



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Greenwood Trunk Sewer Alternative Approval Process

File No.: 1760-02
Date: January 6, 2020

PURPOSE:

The purpose of this report is to proceed with the Alternative Approval Process for “2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019”.

CAO RECOMMENDATIONS:

That based on the January 6th, 2020 staff report “Greenwood Trunk Alternative Approval Process” Council seek the approval of the electors for 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019 through the Alternative Approval Process (AAP);

That Council establish elector response forms as attached to this report;

That Council determine 20,162 as the total number of electors to which the approval process applies; and

That Council establish the deadline for receiving responses for this alternative approval process as February 17th, 2020 at 4:30 p.m.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

At its regular meeting held November 4th, 2019 Council passed the following resolution:

“Moved by Hillian and seconded by McCollum that based on the November 4th, 2019 staff report “2020 Greenwood Trunk Connection Sanitary Sewer Capital Borrowing”, Council approve OPTION 1 and endorse the 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019; that Bylaw No. 2985 proceed to First, Second and Third reading; and,

That Council approve the Alternative Approval Process (AAP) to gain approval of the electors.”

Bylaw No. 2985 received 3 readings at the same meeting.

Bylaw No. 2985, along with supporting documentation was forwarded to the Inspector of Municipalities on November 7th, 2019.

DISCUSSION:

The Inspector of Municipalities provided statutory approval of Bylaw No. 2985 on December 13th, 2019.

Council may now proceed with the Alternative Approval Process (AAP) pursuant to section 86 of the *Community Charter*.

Council is required to take the following steps regarding the alternative approval process:

- Establish a deadline by which elector responses are to be submitted, which must be at least 30 days after the second publication of public notice. The public notice of the alternative approval process must be published in a newspaper once each week for 2 consecutive weeks;
- Establish elector response forms and make them available to the public from the time of the first publication until the deadline; and
- Make a fair determination of the number of electors to which the alternative approval process applies. In the case of Bylaw No. 2985, the process applies to all electors in the City. The recommendation of 20,162 electors is based on list of electors from the 2018 local general election plus new registrations.

Council may proceed with the adoption of Bylaw 2985 unless at least 10%, or 2,017 of the electors indicate that Council must obtain the assent of the electors (referendum) before proceeding, prior to the deadline of February 17st, 2020 at 4:30 p.m.

FINANCIAL IMPLICATIONS:

There are no financial implications related to the AAP process itself.

Council approved the 2020-2024 Sewer Fund Financial plan on December 11, 2019 which includes construction of the Greenwood Trunk Connection in 2020. This project is estimated to cost \$4,100,000 and is funded using \$450,000 of DCC reserves, \$50,000 from general sewer utility revenue, \$600,000 from

sewer reserves, and \$3,000,000 using new debt. Debt servicing costs for this project have been updated using the latest Municipal Finance Authority annual interest rate of 2.87% with a 25 year amortization. Annual debt servicing costs are now estimated at \$173,900. Excerpt from Financial Plan is attached.

Annual debt servicing costs remain within the Sewer fund and do not affect the general taxation debt levy.

These costs will be fully recovered through the sewer user fees and frontage taxes which have already been approved and set for 2020 on December 11, 2019.

ADMINISTRATIVE IMPLICATIONS:

Staff will report back to Council in early March regarding the outcome of the AAP process. If less than 2,017 elector responses are received in opposition, the loan authorization bylaw may proceed to final adoption. Once adopted there is a one month quashing period before the bylaw is sent back to the Inspector of Municipalities for the final certificate of approval. Staff expect to receive final approval in early April, 2020.

The borrowing process involves several departments and is estimated to take approximately eighty hours of staff time from start to finish.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications for the AAP process. As outlined in the November 4th, 2019 staff report, the Greenwood Trunk is included in the City's asset management plan and is a high priority project.

STRATEGIC PRIORITIES REFERENCE:

Strategic Priorities Chart: Operational Strategies (CAO/Staff)

Engineering Services - Greenwood Sewer Trunk: Approval

We focus on organizational and governance excellence

- Communicate appropriately with our community in all decisions we make
- Responsibly provide services at levels which the people we serve are willing to pay

We proactively plan and invest in our natural and built environment

- Focus on asset management for sustainable service delivery
- ▲ Look for regional infrastructure solutions for shared services

We actively pursue vibrant economic development

- ▲ Work with the business and development sectors to mutually improve efficiencies
- ▲ Continue to explore innovative and effective economic development opportunities

We support diversity in housing and reasoned land use planning

- Continue to develop and revisit all infrastructure master plans

- **AREA OF CONTROL:** The policy, works and programming matters that fall within Council's jurisdictional authority to act
- ▲ **AREA OF INFLUENCE:** Matters that fall within shared or agreed jurisdiction between Council and another government or party
- **AREA OF CONCERN:** Matters of interest that are outside Council's jurisdictional authority to act

OFFICIAL COMMUNITY PLAN REFERENCE:

Section 6.3 Sanitary Sewer Treatment to follow policies to reduce infiltration, consider downstream capacity of existing sewer mains, and to provide an effluent network that is limited to areas within the City's municipal boundaries.

