.7 million	\$5.6 million

If the ICIP grant funding is received, then Cumberland can move ahead in 2019 with the combined project.

If the ICIP grant funding is not received, then Cumberland can still proceed with phase one in 2019, but will need to borrow the full \$4.4M to do so.

That is why the borrowing bylaw is for the \$4.4M amount, to allow the project to move forward in 2019, and achieve regulatory compliance, regardless of the funding outcome. There is a possible increase to the Village of Cumberland internal funding sources outlined above. Preliminary investigations show that the Village will have additional development costs charges available for the project by 2019.

ANALYSIS/COURSE OF ACTION

There has been extensive public engagement throughout the development of the Stage 2 Liquid Waste Management Plan, as required by the Provincial process. This has been focused mostly on the development and decision on the technical options, and concluded with the Alternative Approval Process (AAP) for borrowing for phase one of the upgrade project.

With the AAP being rejected, there is clearly a portion of the Village that object to some or all of the borrowing, or the project, or the AAP process itself.

If Council seeks approval of the borrowing bylaw through an assent vote at the general election on October 20, 2018, a public engagement program is appropriate to ensure that the electors have access to all the appropriate information prior to voting day. Additionally, a forum for community discussion on the project is also appropriate. In light of the consequences of not gaining a favourable vote, the Village will take a position to encourage a favourable response in support of this project.

To this end, the following public engagement activities are proposed (dates to be finalized);

1. A Wastewater Advisory Committee Meeting in September, to update the Committee on the status and allow it to be part of the engagement process
2. Communication materials will be created and distributed with information about the assent vote, the project, and why borrowing is being pursued
3. Updated and more extensive information available on the Village website
4. A public Open House, hosted by staff, consultants and the WAC, with information about the project and the borrowing, and public discussion;
5. A "Town Hall" meeting, hosted by Council, for public discussion about the borrowing

While this process is necessarily in parallel with the general election campaign itself, the intention for this engagement program is to keep it as separate as possible from the campaign.

Similarly, it is important to maintain a clear identification of the statutory requirements of the assent vote and borrowing bylaw process, separately from the reasons why it is being pursued.

FINANCIAL IMPLICATIONS

There will be some costs incurred for the engagement program, for advertising, event hosting and consultant time. An approximate budget is in the range of \$5,000 to \$10,000.

While these costs were unbudgeted, they are part of the LWMP process and will be covered by the sewer fund existing approved budgets.

OPERATIONAL IMPLICATIONS

Although the majority of the engagement will be conducted by our contract Liquid Waste Management Planning Coordinator, there will be additional input, and attendance at events, required by senior staff.

STRATEGIC OBJECTIVE

Receiving funding for the LWMP process will help move forward Council's 2016 strategic objective of;

Developing an environmentally sustainable method of treating the liquid waste that is produced by the Village.

It also actions the Wastewater Advisory Committee's expanded objective of;

"Develop an environmentally sustainable method to treat the liquid waste that is produced by the Village, that is affordable, and, ideally, economically productive, environmentally enhancing and socially beneficial"

CONCURRENCE

Michelle Mason, Financial Officer

ATTACHMENTS

None

OPTIONS

1. THAT Council receive the Public Engagement for Wastewater Upgrade Project Assent Vote report for information.
2. Any action deemed appropriate by Council.

Respectfully submitted,

Paul Nash
Liquid Waste Management Planning Project Coordinator
Village of Cumberland

Sundance Topham
Chief Administrative Officer