



## LIQUID WASTE MONITORING COMMITTEE AGENDA

DATE: 2023.11.06

LOCATION: Council Chambers – City Hall

TIME: 11:00 a.m.

413 Fourth Street, Kaslo

**1. Call to Order**

**2. Adoption of the Agenda**

- 2.1 Adoption of the Agenda for the 2023.11.06 Liquid Waste Monitoring Committee Meeting.

**3. Adoption of the Minutes**

- 3.1 Adoption of the Minutes from the 2023.04.17 Liquid Waste Monitoring Committee Meeting.

**4. Information Items**

- 4.1 Malik 2023.10.30

**5. Question Period**

*An opportunity for members of the public to ask questions or make comments relating to items on the agenda.*

**6. Business**

**6.1 Sewer Regulatory Framework**

*To consider making a recommendation to Council regarding sewer regulations.*

**6.1.1 LWMP Priorities**

**6.1.2 Parcel Tax and Rates for 2024**

**7. Late Items**

**8. Next Meeting**

*Unless otherwise specified the next meeting will be held at the call of the Chair.*

**9. Adjournment**



## LIQUID WASTE MONITORING COMMITTEE MINUTES

DATE: 2023.04.17

LOCATION: Council Chambers – City Hall

TIME: 11:00 a.m.

413 Fourth Street, Kaslo

PRESENT:	Chair	Mayor Hewat
	Members	Councillor Lang, David Russell, Lynn Van Duersen, Anne Malik, Don Scarlett
	Regrets	Nil
	Staff	CAO Dunlop, CO Allaway, Foreman Scott
	Public	Nil

### 1. Call to Order

*We respect and recognize the First Nations within whose unceded lands the Village of Kaslo is situated, including the Ktunaxa, Sinixt, and Sylix People, and the Indigenous and Metis Residents of our community.*

The meeting was called to order at 11:00 a.m.

### 2. Adoption of the Agenda

2.1 Adoption of the Agenda for the 2023.04.17 Liquid Waste Monitoring Committee Meeting

Moved, seconded and CARRIED

***THAT the agenda for the 2023.04.17 Liquid Waste Monitoring Committee meeting be adopted as presented.***

### 3. Adoption of the Minutes

3.1 Adoption of the Minutes of the 2021.11.30 Liquid Waste Monitoring Committee Meeting

Moved, seconded and CARRIED

***THAT the minutes of the 2021.11.30 Liquid Waste Monitoring Committee meeting be adopted as presented.***

### 4. Information Items

4.1 Committee Terms of Reference

4.2 2022 Daily Flows

4.3 Sewer Expansion Update

4.4 Sewer Operations

Moved, seconded and CARRIED

***THAT the Liquid Waste Monitoring Committee recommends to Council that staff report back on the Village's ability to regulate discharge from industrial users including the Angry Hen Brewery.***

4.5 Sewer Asset Management

4.6 Correspondence

4.6.1 2021.12.01 from D. Russell

4.6.2 2023.04.04 from A. Malik

5. **Question Period**

*Nil*

6. **Business**

6.1 **Sewer Capital Parcel Tax Amendment Bylaw 1288, 2023**

Moved, seconded and CARRIED

***THAT the Liquid Waste Monitoring Committee recommends to Council that staff investigate increasing the minimum taxable frontage to 40 (or 50) feet, increasing the minimum taxable frontage for strata properties and reviewing the maximum parcel tax frontage.***

6.2 **Sewer Specified Area Amendment Bylaw DRAFT**

Moved, seconded and CARRIED

***THAT the Liquid Waste Monitoring Committee recommends to Council that staff investigate the feasibility of a parcel tax for future sewer expansion areas as well as other community-wide taxation options to fund sewer capital improvements.***

6.3 **Sewer Expansion Update**

Moved, seconded and CARRIED

***THAT the Liquid Waste Monitoring Committee recommends to Council that Council provide opportunity for LWMC to be involved in any liquid waste studies, engineering projects or internal workshops to allow them to participate in the conceptual design of future projects.***

7. **Late Items**

*Nil*

8. **Next Meeting**

*The next meeting will be held at 11:00 on Monday, November 6, 2023.*

9. **Adjournment**

The meeting was adjourned at 12:17 p.m.