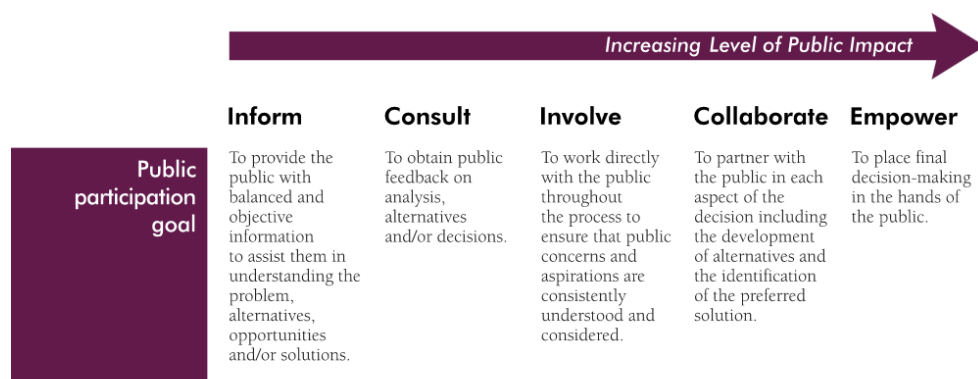
REGIONAL GROWTH STRATEGY REFERENCE:

These sewer projects provide the public with infrastructure that addresses public health needs and concerns and provides equal service to all residents within the municipality and region (per Comox Valley Regional Growth Strategy Bylaw No. 120, 2010, part 3.2.5, Objective 5-D Page 56).

CITIZEN/PUBLIC ENGAGEMENT:

Section 180 of the Community Charter requires that Council gain approval of the electors before a loan authorization bylaw can be adopted. The City will “**Empower**” the public based on the IAP2 Spectrum of Public Participation. This is the highest level of public participation in decision making under this practice. Information about the IAP2 Core Values can be found at:

<https://iap2canada.ca/Resources/Documents/0702-Foundations-Core-Values-MW-rev1.pdf>



OPTIONS:

OPTION 1: That Council seek the approval of the electors for 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019 through the Alternative Approval Process (AAP);

That Council establish elector response forms as attached to this report;

That Council determine 20,162 as the total number of electors to which the approval process applies; and

That Council establish the deadline for receiving responses for this alternative approval process as February 17th, 2020 at 4:30 p.m. (Recommended)

OPTION 2: That Council not proceed with the AAP process.

OPTION 3: That Council refer this item back to staff for further consideration.

Prepared by:



John Ward, CMC
Director of Legislative and Corporate Services/Deputy CAO

Attachments:

1. *Staff report dated November 4, 2019*
2. *Excerpt from 2020- 2024 Financial Plan*
3. *Elector Response Form*



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT**To:** Council**File No.:** 1760-02**From:** Chief Administrative Officer**Date:** November 4, 2019**Subject:** 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw**PURPOSE:**

The purpose of this report is to begin the process of borrowing funds to complete the construction of the Greenwood Trunk Connection to the sanitary sewer system identified in the 2019-2023 Financial Plan.

POLICY ANALYSIS:

Council adopted the 2019-2023 Consolidated Financial Plan Bylaw No. 2967, 2019 on May 6, 2019. The Greenwood Trunk Connection is a sanitary sewer project identified in the consolidated financial plan bylaw and is primarily funded by new debt. Section 179 of the *Community Charter* provides Council with the authority to incur a liability by borrowing funds for any capital nature. Section 180 of the *Community Charter* requires elector approval of a loan authorization bylaw before it can be adopted.

EXECUTIVE SUMMARY:

The Greenwood Sewer Trunk Connection is an important project required to support growth in East Courtenay, and to enhance capacity and support continued development. This project has been vetted through the Asset Management Working Group, approved by the CAO, and identified as a high priority project. Council was presented with and approved the Greenwood Trunk Connection project through the regular budget process in early 2019. This project is slated for construction in 2020 and requires new borrowing to proceed. The statutory borrowing process is estimated to take upwards of eight months, therefore starting early to ensure all approvals are in place for the spring of 2020 before the construction season is recommended.

CAO RECOMMENDATIONS:

That based on the November 4, 2019 staff report "2020 Greenwood Trunk Connection Sanitary Sewer Capital Borrowing", Council approve OPTION 1 and endorse the 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019; that Bylaw No. 2985 proceed to 1st, 2nd, and 3rd reading; and,

That Council approve the Alternative Approval Process (AAP) to gain approval of the electors.
[Recommended]

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

On February 25, 2019 Council was presented with and approved the 2019-2023 Sewer Fund Financial Plan which was later consolidated and included in the 2019-2023 Consolidated Financial Plan adopted on May 6, 2019. Table 1 identifies the Greenwood Trunk Connection project included in the financial plan and requires completion of the statutory borrowing process to commence construction:

Table 1: 2020 Greenwood Trunk Connection Capital Project Funded with Debt

Project description	2020 Proposed Budget	2020 Debt	2020 New Works Reserve	2020 General Revenues	2020 DCC Reserve
Greenwood Trunk Connection	4,100,000	3,000,000	600,000	50,000	450,000

The borrowing process can take up to eight months to complete, therefore starting the process as soon as possible will ensure the funds are approved and secured to allow for construction in the spring of 2020 without delay.

