

# **Capital Regional District**

625 Fisgard St., Victoria, BC V8W 1R7

# Notice of Meeting and Meeting Agenda Fernwood Water Local Service Commission

Tuesday, October 31, 2023

10:00 AM

Salt Spring Island Multi Space (SIMS) Boardroom, 124 Rainbow Road, Salt Spring Island, BC

MS Teams Link: Click here

L. Travelbea (Chair), G. Holman, B. Travelbea, and C. Wentworth

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

- 1. Call to Order
- 2. Territorial Acknowledgement
- 3. Approval of Agenda
- 4. Adoption of Minutes

**4.1.** 23-799 Minutes of October 17, 2022 Fernwood and Highland Water Service

Commission

Recommendation: That the minutes of the October 17, 2022 meeting be adopted as presented.

<u>Attachments:</u> Minutes - October 17, 2022

5. New Business

# **5.1.** 23-798 2024 Operating and Capital Budget

# **Recommendation:** That the Fernwood and Highland Water Service Commission:

# A. FERNWOOD AND HIGHLAND WATER SERVICE

- 1. Approve the 2024 operating and capital budget as presented, and that the 2023 actual deficit be balanced on the 2023 Reserve Funds transfer (CRF and/or ORF), and,
- 2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2024 Operating and Capital Budget and the Five-Year Financial Plan for the Fernwood and Highland Water Service as presented.

# B. HIGHLAND WATER SERVICE

- 1. Approve the 2024 operating and capital budget as presented; and,
- 2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2024 Operating and Capital Budget and the Five-Year Financial Plan for the Highland Water Service as presented.

# C. FERNWOOD WATER SERVICE

- 1. Approve the 2024 operating budget as presented; and,
- 2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2024 Operating Budget and the Five-Year Financial Plan for the Fernwood Water Service as presented.

# Attachments: Staff Report: 2024 Operating and Capital Budget

Attachment 1: 2024 Budget Fernwood and Highland Water Service Budget

Attachment 2: 2024 Budget Highland Water Service Budget
Attachment 3: 2024 Budget Fernwood Water Service Budget

# 6. Next Meeting - TBD

# 7. Adjournment



Minutes of the Meeting of the Fernwood and Highland Water Service Commission Held Friday, October 17, 2022, Salt Spring Island Library, 129 McPhillips Avenue, Salt Spring Island, BC

# **DRAFT**

# Present:

CRD Director: Gary Holman

Commission Members: Laura Travelbea (via Zoom), Brian Travelbea

(via Zoom), and Carolin Wentworth

**Staff:** Karla Campbell, Senior Manager, SSI Administration; Dean Olafson, Manager Engineering; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Lia Xu, Manager, Finance Services; and Shayla Burnham,

Recording Secretary

# 1. Territorial Acknowledgement / Call Meeting to Order

Commissioner L. Travelbea provided a Territorial Acknowledgement and the meeting was called to order at 10:02 am.

# 2. Approval of Agenda

**MOVED** by Commissioner Wentworth, **SECONDED** by Director Holman, that the Fernwood and Highland Water Service Commission agenda of October 17, 2022 be approved as presented.

**CARRIED** 

# 3. Adoption of Minutes of October 15, 2021

**MOVED** by Director Holman, **SECONDED** by Commissioner L. Travelbea, that the Fernwood and Highland Water Service Commission approve the minutes of October 15, 2021 as presented.

**CARRIED** 

# 4. Chair and Director Reports – no reports

# 5. New Business

# 5.1 2023 Operating and Capital Budget

- Staff provided an overview of the 2023 Operating and Capital Budget.
- Ongoing water system breaks and treatment system repairs discussed.
- Staff confirmed borrowing for the service is to be approved by rate payers.
- It was asked if replacement of the watermains could be completed during repair

- work and staff confirmed the initial construction would focus on the continued watermain break areas.
- It was confirmed that watermain replacement repairs would also include water meter connections.
- A discussion around lower cost residual disposition methods occurred.

**MOVED** by Director Holman, **SECONDED** by Commissioner Wentworth, that the Fernwood and Highland Water Service Commission request staff examine possible lower costs for water residual disposition methods for the Highland and Fernwood Water Service.

**CARRIED** 

**MOVED** by Commissioner B. Travelbea, **SECONDED** by Commissioner Wentworth, that the Fernwood and Highland Water Service Commission:

# A. FERNWOOD AND HIGHLAND WATER SERVICE

- Approve the 2023 operating and capital budget as presented, and that the 2022 actual deficit be balanced on the 2022 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund) and,
- 2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2023 Operating and Capital Budget and the five-year Financial Plan for the Fernwood and Highland Water Service as presented.