CERTIFIED CORRECT:

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Corporate Officer

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Chair



## Karissa Stroshein

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**Subject:** Agenda Item for LWMC meeting Nov. 6th

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**From:** The Maliks

**Sent:** Monday, October 30, 2023 10:27 AM

**To:** Karissa Stroshein <admin@kaslo.ca>

**Cc:** Ian Dunlop (CAO Kaslo) <cao@kaslo.ca>

**Subject:** Agenda Item for LWMC meeting Nov. 6th

Three priorities are identified in the Executive Summary of the LWMP Stage 3 Report.

The Ministry's LWMP Approval letter states: "*Kaslo must establish a plan monitoring committee to oversee and evaluate the implementation of the LWMP.*"

Given our responsibility to evaluate implementation I ask that a review of the three priorities is an Agenda item at our scheduled November 6, 2023 meeting. To facilitate this discussion, notes have been prepared for circulation to all committee members prior to the meeting and are attached.

Much appreciated,  
Anne Malik

**Priority #1      Public education and monitoring work to be completed, to support continued use of hundreds of private septic systems throughout the Village.**

**Monitoring and sampling of the receiving environment**

“current sampling study began in Sept 2020 and will be completed with more samples in April 2021. Findings: efficient processing of effluent / no health risks. Mandate to repeat study every five years unless issues arise.”

Subsequently, the Village of Kaslo Effluent Discharge Receiving Environmental Monitoring Report states:

“Provided that effluent quality/quantity remains similar, and the Kootenay Lake fertilisation program continues to add large quantities of nitrogen and phosphorus, the existing discharge will not cause water quality parameters outside of the initial dilution zone to fail to meet water quality guidelines, nor will it lead to an undesirable degree of increased biological activity because of the phosphorus addition.”

**Public education and monitoring of septic fields**

There was a discussion regarding monitoring and documentation of private septic system performance at our 2021.01.27 committee meeting.

**Priority #2     Updates to existing sewer service area bylaws to improve the Village's ability to manage the community sewer area through: a restructure of sewer user fees, updates to sewage regulation (and source control), and implementation of sewer reserve funding.**

A **Parcel Tax** for reserve funding has been implemented. But at its current rate it generates substantially less than the amount recommended in the plan.

A **Capital Charge** contributing for sewage treatment plant capacity is in effect.

Sewer annual **User Fees** have been restructured; however, there is no fee category for the campground. Connections on this property now include two washroom buildings, an attendant residence and seven (7) sites with sanitary facilities. Allocations from the campground to the Sewer have ranged from \$1,778 in 2021 to \$9,258 in 2022.

Both the **Capital Charge** and annual **User Fees** have been adjusted annually for inflation as recommended in the plan.

The **Sewer Regulation Bylaw** is being amended. For example, Bylaw 1289 adopted in May takes action on the recommendation that existing properties between the School and the hospital which were not within the specified area but are immediately adjacent to existing sewer mains are made part of the collection area.

With regard to restructuring the bylaw to enhance source control for higher strength industrial discharges as well as commercial kitchens, the committee recommended at our April 17, 2023 meeting:

*THAT staff report to the Liquid Waste Monitoring Committee regarding the Village's ability to regulate discharge from high-volume users.*

**Priority #3     Administrative changes to manage costs associated with tax exempt properties within the sewer area, through ‘payments in lieu of taxes’.**

‘Payments in lieu of taxes’ for tax exempt properties have been implemented. It is my understanding that:

- Municipal Properties are now included on the Sewer Roll and an equivalent to the parcel tax is remitted from General Taxation.
- Properties granted a Permissive Tax Exemption pay Local Service or Parcel Taxes with respect to both the water and sewer utility.
- The sewer parcel tax for the Post Office and RCMP building are funded by Federal grants in lieu of taxes.
- The sewer parcel tax for the School and Hospital is funded by a contribution from the Village’s general taxation; however, the implementation of a 120’ maximum taxable frontage greatly reduces this contribution. This does not adequately apportion the parcel tax for frontage and undermines the intention of the LWMP recommendation.