DISCUSSION:

Greenwood Trunk Connection:

The City is embarking on the extension of the Greenwood Trunk sewer through the construction of gravity sewers, two pump stations and parallel force mains to convey flows to the newly constructed Comox Valley Regional District (CVRD) Greenwood Trunk. The installation of these works will allow the City to decommission three existing temporary sanitary sewer pump stations and create the ability to service existing and future development within the northeast area of the City.

Detailed design was an approved project for 2019 and is complete and tender ready. The Comox Valley Regional District has completed their section of the main and the only remaining part of the project is for the City to complete their portion.

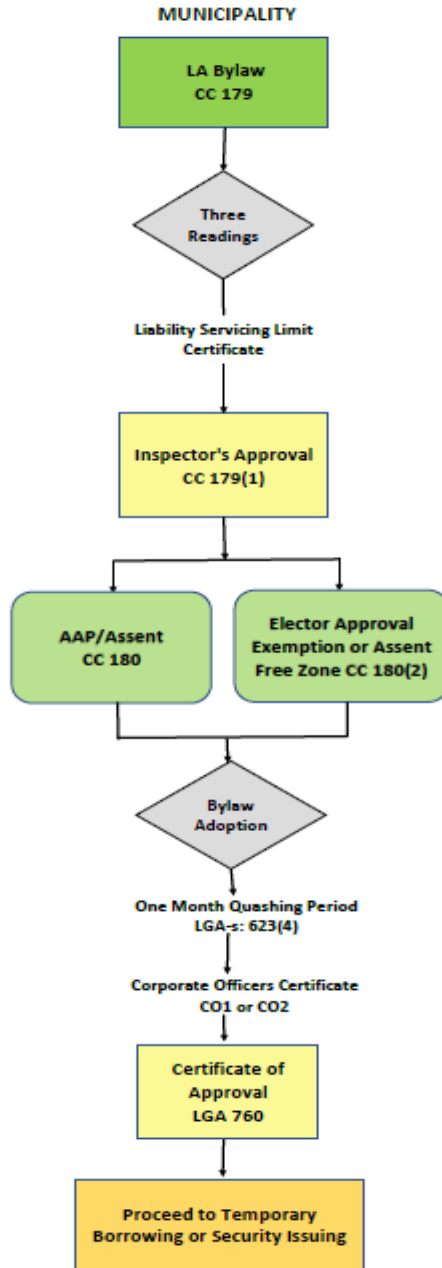
Borrowing Process:

Section 179 of the *Community Charter* provides Council with the authority to incur a liability by borrowing funds for any purpose of a capital nature. The local government borrowing process is highly regulated and closely monitored by the Province. All loan authorization bylaws must be approved by the Inspector of Municipalities and approval of the electors is required before adoption of the bylaw. In addition, Sections 623 and 760 of the *Local Government Act* require a one month quashing period after approval of the electors has been received, where an application can be made to the Supreme Court to set aside the loan authorization bylaw before final approval will be provided by the Inspector of Municipalities.