# **B. HIGHLAND WATER SERVICE**

- 1. Approve the 2023 operating and capital budget as presented; and,
- 2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2023 Operating and Capital Budget and the five-year Financial Plan for the Highland Water Service as presented.

# C. FERNWOOD WATER SERVICE

- 1. Approve the 2023 operating budget as presented; and,
- 2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2023 Operating Budget and the five-year Financial Plan for the Fernwood Water Service as presented.

**CARRIED** 

# 6. Outstanding Business – None

# 7. Election of Chair and Commissioners

- The Membership Opportunities ads were posted to the Salt Spring Exchange and printed in the Driftwood Publishing Ltd. for the month of June 2022 and September 2022 and no new applications were received.
- Both Laura Travelbea and Brian Travelbea requested staff forward their information to the CRD Board for re-appointment to the Commission for the January 1, 2023 – December 31, 2024 term.
- Election of the Chair deferred to the first Commission meeting of 2023.
- 8. Next Meeting TBD
- 9. Adjournment

**MOVED** by Director Holman, **SECONDED** by Commissioner B. Travelbea, that the Fernwood and Highland Water Service Commission meeting be adjourned at 11:09 pm.

CARRIE	<u>D</u>
CHAIR	
SENIOR MANAGER	



# REPORT TO FERNWOOD HIGHLAND WATER SERVICE COMMISSION TUESDAY, OCTOBER 31, 2023

# **SUBJECT** 2024 Operating and Capital Budget

# **ISSUE SUMMARY**

To present the 2024 operating and capital budget. In accordance with Bylaw No 3911, "Highland Fernwood Water Service Commission Bylaw No. 1, 2015" the Commissions' approval of the annual budget is required.

# **BACKGROUND**

The Capital Regional District (CRD) is required by legislation under the *Local Government Act* (LGA) to prepare an annual operating and capital budget and 5-year financial plan including Operating Budgets and Capital Expenditure Plans annually. CRD staff have prepared the financial plan shown in Appendix A to this report for the Fernwood Highland Water Service.

The Operating Budget includes the regular annual costs to operate the service. The Capital Expenditure Plan shows the anticipated expenditures for capital additions. These may include purchases of new assets or infrastructure, upgrades or improvements to existing assets or asset review and study work potentially leading to future capital improvements.

In preparing the Operating Budget, CRD staff considered:

- 1. Actual expenditures incurred between 2021 and 2023
- 2. Anticipated changes in level of service (if any)
- 3. Maximum allowable tax requisition
- 4. Annual cost per taxpayer and per SFE

Factors taken into consideration in the preparation of the Capital Expenditure Plan included:

- 1. Available funds on hand
- 2. Projects already in progress
- 3. Condition of existing assets and infrastructure
- 4. Inputs from Operations and Maintenance
- 5. Regulatory, environmental, and health and safety factors.

Adjustments for surpluses or deficits from 2023 may be made in January 2024. The CRD Board will give final approval to the budget and financial plan in March 2024.

The Financial Plan for the years 2025 – 2028 may be changed in future years.

# **BUDGET OVERVIEW**

# A. FERNWOOD AND HIGHLAND WATER SERVICE

# **Operating Budget**

It is projected that total operating expenses in 2023 will be slightly under budget by approximately \$1,111. However, the planned cyclical maintenance for the Water Treatment Plant filter media

replacement in the amount of \$20,000 funded by the Operating Reserve Fund will not be completed this year. Filter media replacement will be performed later when other planned maintenance work is to be scheduled. As a result, the actual core operating expenses (excluding deferred \$20,000 one-time cyclical maintenance on filter media replacement) are over budget by approximately \$18,889. Factors contributing to the operating overage include emergency response and corrective maintenance primarily due to the following events:

- Emergency response to water system breaks at:
  - 200 Maliview Drive (resulted in issuing a boil water advisory for a portion of the service area impacted by the watermain break)
  - 112 Maliview Drive (water service line connection)
  - 315 Fernwood Drive (water service line connection)
- Water Treatment Plant:
  - Continued replacement of faulty hand-off-auto (HOA) electronic control switches
  - Replace backwash tank pressure transducer.
- Distribution System:
  - Maliview pressure regulating station valve troubleshooting and replacement.

It is projected that the 2023 operating revenue will be \$8,500 under budget primarily as a result of lower than budgeted water sales.

This results in an overall operating deficit of approximately \$27,389. To balance the operating budget, it is proposed that the planned 2023 transfer to the operating reserve fund be reduced by \$20,000 and additionally the 2023 transfer to the capital reserve fund be reduced by \$7,389. Otherwise, the resulting deficiency in 2023 must immediately be included as an expenditure to be recovered from revenue in 2024 financial plan as required by Local Government Act Section 374(11).

