

**MEMO TO: Mayor Jeyes and Council**

**MEMO FROM: Michelle Allen, Chief Administrative Officer**

**DATE: April 19, 2016**

**SUBJECT: WATER TREATMENT PLANT PROJECT – ALTERNATIVE APPROVAL PROCESS**

### **Background**

The Village of Ashcroft is seeking electorate approval to borrow \$4,128,739 to carry out upgrades to the water treatment plant. The total cost for the project is estimated to be \$9,873,263 and the village has secured grant funding in the amount of \$5,725,357.

### **Discussion**

#### **Alternative Approval Process (AAP)**

Except in special circumstances the Village may only borrow money with the consent of the electorate. There are two methods of obtaining this consent, the Alternate Approval Process (AAP) or by other voting (referendum). Council has given Ashcroft Water Treatment Plant Upgrades Loan Authorization Bylaw No. 803 first 3 readings and on the 8<sup>th</sup> of April we received the Statutory Approval from the Deputy Inspector of Municipalities. This approval now allows the continuation of the AAP.

Section 86 of the Community Charter outlines the process that the Village must undertake for the AAP. Section 86 (3) states:

*“For each alternative approval process, the council must*

- a. *Establish the deadline for receiving elector responses, which must be at least 30 days after the second publication of the notice under subsection (2),*
- b. *Establish elector response forms, which*
  - i. *May be designed to allow for only a single elector response on each form or for multiple elector responses, and*
  - ii. *Must be available to the public at the municipal hall from the time of first publication until the deadline, and*
- c. *Make a fair determination of the total number of electors of the area to which the approval process applies.”*

Copies of the advertisement and the Elector Response Form are attached to this memo. During an APP, 10% of the eligible electorate must complete an Elector Response Form stating that they **oppose the Village of Ashcroft Council’s intention to adopt “Ashcroft Water Treatment Plant Upgrade Loan Authorization Bylaw No. 803, 2016” which authorizes the borrowing of up to \$4,128,739 to finance the cost of upgrades to the Ashcroft Water Treatment Plant.** The objection must be filed on the official elector response form or a copy thereof, must be completed in full and the original must be submitted to the office in person or via Canada Post. The forms must be received by the deadline and late submissions due to a delay in mail delivery or other reason will not accepted.

As the Village does not have a List of Electors, we have been advised by CivicInfo that they estimate the number of eligible voters to be 1,484, so 148 forms must be received by the deadline. In the event that 148 or more forms are filed, the Village would have to undertake authorization by voting on a referendum.

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Administration has prepared documents for the AAP with the following parameters:

1. The maximum amount that we wish to borrow is \$4,128,739CDN
2. The loan will be amortized over a maximum 30 year period
3. The funds will be used to finance the cost of upgrades to the Ashcroft Water Treatment Plant
4. The two newspaper publications will be May 5 and May 12, 2016
5. The deadline to submit Elector Response Forms is 4:00 pm on Monday, June 13, 2016
6. Elector Response Forms will be available at the Village Office or downloaded off of the Village's website at [www.ashcroftbc.ca](http://www.ashcroftbc.ca)
7. Unless 10% of the eligible electors, or 148, file the completed forms by the deadline the Village will be authorized to proceed with the financing arrangements

**Recommendations**

Administration recommends that council authorize staff to proceed with an Alternative Approval Process as follows:

- Maximum amount to be financed is \$4,128,739
- Maximum amortization to be 30 years
- Public advertising to take place on May 5 and May 12, 2016
- Deadline to submit Elector Response Forms is 4:00 pm on Monday, June 13, 2016
- Approval of the Elector Response Form as presented
- The number of eligible electors is determined to be 1,484 as calculated by CivicInfo.

Respectfully submitted,



J. Michelle Allen,  
Chief Administrative Officer