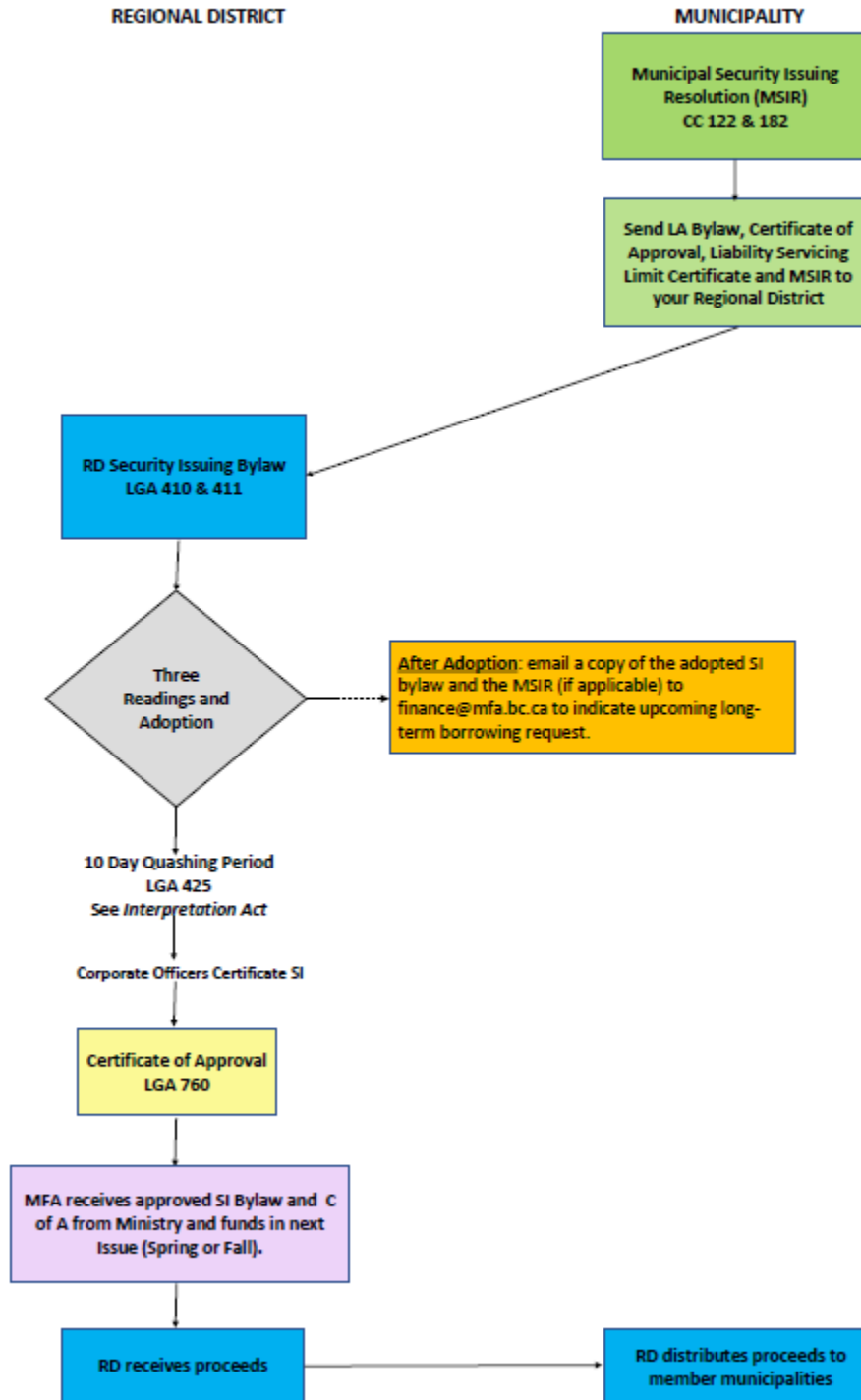
Finally, Section 182 of the *Community Charter* restricts local governments to financing long term debt with their local regional district through the Municipal Finance Authority of British Columbia (MFA). Once a certificate of approval has been received by the Inspector of Municipalities, Council must then pass a Municipal Security Issuing Resolution and forward it to the Comox Valley Regional District to be included in the next Regional District Security Issuing Bylaw that will go through further adoption at the regional level.

The borrowing process can take several months to complete, therefore it is recommended to begin the process as early as possible to ensure all the appropriate approvals are in place before projects are ready for construction. The following flowcharts provided by the Municipal Finance Authority outlines the steps involved for a loan authorization bylaw:

Loan Authorization Bylaw Procedures



Security Issuing Procedures



Elector Approval:

Section 180 of the *Community Charter* requires elector approval of a loan authorization bylaw before it can be adopted. There are two options available to gain elector approval as follows:

Alternative Approval Process (AAP)

An AAP requires that ten percent or more of the eligible electors must sign and submit response forms in opposition to the proposed loan authorization bylaw to the local government to obtain assent of the electors in order to proceed. If ten percent of the electors sign forms in opposition to the AAP, there are two choices; proceed to referendum within eighty days, or the loan authorization bylaw could be put on hold and consider alternatives.

Referendum

A referendum involves asking electors to cast their vote in relation to the loan authorization bylaw. Assent of the electors is achieved if a majority of votes counted are in favour of proceeding with the bylaw. If elector assent is not granted the loan authorization bylaw could not be adopted and Council would need to consider alternatives.

A referendum is a much more costly and time consuming than the Alternative Approval Process, therefore staff recommend gaining elector approval through the AAP process for this loan authorization bylaw.

Timelines:

Table 2 outlines the estimated schedule that would be followed in order to adopt the loan authorization bylaw and secure funding for the Greenwood Trunk Connection for spring 2020 construction. This schedule is subject to change depending on how long it takes to receive approvals from the Province. The schedule will be updated throughout the process and Council will be updated during each phase of the process as necessary.

Table 2: 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw Schedule:

Date	Charter Section	Action
November 4, 2019	179	Three readings by Council
November 7, 2019	180	Send to Inspector of Municipalities
December 16, 2019	86, 135, 180	Establish elector response forms Determine total number of electors Establish deadline for responses as February 17, 2020
January 9, 2020	94	First of two notices published Make response forms available to public at City Hall
January 16, 2020	94	Second and last notice published (must be at least 30 days prior to the deadline of February 17, 2020)
February 17, 2020	86	Deadline for elector responses
March 2, 2020	86	Council Meeting - Report to Council regarding elector responses If 10% threshold not reached, final adoption of bylaw
April 3, 2020	623,760 <i>LGA</i>	Send to Inspector for certificate of approval after quashing period
May 18, 2020	CC S.122&182	Council passes Security Issuing Resolution
May 25, 2020		Forward to Regional District and the MFA

FINANCIAL IMPLICATIONS:

Construction of the Greenwood Trunk Connection is estimated to cost \$4,100,000 and is funded in the 2019-2023 Financial Plan using \$450,000 of DCC reserves, \$50,000 of general revenue, \$600,000 from the New Works Reserve, and \$3,000,000 using new debt. Debt servicing costs for this project have been calculated using the latest Municipal Finance Authority annual interest rate of 2.79% with a 25 year amortization. Annual debt servicing costs are estimated to be \$165,984 and will commence in 2021.