Operating costs for 2024 (excluding one-time cyclical programs funded by ORF for filter media replacement in 2023 and reservoir cleaning and inspection in 2024) has increased by \$28,878 (8.3%) compared to 2023. The increase is primarily to account for inflation, labour costs reflecting the renewed collective agreement since 2023 and an additional allocation cost reflecting the administration support from SSI Administration Budget.

# Municipal Finance Authority (MFA) Debt

Loan Authorization Bylaw 3754 to borrow \$500,000 was approved and adopted in 2011 for the construction of a combined Highland-Fernwood water supply system. Table 1 below summarizes the detailed information for existing MFA debt issue related to LA3754.

Table 1 – Existing Debt Summary

	MFA Issues	Term		Retirement Year	Refinance Year	Original Interest Rate	Current Interest Rate	Principal	Principal Payment	Interest Payment	Total Annual Debt Cost
ı	LA3754-117	15	2011	2026	2021	3.25%	1.47%	\$500,000	\$26,841	\$7,350	\$34,191

# Operating Reserve Fund

The Operating Reserve Fund (ORF) is evaluated as outlined in the CRD Operating Reserve Guidelines endorsed by the CRD Board in 2023 and is used to fund cyclical maintenance activities, equipment and supplies purchases that typically do not occur on an annual basis, which creates swings in expense. The ORF is the financial strategy to mitigate the corresponding fluctuation in revenue requirement on an annual basis. Typical maintenance activities include

hydrant/standpipe maintenance and reservoir cleaning and inspection. Additionally, the operating reserve is also used to respond to unforeseen events and operating emergencies.

It is proposed that the 2024 transfer to the Operating Reserve Fund be set at \$65,000. The Operating Reserve Fund balance at the end of 2023 is projected to be \$99,760. There is \$20,000 of planned maintenance to be funded by the Operating Reserve over the next five years.

# Capital Reserve Fund

The Capital Reserve Fund is to be used to pay for capital expenditures that are not funded by other sources such as grants, operating budget, or debt.

It is proposed that the 2024 budgeted transfer to the Capital Reserve Fund be set at \$76,076. The reserve fund transfer planning is influenced by the funding required to support the five-year capital expenditure plan, the emergency response to infrastructure failures and guided by Capital Reserve Funding Guidelines endorsed by the CRD Board in aiming to achieve the optimal reserve fund level to ensure long-term prudent and sustainable management of service delivery objectives through capital investments.

The Capital Reserve Fund balance at the end of 2023 is projected to be \$88,751.

# Capital Expenditure Plan

The 5-year plan includes \$12,175,000 of expenditures to be funded by the service's capital funds on hand, Capital Reserve Fund, grants and new debt. Public engagement and a referendum are planned to take place in 2024 to borrow funds for various projects.

Thirteen (13) new projects have been added to the 2024-2028 Capital Plan as follows:

- 1. Highlands Middle Reservoir Repair (24-02) \$115,000 (Debt and Reserve)
- 2. WTP Driveway Improvements (24-03) \$35,000 (Debt)
- 3. WTP Bring Safety Chain to Specification (24-04) \$13,000 (Reserve)
- 4. Fernwood Reservoir Upgrade Top Railing (24-05) \$15,500 (Reserve)
- 5. Purchase Critical Spares Chlorine and Coagulant Pumps (24-06) \$12,000 (Reserve)
- 6. WTP Install Lifting Apparatus Over DAF System (24-07) \$65,000 (Debt and Reserve)
- 7. WTP Replace Electronic Components (24-08) \$11,500 (Reserve)
- 8. WTP Addition of Rinse Tank for Backwashing (24-09) \$16,000 (Debt)
- 9. Middle Reservoir, Replace or Re-line, Design (24-10) \$95,000 (Debt)
- 10. Middle Reservoir, Replace or Re-line, Construction (24-11) \$1,085,000 (Debt)
- 11. Replace Upper Reservoir Pumphouse (24-12) \$35,000 (Reserve)
- 12. Install Strainer Upstream of North End Road PRV (24-13) \$17,000 (Debt)
- 13. Update Asset Management Plan (27-01) \$50,000 (Grant and Reserve)

Table 2 below provides the future debt servicing cost simulation for analytical purposes with the indicative interest rate provided by MFA at the time of simulation. The debt servicing is for fourteen (14) projects for a total of \$11,888,000. Please refer to the 2024 – 2028 Five Year Capital Plan for details on the fourteen projects.