With regard to this situation, the committee recommended at our April 17, 2023 meeting:

*THAT staff report to the Liquid Waste Monitoring Committee regarding increasing the minimum taxable frontage to 40 (or 50) feet, increasing the minimum taxable frontage for strata properties and reviewing the maximum parcel tax frontage.*

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PREPARED BY: Catherine Allaway, Corporate Officer

DATE: October 27, 2023

SUBJECT: Regulation of sewage discharge from high-volume users

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**PURPOSE:** To provide information to the Liquid Waste Monitoring Committee regarding the Village's ability to regulate sewage discharge from high-volume users.

**SUMMARY:** The Village of Kaslo has some options to regulate sewage discharge from high-volume users. Lack of staff capacity is limiting progress.

**BACKGROUND:**

The Village of Kaslo Sewer Rates and Regulation Bylaw 1121 was adopted in 2018 and has since been amended several times. A consolidated version of the bylaw is attached for reference. The rates for use of the sewer system generally fund the operation and maintenance of the system and are found in Schedule "I" of the Fees and Charges Bylaw. Parcel Tax Bylaw 1288, 2023 specifies the rate for that tax, which generally funds capital improvements to the sewer system.

**ANALYSIS:**

Historically the sewer connection application process has not been well documented and only limited monitoring has occurred. The lack of a clearly articulated procedure with defined criteria has led to de facto acceptance of problematic connections. A robust screening process prior to installation could avoid future problems, but this would require additional resources to implement now.

As per the bylaw, the property owner must provide access for sampling, presumably at their own cost. Sampling is to be performed by the Village, at the municipality's cost. If the quality of the effluent is acceptable, any capital improvement to the system that is required to process the delivered volumes will be the responsibility of the Village of Kaslo.

**DISCUSSION:**

Clause 9 (b) of Bylaw 1121 (Consolidated) generally prohibits the discharge of "any substance of any kind whatsoever that obstructs or tends to obstruct or damage the Sewer System or which causes or tends to cause any nuisance, or which interferes or tends to interfere in any manner with the proper functioning, maintenance, or repair of the Sewer System" This is a fairly broad definition and could be used to limit discharge. A decision to limit discharge could cause hardship and needs to be justifiable. Sufficient evidence of harm to the municipal system should be demonstrated prior to imposing limitations on existing connections.

At present the Village has little data about the composition of the discharged waste from individual properties. Without monitoring and testing capacity it is difficult to quantify the problem. Establishing a regular monitoring program could help to detect problematic discharge and identify the source so that mitigation strategies can be implemented before equipment is damaged. A step towards this goal was initiated in 2023 through inspections of restaurant grease traps by Public Works staff. Staff were able to



inspect the condition of the traps and discuss appropriate maintenance and cleaning procedures with the business owners.

**ATTACHMENTS:**

- Village of Kaslo Sewer Regulation Bylaw 1121 (Consolidated)
- Schedule “I” from Fees and Charges Bylaw
- Sewer Parcel Tax Bylaw 1288, 2023

**FINANCIAL IMPLICATIONS:**

Higher rates could be established for users that discharge high volumes of concentrated waste into the system. Metering of sewer effluent is not practical because, unlike the water distribution system, the pipes are gravity flow, not pressurized. However, discharge volumes could be estimated based on a proportion of water metering volume. The cost of installing water meters starts at \$2,000 for the meter, plus installation, which can add thousands to the cost depending on where the meter needs to be installed inside or outside the building. However, this approach allows a more proportionate cost of any required upgrades to be passed along to the appropriate users.