Annual debt servicing costs remain within the Sewer fund and do not affect the general taxation debt levy. These costs would be fully recovered through the sewer user fees and frontage taxes and have already been incorporated in the 2019-2023 Financial plan and proposed fees for 2021.

ADMINISTRATIVE IMPLICATIONS:

After three readings of the loan authorization bylaw staff will send it along with all supporting documentation to the Inspector of Municipalities for the first review. Once the first review is complete, staff will report back to Council on the next steps to begin the Alternative Approval Process (AAP). The borrowing process involves several departments and is estimated to take approximately eighty hours of staff time from start to finish.

ASSET MANAGEMENT IMPLICATIONS:

The Greenwood Sewer Trunk Connection is an important project required to support growth in East Courtenay, and to enhance capacity and support continued development. This project has been vetted through the Asset Management Working Group, approved by the CAO, and identified as a high priority project.

The City's Sewer Master Plan identifies the Greenwood Trunk as the number 1 priority project. The construction of this trunk main has a number of significant positive impacts to the City's wastewater collection system, but also to the Sewage Commission infrastructure and the environment.

1. When constructed the Greenwood trunk will allow the City to decommission three (3) smaller temporary lift stations and redirect those flows by gravity into the CVRD trunk main on Anderton Road. The CVRD (approved Sewage Commission project in 2019) completed their section in anticipation of the City's project. The two (2) new lift stations along the Greenwood trunk will be designed with improved technology and monitoring (SCADA) and will be much more efficient than the older three (3) temporary lift stations.
2. When constructed the Greenwood trunk will allow the City to re-direct substantial flows away from the Regional Courtenay lift station, alleviating capacity concerns and deferring future Sewage Commission capital upgrades that are contemplated for the Courtenay Lift Station.

3. By diverting flows to the Greenwood Trunk and thereby increasing capacity at the Courtenay lift station, the potential for impact on the Environment (overflow during peak storm events) in the estuary will be greatly reduced.

STRATEGIC PRIORITIES REFERENCE:

The following 2019-2022 Council strategic priorities relate to the 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw:

We focus on organizational and governance excellence

- Responsibly provide services at levels which the people we serve are willing to pay

We proactively plan and invest in our natural and built environment

- Focus on asset management for sustainable service delivery

- **AREA OF CONTROL:** The policy, works and programming matters that fall within Council's jurisdictional authority to act
- ▲ **AREA OF INFLUENCE:** Matters that fall within shared or agreed jurisdiction between Council and another government or party
- **AREA OF CONCERN:** Matters of interest that are outside Council's jurisdictional authority to act

OFFICIAL COMMUNITY PLAN REFERENCE:

Section 6.3 Sanitary Sewer Treatment to follow policies to reduce infiltration, consider downstream capacity of existing sewer mains, and to provide an effluent network that is limited to areas within the City's municipal boundaries.

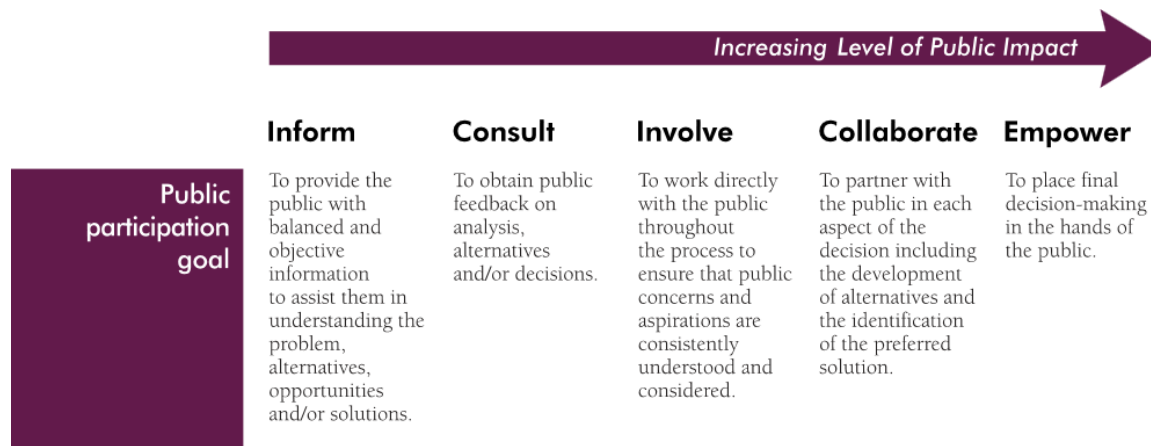
REGIONAL GROWTH STRATEGY REFERENCE:

These sewer projects provide the public with infrastructure that addresses public health needs and concerns and provides equal service to all residents within the municipality and region (per Comox Valley Regional Growth Strategy Bylaw No. 120, 2010, Part 3.2.5, Objective 5-D Page 56).