Table 2 - Future New Debt Simulation

Future Borrowing(s)	Term	Borrowing Year	Retirement Year		Principal	Principal	Interest	Total Annual Debt Cost
Doil owing(3)	10111	rear	i eai	Interest	Tillicipal	Payment	Payment	Debt Cost

Estimation				Rate				
		2224	00.40	4.4007	<b>***</b>	<b>***</b>	A 10 170	<b>A</b> 00.000
	25	2024	2049	4.40%	\$913,000	\$23,130	\$40,172	\$63,302
	25	2025	2050	4.30%	\$1,895,000	\$48,009	\$81,485	\$129,494
	25	2026	2051	4.30%	\$3,750,000	\$95,004	\$161,250	\$256,254
	25	2027	2052	4.30%	\$2,665,000	\$67,516	\$114,595	\$182,111
	25	2028	2053	4.30%	\$2,665,000	\$67,516	\$114,595	\$182,111
Total					\$11,888,000	\$301,175	\$512,097	\$813,272

At the commencement of each loan, 1% of the gross amount borrowed is withheld and retained by MFA as Debt Reserve Fund (DRF). In order to provide the full amount to fund the capital project, this 1% DRF amount is budgeted in operating budget in the year of borrowing. However, there is no principal payment required in the year of borrowing. The estimated debt servicing cost of \$813,272 equates to approximately \$2,442 cost per parcel.

# Capital Project Fund

As specific capital projects are approved, the funding revenues for them are transferred into the Capital Project Fund from the Capital Reserve Fund. Any funds remaining upon completion of a project are transferred back to the Capital Reserve Fund for use on future capital projects.

# User Charge and Parcel Tax

Fixed user charge, parcel tax, and variable sale of water based on consumption fund the service. Properties connected to the water system pay the annual user charge and all properties within the local service area are responsible for the parcel tax. The tiered water consumption rates are unchanged from 2023. Table 3 below summarizes the 2024 over 2023 changes for parcel tax and user charge.

Table 3 – Parcel Tax and User Charge Summary

Budget Year	dget Year Parcel Tax Taxable Folios Number		Parcel Tax per Folio*	User Charge	SFE Numbers	User Charge per SFE	Parcel Tax & User Charge	
2023	\$75,000	333	\$237.05	\$390,685	321	\$1,217.09	\$1,454.14	
2024	\$77,630	333	\$245.36	\$414,032	321	\$1,289.82	\$1,535.18	
Change (\$)	\$2,630	0	\$8.31	\$23,347	0	\$72.73	\$81.04	
Change (%)	3.51%	0.00%	3.51%	5.98%	0.00%	5.98%	5.57%	

<sup>\*</sup> Includes the 5.25% collection fee charged by the Ministry of Finance (not CRD revenue).

# A. HIGHLAND WATER SERVICE

# Operating Budget

The sole purpose of this budget is to repay existing debt and to complete the Valve Distribution Renewal project.

# Municipal Finance Authority (MFA) Debt

Loan Authorization Bylaw 3580 to borrow \$559,000 was approved and adopted in 2009 for water distribution system upgrades and construct of a new water treatment plan. Table 4 below summarizes the detailed information for existing MFA debt issue related to LA3580.

Table 4 - Existing Debt Summary

MFA Issues	Term	Borrowing Year	Retirement Year	Refinance Year	Original Interest Rate	Current Interest Rate	Principal	Principal Payment	Interest Payment	Total Annual Debt Cost
LA3580-106	15	2009	2024	2019	4.13%	2.25%	\$250,000	\$12,485	\$5,625	\$18,110
LA3580-118	15	2012	2027	2022	3.40%	3.39%	\$150,680	\$8,653	\$5,108	\$13,761
Total							\$400,680	\$21,138	\$10,733	\$31,871

# Capital Expenditure Plan

The 5-year plan includes \$20,000 of expenditures related to Middle Reservoir repairs and Upper Reservoir repair/replacement work to be carried forward into 2024.

# Capital Project Fund

As specific capital projects are approved, the funding revenues for them are transferred into this Capital Project Fund from multiple funding sources if applicable, including Capital Reserve Fund (CRF), grant funding, external contributions and debt. Any funds remaining upon completion of a project will be transferred back to its original funding source(s).

# Parcel Tax

Parcel tax funds the service. Table 5 below summarizes the 2024 over 2023 changes for parcel tax.

Table 5 – Parcel Tax Summary

Budget Year	Parcel Tax	Taxable Folios Numbers	Parcel Tax per Folio*
2023	\$31,795	254	\$131.75
2024	\$31,818	254	\$131.84
Change (\$)	\$23	0	\$0.10
Change (%)	0.07%	0.00%	0.07%

<sup>\*</sup> Includes the 5.25% admin fee charged by the Ministry of Finance (not CRD revenue)

# **B. FERNWOOD WATER SERVICE**

# **Operating Budget**

The sole purpose of this budget is to repay existing debt.