**CORPORATE PRIORITY:** Sewer bylaw modernization and sewer system expansion are priorities identified in the 2023-2026 Corporate Strategic Plan. Environmental health is an important theme in the Official Community Plan.

**ENVIRONMENTAL IMPACT:** Effluent quality is critical to meeting regulatory requirements and keeping the treatment plant running efficiently.

**COMMUNICATION STRATEGY:** Nil

CAO Approval: 2023.11.02



## REPORT FOR INFORMATION

PREPARED BY: Ian Dunlop, CAO

DATE: November 3, 2023

SUBJECT: Sewer Capital Parcel Tax Options

**PURPOSE:** For the Liquid Waste Monitoring Committee to consider sewer parcel tax options to recommend to Council.

**OPTIONS:**

Recommendation is indicated in **bold**. Implications are in *italics*.

1. **Adopt the bylaw. *The parcel tax rates will be imposed for 2023.***
2. Do not adopt the bylaw. *There will be a shortfall in the amount collected for 2023.*
3. Refer back to staff for further review and report.

**RECOMMENDATION:**

THAT the Liquid Waste Monitoring Committee recommends to council that the frontages for the 2024 sewer parcel tax be based on 40 foot minimum and 200 foot maximum frontages; and, THAT the sewer user rates be increased by 5% for 2024.

**ANALYSIS:**

- A. **Background:** The Village of Kaslo levies a Parcel Tax to collect revenues from local properties where municipal sewer service is available. The Parcel Tax Roll lists the affected properties and indicates the frontage that is used to calculate the amount of tax imposed on a given property. A bylaw is passed annually to update the tax rate for these frontages. Parcel taxation goes towards capital infrastructure costs and can be used to pay down debt from past projects, pay for current year budgeted capital costs, or be put in a reserve fund to save up for future projects. The Village does not currently have any debt, so the main purpose of the parcel tax revenue is to build reserves to cover the Village's portion of future sewer plant and system expansion and replacement of system components as they wear out.
- B. **Discussion:** Funds raised by the parcel tax are added to the Sewer Capital Infrastructure Reserve. Saving up money in the reserve reduces the need to go into debt or rely too much on uncertain grant funding to pay for future sewer infrastructure projects. Although money in the reserve is primarily directed towards the capital maintenance existing Sewer Service Area (SSA), funds were borrowed from the reserve to pay for the sewer crossing at D Avenue during Kaslo River Bridge Construction. Expansion of the wastewater treatment plant is being planned along with future expansion of the wastewater collection system to more of Lower Kaslo, but substantial funding other than the reserve will be needed to make that happen.

As costs for capital improvements are increasing significantly due to supply chain issues and high inflation, additional revenues are needed to ensure the future sustainability of the sewer system. With that in mind, the parcel (frontage) tax rate was increased by 20% in 2022 from \$1.10 per foot to \$1.32 per foot. The bylaw also sets a minimum and maximum frontage to be

levied. The minimum is currently 25 feet, and maximum is 120 feet. (Imperial, rather than metric measurements, are used because that is BC Assessment's standard).

The Liquid Waste Monitoring Committee requested a review of the minimum and maximum frontage rates, to ensure fairness and equity. There was concern that the minimum was set too low. For example, a dwelling assessed at the minimum 25' frontage is likely to generate a similar volume of effluent as a single dwelling on 50' frontage lot, so perhaps the minimum should be raised so there is an equitable floor rate. By contrast, there was concern that the maximum was too low, as large producers such as the school or hospital pay the same parcel tax as a large single residential lot based on the maximum 120' frontage.

Parcel taxes can only be set by the following methods:

- A flat rate per parcel.
- Based on the linear frontage of the parcel.
- Based on the size (area) of the parcel.

Provincial legislation does not allow setting up different parcel tax rates by land use (i.e. commercial, institutional, residential). But service areas can be designated and charged differently, such as levying different rates for SSA1, SSA2, etc.

Prior to setting the 25' minimum, the minimum was 40'. The maximum is unchanged at 120'.