CITIZEN/PUBLIC ENGAGEMENT:

Section 180 of the *Community Charter* requires that a council gain approval of the electors before a loan authorization bylaw can be adopted. The City will **empower** the public based on the IAP2 Spectrum of Public Participation:

http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf



OPTIONS:

OPTION 1: That Council endorse the 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019;

That Council proceed to 1st, 2nd, and 3rd reading of the 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019; and

That Council approve the Alternative Approval Process (AAP) to gain approval of the electors for the 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019. [Recommended]

OPTION 2: That Council defer endorsing the 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019 to allow for further discussion.

OPTION 3: That Council not endorse the 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019.

Prepared by:

Jennifer Nelson, CPA, CGA
Director of Financial Services

Concurrence:

Ryan O'Grady, P. Ag, P. Eng.
Director of Engineering Services

- Attachments: #1: Sewer Capital Projects 2019-2023 (excerpt from 2019-2023 Financial Plan)
#2: Greenwood Trunk Connection – Capital Asset Dashboard Project ID 2019-SAN-02
#3: 2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw
No. 2985, 2019

Attachment #1

Sewer Capital Projects 2019-2020

		Values	2019 Funding				2020 Proposed Budget	2020 Funding			
			2019 Budget	2019 General Revenues	2019 New Works Reserve	2019 Reserve for Future Expenditures		2019 DCC Reserve	2020 Debt	2020 New Works Reserve	2020 General Revenues
Category	Project description										
New	20 St & Riverside Lane - Chamber	300,000	120,700		179,300						
	Greenwood Trunk Connection	151,800	3,300		35,800	112,700	4,100,000	3,000,000	600,000	50,000	450,000
	North Sandwick sewer						50,000			50,000	
	South Courtenay Sewer						200,000			200,000	
New Total		451,800	124,000		215,100	112,700	4,350,000	3,000,000	600,000	300,000	450,000
Renewal	Riverside Sanitary Trunk - 8 St to 19 St - Trunk Main Upgrade	1,500,000	170,100	1,200,000	129,900						
	1 St Lift Station Replacement	350,000	217,500		132,500		2,300,000	2,300,000			
	Comox Rd, Lewis Park, River Crossing - Sanitary Main Replacement	200,000	102,100		97,900		1,400,000		1,300,000	100,000	
	Braidwood Rd - Road & Utility Reconstruction - Sanitary	36,300			36,300		500,000			500,000	
	Cliffe Ave - Mansfield to Anfield ph 1 - Design 2019						50,000			50,000	
Renewal Total		2,086,300	489,700	1,200,000	396,600		4,250,000	2,300,000	1,300,000	650,000	
Grand Total		2,538,100	613,700	1,200,000	611,700	112,700	8,600,000	5,300,000	1,900,000	950,000	450,000

Sewer Capital Projects 2021-2023

		Values	2021 Funding		2022 Funding		2023 Proposed Budget	2023 Funding		
			2021 Proposed Budget	2021 General Revenues	2022 Proposed Budget	2022 General Revenues		2022 New Works Reserve	2023 General Revenues	2023 New Works Reserve
Category	Project description									
Renewal	Sewer - Projects identified through Asset Management Strategy	500,000	500,000							
	Cliffe Ave - Mansfield to Anfield ph 1 - Design 2019	404,300	404,300							
	Cliffe Ave - Mansfield to Anfield ph 2	150,000	150,000	750,000	250,000	500,000	750,000	250,000	500,000	
	Anderton Ave Lift Station			250,000	250,000		2,200,000			2,200,000
	Arden Central Trunk Main			200,000	200,000		2,000,000			2,000,000
	Mansfield Lift Station Upgrade						50,000	50,000		
	Courtenay Riverway - 21st to Mansfield						50,000	50,000		
Renewal Total		1,054,300	1,054,300	1,200,000	700,000	500,000	5,050,000	350,000	500,000	4,200,000
Grand Total		1,054,300	1,054,300	1,200,000	700,000	500,000	5,050,000	350,000	500,000	4,200,000