# Municipal Finance Authority (MFA) Debt

Loan Authorization Bylaw 3581 to borrow \$195,000 was approved and adopted in 2009 for water distribution system upgrades and interconnection to new Highlands's water treatment plant. Table 6 summarizes the detailed information for existing MFA debt issue related to LA3581.

Table 6 - Existing Debt Summary

MFA Issues	Term	Borrowing Year	Retirement Year	Refinance Year	Original Interest Rate	Current Interest Rate	Principal	Principal Payment	Interest Payment	Total Annual Debt Cost
LA3581-106	15	2009	2024	2019	4.13%	2.25%	\$100,000	\$4,994	\$2,250	\$7,244
LA3581-110	15	2010	2025	2020	4.50%	1.28%	\$50,000	\$2,684	\$640	\$3,324
LA3581-118	15	2012	2027	2022	3.40%	3.39%	\$45,000	\$2,584	\$1,526	\$4,110
Total							\$195,000	\$10,262	\$4,416	\$14,678

# Capital Expenditure Plan

There are no capital expenditures planned for this debt servicing only budget for 2024-2028.

# Parcel Tax

Parcel tax funds the service. Table 7 below summarizes the 2024 over 2023 changes for parcel tax.

Table 7 – Parcel Tax Summary

Budget Year	Parcel Tax	Taxable Folios Numbers	Parcel Tax per Folio*		
2023	\$14,658	79	\$195.29		
2024	\$14,658	79	\$195.29		
Change (\$)	\$0.00	0	\$0.00		
Change (%)	0.00%	0.00%	0.00%		

<sup>\*</sup> Includes the 5.25% admin fee charged by the Ministry of Finance (not CRD revenue)

# RECOMMENDATION

That the Fernwood and Highland Water Service Commission:

# A. FERNWOOD AND HIGHLAND WATER SERVICE

- 1. Approve the 2024 operating and capital budget as presented, and that the 2023 actual deficit be balanced on the 2023 Reserve Funds transfer (CRF and/or ORF), and,
- Recommend that the Electoral Areas Committee recommend that the CRD Board approve
  the 2024 Operating and Capital Budget and the Five-Year Financial Plan for the Fernwood
  and Highland Water Service as presented.

# **B. HIGHLAND WATER SERVICE**

- 1. Approve the 2024 operating and capital budget as presented; and,
- 2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2024 Operating and Capital Budget and the Five-Year Financial Plan for the Highland Water Service as presented.

# C. FERNWOOD WATER SERVICE

- 1. Approve the 2024 operating budget as presented; and,
- Recommend that the Electoral Areas Committee recommend that the CRD Board approve
  the 2024 Operating Budget and the Five-Year Financial Plan for the Fernwood Water
  Service as presented.

Submitted by:	Karla Campbell, Senior Manager, MBA, BPA, Salt Spring Island Electoral Area
Submitted by:	Jason Dales, B.Sc, WD IV, Senior Manager, Infrastructure Operations

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

# KC/JD/RL/:sb

Appendix A: 2024 Budget Fernwood and Highland Water Service Budget

2024 Budget Highland Water Service Budget 2024 Budget Fernwood Water Service Budget

# CAPITAL REGIONAL DISTRICT 2024 Budget

**Highland/Fernwood Water (SSI)** 

**Commission Review** 

Service: 2.621 Highland & Fernwood Water (SSI)

Committee: Electoral Area

# **DEFINITION:**

To construct water works for the provision, supply, treatment, conveyance, storage and distribution of water for the Salt Spring Island Highland and Fernwood Water Service, Bylaw No. 3753 (April 13, 2011).

# PARTICIPATION:

Local Service Area #63, 3(764)

#### MAXIMUM LEVY:

Greater of \$350,000 or \$2.572 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$794,257.

# **COMMISSION:**

Fernwood and Highland Water Service Commission - Bylaw 4371 (Dec. 09, 2020)

# **FUNDING:**

Parcel Tax: Annual, levied only on all properties capable of being connected to the system.

**User Charge:** Annual Fixed Fee per single family dwelling unit or equivalent.

The consumption charge for water will be the total volume of water metered to the water service

connections, measured in cubic meters at the following rate:

• First 38 cubic metres or portion - \$0.64 / cubic metre

• Next 68 cubic metres or portion - \$2.00 / cubic metre

• Greater than 106 cubic metres - \$5.13 / cubic metre

Water Connection Charge: Actual cost for the connection.