There are 213 properties subject to sewer parcel tax. Of these, 65 are assessed the minimum of 25' (30 of which are the strata units) and 25 are assessed the maximum frontage of 120'. The parcel tax raised \$16,764 in 2023. The average frontage was 60' and tax paid was \$79 (minimum \$33, maximum \$158.40).

Increasing the minimum frontage to 40' and the maximum to 200' would raise another \$3,026, based on the 2023 rates (\$19,856). There would be 68 properties assessed at 40' and 8 properties assessed at 200'. The average frontage is then 70.6' and tax paid is \$93.22. Increasing the maximum frontage will cause the Kootenay Lake Historical Society (SS Moyie) and Abbey Manor to increase by \$105.60/year to \$264. Properties that enjoy a permissive tax exemption from the Village are not exempt from the parcel taxes.

A change in maximum and minimum values for water should also be considered if the sewer change is implemented.

User Rates:

Sewer rates adequately cover the annual operating costs of the sewer system and there may be a small surplus this year as there were no extraordinary costs. The surplus is carried forward to the next fiscal year.

Village staff wages rose an average of 5.5% in 2023 due to inflationary pressures and settlement of a new CUPE contract. An increase of 5% to sewer rates is recommended for 2024.

### C. **Attachments:**

- Sewer rate chart

D. **Financial Implications:** Parcel tax is transferred to the Sewer Capital Infrastructure Reserve Fund. The fund currently has a balance of \$170,918. A transfer of \$23,764 into the reserve is estimated before the end of the 2023 fiscal year, as follows:

Parcel Tax	\$16,764	
Sewer Connection Fees	\$4,175	
50% Sani-dump revenue	\$2,825	(estimated)

The reserve balance is healthy for covering some repairs to the plant, lift stations, or collection system but well short of the funding that may be required for sewer plant improvements and expansion, estimated at \$2.5 million. The typical formula for ICIP infrastructure grants is for the municipality to contribute 26.7% of the project cost, or \$667,500. Borrowing would be needed to cover this, which would be repaid through future parcel tax payments.

E. **Corporate Priority:** Asset management and sewer system expansion are priorities in the Corporate Strategic Plan and mentioned throughout the Official Community Plan.

F. **Environmental Implications:** The sewer system and treatment plant help ensure that domestic effluent is released into the environment in the most ecologically responsible way.

G. **Communication Strategy:** All property owners affected by the change to the parcel tax roll must be notified by mail and will have the opportunity to appeal their assessment before the Parcel Tax Review committee before the tax is implemented in May 2024. Utility bills will be sent out in January 2024.

**Sewer Rate Chart (Proposed 5% increase)**

FEE CATEGORY: Residential Sewer Fees		
Item	2023	2024
Dwelling Unit	\$411	\$432
Vacant residential lot with service available	\$411	\$432
Improved residential lot with service available	\$103	\$108
FEE CATEGORY: Commercial/Institutional Sewer Fees		
Item		
Small retail/commercial, office, service station	\$411	\$432
Take out restaurant	\$617	\$648
Café/restaurant/bar with seating	\$822	\$863
Large retail	\$1,233	\$1,295
Brewery	\$1,541	\$1,618
Municipal facility	\$2,467	\$2,590
Hospital	\$8,223	\$8,634
School	\$10,278	\$10,792
Car wash - per bay	\$617	\$648
Laundromat - per machine	\$206	\$216
Other use - per washroom	\$206	\$216
Vacant commercial lot with service available	\$617	\$648
Improved commercial lot with service available	\$411	\$432
FEE CATEGORY: Short-Term Rental Accommodation Sewer Fees		
Item		
Hotel/Motel/Cabins - first 4 units	\$822	\$863
Vacation rental - up to 4 bedrooms	\$822	\$863
Each additional rentable room or unit	\$103	\$108
FEE CATEGORY: Sewer Connection Fees		
Item		
Connection to municipal sewer or wastewater treatment plant	\$4,278	\$4,492