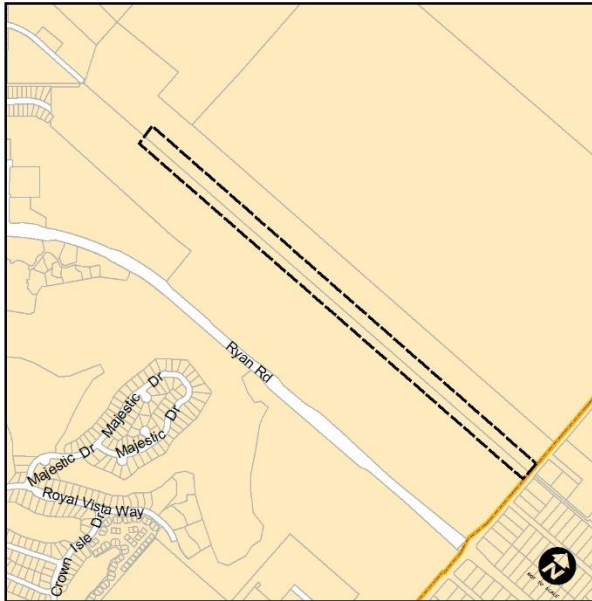
Sewer Debt Servicing Costs

		Values				
		2019 Budget	2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget
Account	Department					
Interest	Existing Debt Interest	56,600	56,600	56,600	56,600	56,600
	New Debt Interest		186,600	186,600	186,600	334,400
Interest Total		56,600	243,200	243,200	243,200	391,000
Principal	Existing Debt Principal	75,200	75,200	75,200	75,200	75,200
	New Debt Principal		197,200	197,200	197,200	353,500
Principal Total		75,200	272,400	272,400	272,400	428,700
Grand Total		131,800	515,600	515,600	515,600	819,700

Project ID: 2019-SAN-02

Project Lead: Engineering

SANITARY – GREENWOOD TRUNK CONNECTION TRUNK MAIN CONNECTION - DESIGN



Project Description:

- 2018 APPROVED PROJECT – DESIGN ONLY
- DESIGN OF GRAVITY SANITARY SEWER TRUNK MAIN TO CONNECT EAST COURTENAY TO ANDERTON RD.
- 2019 PROJECT – COMPLETE DESIGN AND INFORM ANTICIPATED 2020 CONSTRUCTION COSTS

Project Budget

Year	Approved Budget	Total Spent	Carry Forward	Requested Budget	Total Budget
2018	\$341,250	\$189,422	\$151,800		
2019				\$0	
					\$151,800

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2985

A bylaw to authorize the borrowing of the estimated cost of constructing the Greenwood Trunk Connection to the sanitary sewer system.

WHEREAS it is deemed desirable and expedient to construct the Greenwood Trunk Connection to the sanitary sewer system servicing East Courtenay.

AND WHEREAS the estimated cost of constructing the Greenwood Trunk Connection to the sanitary sewer system including expenses incidental thereto is the sum of \$4,100,000 of which the sum of \$3,000,000 is the amount of debt intended to be borrowed by this bylaw;

NOW THEREFORE, the Council of the Corporation of the City of Courtenay in open meeting assembled, enacts as follows:

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of the Greenwood Trunk Connection to the sanitary sewer system generally in accordance with the general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a) To borrow upon the credit of the Municipality a sum not exceeding \$3,000,000.
 - 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 construction of the said Greenwood Trunk Connection to the sanitary sewer system.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is twenty five years.
3. This bylaw may be cited as **“2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019”**.

Read a first time this day of , 2019

Read a second time this day of , 2019

Read a third time this day of , 2019

Received the approval of the Inspector of Municipalities this day of , 20

Received the approval of the electors of City of Courtenay on the _____ day of _____, 20

Reconsidered and finally passed and adopted this _____ day of _____, 20

Mayor

Corporate Officer

Certified a true copy of Bylaw No. 2985 as at third reading.

Corporate Officer

Certified a true copy of Bylaw No. 2985 as adopted.

Corporate Officer

Attachment 2

Fund	Sewer
Department	(All)
Area	(Multiple Items)
Total Funding	(All)

Category	Project description	2020 Proposed Budget	2020 Sewer Revenues	2020 Sewer Reserves	2020 Reserve for Future Expenditures	2020 DCC Reserve	2020 Debt	2021 Proposed Budget	2021 Sewer Revenues	2021 Sewer Reserves	2021 Debt
New	Sewer - Greenwood Trunk Construction	4,100,000	50,000	600,000		450,000	3,000,000				
	Sewer System Options Analysis	200,000	200,000								
New Total		4,300,000	250,000	600,000		450,000	3,000,000				
Renewal	Comox Road, Lewis Park, River Crossing Sanitary Main Replacement	194,900			194,900			1,400,000	100,000	1,300,000	
	Sewer - 1st Street Lift Station Replacement	341,100			341,100			2,300,000	300,000		2,000,000
	Braidwood Road - Road & Utility - Sewer Component	31,500			31,500						
	Sewer - Mansfield Drive Forcemain	50,000	50,000					750,000	500,000	250,000	
	Veterans Memorial Parkway Sewer Sleeve	50,000	50,000								
Renewal Total		667,500	100,000		567,500			4,450,000	900,000	1,550,000	2,000,000
Grand Total		4,967,500	350,000	600,000	567,500	450,000	3,000,000	4,450,000	900,000	1,550,000	2,000,000