# **RESERVE FUND:**

Established by Bylaw #3907 (April 16, 2014)

				BUDGET	REQUEST			FUTURE PRO	JECTIONS	
2 624 Highland/Farmurad Water (SSI)	20	123		20	24					
2.621 - Highland/Fernwood Water (SSI)	BOARD	ESTIMATED	CORE	20	24					
	BUDGET	ACTUAL	BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
OPERATING COSTS										
Sludge Hauling Contract Waste Sludge Disposal	9,610 14,940	7,200 11,900	9,950 15,460	-	- -	9,950 15,460	10,150 15,770	10,350 16,090	10,560 16,410	10,770 16,740
Repairs & Maintenance Allocations	29,120 21,803	30,800 21,803	9,440 24,436	-	20,000	29,440 24,436	9,630 24,908	9,820 25,405	10,010 25,908	10,210 26,420
Water Testing	14,015	13,170	19,750	-	-	19,750	20,148	20,550	20,966	21,386
Electricity	21,420	21,600	22,000	-	-	22,000	22,440	22,890	23,350	23,820
Supplies	23,860	24,010	24,700	-	-	24,700	25,190	25,680	26,180	26,690
Labour Charges	195,460	201,500	212,906	-	-	212,906	217,174	221,530	225,972	230,505
Other Operating Expenses	18,906	16,040	19,370	-	-	19,370	19,820	20,290	20,780	21,290
TOTAL OPERATING COSTS	349,134	348,023	358,012	-	20,000	378,012	365,230	372,605	380,136	387,831
*Percentage Increase over prior year			2.5%		5.7%	8.3%	-3.4%	2.0%	2.0%	2.0%
DEBT / RESERVES										
Transfer to Capital Reserve Fund	75,000	67,611	76,076	-	-	76,076	65,665	53,095	54,355	18,080
Transfer to Operating Reserve Fund	88,000	68,000	65,000	-	-	65,000	29,000	27,000	27,670	10,000
MFA Debt Principal	26,841	26,841	26,841	-	-	26,841	49,971	97,980	166,143	233,659
MFA Debt Interest	7,350	7,350	17,393	-	-	17,393	67,893	169,320	311,556	426,151
MFA Debt Reserve Fund	110	110	9,280	-	-	9,280	19,100	37,650	26,650	26,650
TOTAL DEBT / RESERVES	197,301	169,912	194,590	-	-	194,590	231,629	385,045	586,374	714,540
TOTAL COSTS	546,435	517,935	552,602		20,000	572,602	596,859	757,650	966,510	1,102,371
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	(20,000)	-	_	-	(20,000)	(20,000)	-	-	-	-
Sales - Water	(60,000)	(51,000)	(60,000)	-	-	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)
User Charges	(390,685)	(390,685)	(414,032)	-	-	(414,032)	(451,289)	(586,680)	(762,680)	(877,081)
Other Revenue	(750)	(1,250)	(940)	-	-	(940)	(950)	(960)	(820)	(830)
TOTAL REVENUE	(471,435)	(442,935)	(474,972)	-	(20,000)	(494,972)	(512,239)	(647,640)	(823,500)	(937,911)
REQUISITION - PARCEL TAX	(75,000)	(75,000)	(77,630)	-		(77,630)	(84,620)	(110,010)	(143,010)	(164,460)
*Percentage increase over prior year										
Sales			0.0%			0.0%	0.0%	0.0%	0.0%	0.0%
User Fee			6.0%			6.0%	9.0%	30.0%	30.0%	15.0%
Requisition			3.5%			3.5%	9.0%	30.0%	30.0%	15.0%
Combined			4.9%			4.9%	8.0%	27.0%	27.6%	14.1%

# Highland/Fernwood Water (SSI) Reserve Summary Schedule 2024 - 2028 Financial Plan

# Reserve/Fund Summary

	Estimated			Budget		
	2023	2024	2025	2026	2027	2028
Operating Reserve Fund	99,760	144,760	173,760	200,760	228,430	238,430
Capital Reserve Fund	88,751	49,327	28,492	81,587	90,942	109,022
Total	188,511	194,087	202,252	282,347	319,372	347,452

# Reserve Schedule

# Reserve Fund: 2.621 Highland/Fernwood Water (SSI) - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance etc.

# **Reserve Cash Flow**

Fund:	1500	Estimated			Budget		
Fund Centre:	105205	2023	2024	2025	2026	2027	2028
Beginning Balance		30,566	99,760	144,760	173,760	200,760	228,430
Transfer from Ops	Budget	68,000	65,000	29,000	27,000	27,670	10,000
Expenditures		-	(20,000)	-	-	-	-
Planned Maiı	ntenance Activity	Filter media replacement (deferred)	Reservoir cleaning & inspection				
Interest Income*		1,194					
Ending Balance \$		99,760	144,760	173,760	200,760	228,430	238,430

