



# CITY OF PRINCE GEORGE

**Engineering and Public Works**

*In Pursuit of Service Excellence*

1100 Patricia Blvd. Prince George, BC V2L 3V9

Tel: 250-561-7600

**Killarney-Sussex-Wildwood Sanitary Sewer LAS  
Working Group Meeting  
Minutes of June 23, 2015 – 6:30 pm**

<b>City Representatives</b>			
Hayley Sedola	Gina Layte Liston	Kristy Brown	
<b>Resident Representatives</b>			
Sharon Lemp	Gord Simmons	Bertha Strasdin	Rob Carstairs
Dennis Friesen			

**1. MINUTES OF PREVIOUS MEETING:**

- Any outstanding issues will be detailed below. Minutes will help form the Agenda for next meeting on Tuesday July 21, 2015, 6:30 pm, 2<sup>nd</sup> Floor Conference Room, City Hall. The agenda will be sent out one week in advance.

Item	Description	Action By
<b>New Business</b>		
1.	<p><b>Communication Plan</b></p> <p><b>Webpage:</b></p> <ul style="list-style-type: none"> <li>City will be responsible for the Webpage and its updates</li> <li>The group is okay with the webpage being public and with having their names and contact info on it.</li> <li>Develop a question submission area within the webpage that the public can utilize. Questions will be discussed and answered at the monthly group meetings.</li> <li>Develop FAQ for webpage</li> <li>There won't be a webpage for Ridgeview project</li> <li>Keep costs off for now</li> <li>Include Staff Report from March 6, 2015 link on webpage, as well as, previous presentations, minutes, and agendas</li> <li>Use E-Notify. The public can sign up to receive any updates that were made to the webpage.</li> </ul> <p><b>Pre-Petition Public Meeting:</b></p> <ul style="list-style-type: none"> <li>Pre-petition info mailout will include revised estimated costs and</li> </ul>	<b>City</b>

	<p>houses that may require lift pumps will be identified and communicated to the affected residents.</p> <ul style="list-style-type: none"> <li>• The entire Working Group will be up at the front for this meeting</li> <li>• Webpage will be monitored for questions arising between the meeting and the petition deadline so the group can keep the residents informed during the process</li> <li>• Discuss having a consultant for onsite sewer connection recommendations. We've had positive feedback from the Ridgeview residents.</li> <li>• Discuss LAS process and highlight that all people on a property's title must sign if they are in favour, otherwise the vote is not valid.</li> </ul>	<p><b>City</b></p>
<p><b>2. Timelines</b></p>	<ul style="list-style-type: none"> <li>• Mail out update letter in July. This will be the last paper communication to the residents until the pre-petition meeting info package which will be delivered Oct 6<sup>th</sup>.</li> <li>• July's Working Group meeting – the webpage will be presented for review and approval by the group</li> <li>• There will not be a Working Group meeting held in August except for the onsite fieldtrip to Ridgeview to see construction (occur beginning of August after the long weekend)</li> <li>• September meetings – meet Sept 1 at 6:30 to review design work and develop pre-petition info package. Meet for a second time in Sept to refine the costs. Meeting date TBD.</li> <li>• Report to Council due by Sept 24, Council meeting on Oct 5<sup>th</sup></li> <li>• Oct 6 – pre-petition info package mailout</li> <li>• Working Group meeting in October (Oct 15<sup>th</sup> tentative) prior to the public meeting to prepare for the meeting</li> <li>• Oct 27 – pre-petition public meeting</li> <li>• Oct 30 – petition mailout</li> <li>• Petition due date Nov 20<sup>th</sup>, 2015</li> <li>• Post-petition update to homeowners early Dec</li> <li>• Report to Council (petition results and LAS Bylaw) due Dec 4 and Council meeting (Bylaw 1<sup>st</sup> three readings) on Dec 14<sup>th</sup> 2015.</li> </ul>	
<p><b>3. City Commitments to the Project Costs</b></p>	<ul style="list-style-type: none"> <li>• Portion of paving</li> <li>• Design of sewer</li> <li>• Fee waived for sewer connection (Bylaw rate is \$4,000 fee for a new sanitary sewer connection)</li> <li>• Some cost sharing with watermain project</li> </ul>	

<p><b>4. Misc</b></p>	<ul style="list-style-type: none"> <li>• An LAS (Local Area Service) benefits a particular neighbourhood. In the Community Charter it outlines 2 ways an LAS can be created; Council driven initiative where the residents vote against it, and a Resident driven initiative where the residents vote for it (a positive petition). This project is resident driven.</li> <li>• Historical grant funding was discussed. City has no control over Provincial funds.</li> <li>• A question asked if the 3% interest could be waived. The City is required to pay interest on MFA (Municipal Finance Authority) loans and would not waive it.</li> <li>• Cost estimate for Ridgeview was requested. Budget is \$560,000. More detailed costs will be shared at the end of summer.</li> <li>• A different construction method is being used for Ridgeview (shoring vs. sloped trench) which may also be used for the Killarney-Sussex-Wildwood project.</li> </ul>	
<p><b>5. Action Items</b></p>	<ul style="list-style-type: none"> <li>• Webpage and FAQ</li> <li>• Sewer 101 – terms, diagrams, map of City sewer network</li> <li>• Draft update letter to home owners for review at July’s meeting</li> </ul>	<p><b>City</b></p>
<p><b>Next Meeting: Tuesday, July 21, 2015 6:30 pm – City Hall – 2<sup>nd</sup> Floor Conference Room</b></p>		
<p><b>Notes by:</b> Kristy Brown - Please contact the writer with any errors or omissions</p>		