Category	Project description	Values								
		2022 Proposed Budget	2022 Sewer Revenues	2022 Sewer Reserves	2023 Proposed Budget	2023 Sewer Revenues	2023 Debt	2024 Proposed Budget	2024 Sewer Revenues	2024 Sewer Reserves
Renewal	Sewer - Projects identified through Master Plan	500,000	250,000	250,000				1,000,000	750,000	250,000
	Braidwood Road - Road & Utility - Sewer Component				500,000	500,000				
	Sewer - Arden Central Trunk Main	200,000	200,000		2,000,000		2,000,000			
Renewal Total		700,000	450,000	250,000	2,500,000	500,000	2,000,000	1,000,000	750,000	250,000
Grand Total		700,000	450,000	250,000	2,500,000	500,000	2,000,000	1,000,000	750,000	250,000

Category	Project description	Values				
		2020 Proposed Budget	2021 Proposed Budget	2022 Proposed Budget	2023 Proposed Budget	2024 Proposed Budget
Debt Interest	Existing Debt Interest	58,300	58,300	58,300	58,300	58,300
	New Debt Interest Greenwood	43,100	86,100	86,100	86,100	86,100
	New Debt Interest 1 St Lift Station		28,700	57,400	57,400	57,400
	New Debt Interest Arden				28,700	57,400
Debt Interest Total		101,400	173,100	201,800	230,500	259,200
Debt Principal	Existing Debt Principal	75,200	75,200	75,200	75,200	75,200
	New Debt Principal Greenwood		87,800	87,800	87,800	87,800
	New Debt Principal 1 St Lift Station			78,300	78,300	78,300
	New Debt Principal Arden					78,300
Debt Principal Total		75,200	163,000	241,300	241,300	319,600
Grand Total		176,600	336,100	443,100	471,800	578,800



City of Courtenay Elector Response Form

2020 Greenwood Trunk Connection

2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019

Elector Approval: Alternative Approval Process (AAP)

By completing this elector response form, I am indicating that I oppose the adoption of “2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019”, which authorizes the borrowing of up to \$3,000,000 to be repaid over a period not exceeding 25 years in order to finance the costs of construction of the Greenwood Trunk Connection in 2020, unless a vote is held.

Print Full Name _____

Residential address _____

Signature (original signature required) _____

Choose one:

- I am a *resident elector* - I have been a resident of the City of Courtenay for at least 30 days
- I am a *non-resident property elector* who lives in another community and has owned property in the City of Courtenay for at least 30 days located at _____.

I am

- A Canadian citizen and at least 18 years of age or older,
- I am a resident of British Columbia and have been for at least 6 months,
- I am not disqualified by law from voting,
- I have not previously signed an elector response form with respect to this bylaw.

The Council may proceed with the adoption of “2020 Greenwood Trunk Connection Sanitary Sewer Capital Loan Authorization Bylaw No. 2985, 2019” unless 2,017 electors sign and submit a completed elector response form to the City by the deadline.

DEADLINE: February 17, 2020 at 4:30 p.m.

Elector response forms must be submitted by the deadline to **John Ward, Director of Legislative & Corporate Services, at City Hall, 830 Cliffe Avenue, Courtenay B.C., V9N 2J7**. This form will be considered submitted in confidence.

Additional information about this alternative approval process can be found at City Hall or on the City of Courtenay website at www.courtenay.ca/greenwoodtrunkAAP

Elector Eligibility

In order to sign an elector response form in relation to the alternative approval process, a person must either be a *resident elector* or a *non-resident property elector*.

RESIDENT ELECTOR

A resident elector is an individual who is entitled to sign an elector response form during an AAP by virtue of living within that jurisdiction. When signing an elector response form, a resident elector must:

- Be 18 years of age or older,
- Be a Canadian citizen,
- Have lived in British Columbia for at least six months,
- Have lived in the City of Courtenay for at least 30 days,
- Not be disqualified under the *Local Government Act*, or any other enactment from voting in a local election, or be otherwise disqualified by law.

NON-RESIDENT PROPERTY ELECTOR

A non-resident property elector is an individual that **does not live in the City of Courtenay** and who is entitled to sign an elector response form during an AAP by virtue of owning property in that jurisdiction. When signing an elector response form, a non-resident property elector must:

- Be 18 years of age or older,
- Be a Canadian citizen,
- Have lived in British Columbia for at least six months,
- Have owned property in the City of Courtenay for at least 30 days,
- Not be disqualified under the *Local Government Act*, or any other enactment from voting in a local election, or be otherwise disqualified by law.

Note: Only one non-resident property elector may sign an elector response form per property, regardless of how many people own the property. That owner must have the written consent of a majority of the other property owners to sign the response form on their behalf. Property owned in whole or in part by a corporation does not qualify under the non-resident property elector provisions. The City of Courtenay has forms available for non-resident property electors to use when gaining written consent from the other property owners for this AAP.

Notice: Freedom of Information and Protection of Privacy

Personal information on this form is collected under the authority of section 26(a) the *Freedom of Information and Protection of Privacy Act*. The personal information on this form will be used to determine whether elector assent has been received for Bylaw 2985 and is considered to be supplied in confidence.

If you have any questions about the collection of this information, contact John Ward, Director of Legislative & Corporate Services, at the address on this form, by email at info@courtenay.ca, or by phone at 250-334-4441. Personal information will only be disclosed in accordance with the *Freedom of Information and Protection of Privacy Act*.