# **Assumptions/Background:**

<sup>\*</sup> Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

# Reserve Schedule

# Reserve Fund: 2.621 Highland/Fernwood Water (SSI) - Capital Reserve Fund - Bylaw 3991

For capital repairs, additions and improvements to water system infrastructure

# **Reserve Cash Flow**

Fund:	1088	Estimated			Budget		
Fund Centre:	102156	2023	2024	2025	2026	2027	2028
Beginning Balance		41,340	88,751	49,327	28,492	81,587	90,942
Transfer from Ops B	Budget	67,611	76,076	65,665	53,095	54,355	18,080
Transfer from Cap F	und	-					
Transfer to Cap Fur	nd	(25,000)	(115,500)	(86,500)	-	(45,000)	-
Interest Income*		4,800					
Ending Balance \$		88,751	49,327	28,492	81,587	90,942	109,022

# Assumptions/Background:

<sup>\*</sup> Interest is included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	2.621 Highland & Fernwood Water (SSI)	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	EXPENDITURE							
	Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Engineered Structures	\$290,000	\$1,028,500	\$1,981,500	\$3,750,000	\$2,750,000	\$2,665,000	\$12,175,000
	Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$290,000	\$1,028,500	\$1,981,500	\$3,750,000	\$2,750,000	\$2,665,000	\$12,175,000
	SOURCE OF FUNDS							
	Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Debenture Debt (New Debt Only)	\$240,000	\$913,000	\$1,895,000	\$3,750,000	\$2,665,000	\$2,665,000	\$11,888,000
	Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$40,000	\$0	\$40,000
	Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Reserve Fund	\$50,000	\$115,500	\$86,500	\$0	\$45,000	\$0	\$247,000
		\$290,000	\$1,028,500	\$1,981,500	\$3,750,000	\$2,750,000	\$2,665,000	\$12,175,000

# CAPITAL REGIONAL DISTRICT

# **5 YEAR CAPITAL PLAN**

2024 - 2028 Service #:

2.621

Service Na

Highland & Fernwood Water (SSI)

Part															
Part		_	PROJECT DES	CRIPTION	PROJECT BUDGET & SCHEDULE										
Process   Proc		Expenditure	Capital Project Title	Capital Project Description	Total Proje	ect Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	
Description	19-05	New			\$	40,000	s	Res	\$ 40,000	\$ 40,000	s -	\$ -	\$ -	s -	\$ 40,000
Section   Sect	21-01	New	Public Engagement for Future Projects	Public engagement for the intake, DAF, back up power and upper reservoir projects.	\$	10,000	s	Res	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Part   Common   Part   Common   Part   Common	22-01	New	Back up Power	management.	\$	470,000	s	Debt	\$ 240,000	\$ 470,000		\$ -	\$ -	\$ -	\$ 470,000
1-10-  New   White man Ar Optionment intelligy and performany design.   1-10-	21-03	New	Highland Upper Reservoir Replacement	management.	\$	1,330,000	S	Debt	\$ -		\$ 1,330,000		\$ -	\$ -	\$ 1,330,000
No.   Water Man A Conjournment disolated design   Water Man A Conjournment disolated design   Water Man A Conjournment disolated design   Material Register   Section   Sectio				strategy (13 km).	\$	115,000			\$ -	\$ -		\$ -	•	\$ -	\$ 100,000
Expension of the Company of AC Water main replacement   Expension of the Company of AC Water main replacement   Expension of the Company of AC Water main replacement   Expension of the Company of the	21-04	New	Water main AC replacement strategy and preliminary design	CRD Project Management			S	Res	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Photo program of AC Water main replacement   price price price program of AC Water main replacement   price pric	21-05	New	Water Main AC replacement detailed design		\$	230,000	s	Debt	\$ -	\$ -	\$ 230,000	\$ -	\$ -	\$ -	\$ 230,000
	23-01	New	Phased program of AC Water main replacement	priority areas (\$1000/m over 5 years). Includes construction services and CRD	\$	13,000,000	S	Debt	s -	s -	\$ -	\$ 2,665,000	\$ 2,665,000	\$ 2,665,000	\$ 7,995,000
23-97   Remeral	24-01	New	Fernwood PS Hazard Assess and Demolition		\$	60,000	S	Res	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
24-07   Renoval   WTP SCARA Ligrades - WTP Communications and Control Upgrades - WTP Communications - Upgrade - WTP Communications - Upgrade - WTP Communications - WTP Communication - WTP Communic	25-01	New	Fence installation around storage reservoirs	Install fencing around all reservoirs and WTP. Includes CRD project management.	\$	140,000	S	Debt	\$ -	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ 140,000
	23-07	Renewal		controller due to age and criticality to current CRD I/O standards. At end of life for SCADAPAC 357e Series PLCs and add equipment feedback wiring to monitor valve	\$	220,000	s	Debt	\$ -	\$ 220,000	\$ -	\$ -	\$ -	s -	\$ 220,000
24-03   New WTP driveway improvements   Grave portion of driveway requires replicement with a code complaint removable portion of pipe railing. Replacement with a code complaint removable portion of pipe railing. Reflort with removable railing. Includes CRD project management.   S   35,000   S   S   S   S   S   S   S   S   S		New			\$	115,000			\$ -			\$ -	\$ -	\$ -	\$ 100,000
24-03   New   WTP driveway improvements   Duildings, Upgrade driveway to apphalar or concrete, Includes CRD project   S   35,000   S   Debt   S   S   50,000   S   S   S   S   S   S   S   S   S	24-02	New	Highlands Middle Reservoir Repair				s	Res	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Part   Replacement   Pertring Statety Chain to Specification.   piper ailling. Includes CRD project management.   \$ 13,000 \$   \$   \$   \$   \$   \$   \$   \$   \$	24-03	New	WTP driveway improvements	buildings. Upgrade driveway to asphalt or concrete. Includes CRD project	\$	35,000	s	Debt	s -	\$ 35,000	\$ -	s -	\$ -	s -	\$ 35,000
Part	24-04	Replacemen			\$	13,000	8	Res	s -	\$ 13,000	s -	\$ -	\$ -	\$ -	\$ 13,000
24-05   New   Critical Spares, Chlorine pump and coagulant pump   Puchase spares. Includes CRD project management.   \$ 12,000   \$ - \$ - \$ 12,000   \$ - \$ - \$ 5 - \$ 5 - \$ 5 - \$ 5 - \$ 1 2,000   \$ - \$ - \$ - \$ 5 -	24-05	Replacemen			\$	15,500	8	Res	\$ -	\$ 15,500	\$ -	\$ -	\$ -	\$ -	\$ 15,500
24-07   New   Install support for lifting apparatus over DAF system.   Saturator as well as for confined space entry apparatus.   Source	24-06	New		Purchase spares. Includes CRD project management.	\$	12,000	S	Res	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000
24-06   Replacement   WTP, replace Miltronics FLT Ultrasonic Probe   Miltronics with not supported replace with Siemens. Includes CRD project   \$ 11,500   \$ Res   \$ . \$ . \$ . \$ . \$ . \$ . \$ . \$ . \$ . \$	24-07	New	Install support for lifting apparatus over DAF system.		\$	65,000	s	Debt	s -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000
24-09   New   Addition of another tank is required for backwashing of two filters	24-07	New	Install support for lifting apparatus over DAF system.				S	Res	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Section   New   Replace or re-line Midde Reservoir - Design and Construction   Replace or re-line Midde Reservoir - Construction   Includes CRD project management.	24-08	Replacemen	WTP, replace Miltronics FLT Ultrasonic Probe	management.	\$	11,500	s	Res	\$ -	\$ -	\$ 11,500	\$ -	\$ -	\$ -	\$ 11,500
24-10   New   Replace or re-line Middle Reservoir - Design   project management   New   Replace or re-line Middle Reservoir - Construction   Sudy   Sudy   Update Asset Management Plan   Revise McElhanney Condition Assessment to SAMP   Sudy   Update Asset Management Plan   Revise McElhanney Condition Assessment to SAMP   Sudy   Update Asset Management Plan   Revise McElhanney Condition Assessment to SAMP   Sudy   Update Asset Management Plan   Revise McElhanney Condition Assessment to SAMP   Sudy   Update Asset Management Plan   Revise McElhanney Condition Assessment to SAMP   Sudy   Update Asset Management Plan   Revise McElhanney Condition Assessment to SAMP   Sudy   Update Asset Management Plan   Revise McElhanney Condition Assessment to SAMP   Sudy   Update Asset Management Plan   Revise McElhanney Condition Assessment to SAMP   Sudy   Update Asset Management Plan   Revise McElhanney Condition Assessment to SAMP   Sudy   Update Asset Management Plan   Revise McElhanney Condition Assessment to SAMP   Sudy   Update Asset Management Plan   Revise McElhanney Condition Assessment to SAMP   Sudy   Update Asset Management Plan   Revise McElhanney Condition Assessment to SAMP   Sudy   Update Asset Management Plan   Revise McElhanney Condition Assessment to SAMP   Sudy   Su	24-09	New	Addition of another tank is required for backwashing of two filters in	Includes CRD project management.	\$	16,000	s	Debt		\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ 16,000
24-12   New   Replace Upper Reservoir Pumphouse - Design and Construction   and CRD project management.   S   1,069,000   S   Debt   S   1,069,000   S   S   S   S   S   S   S   S   S	24-10	New	Replace or re-line Middle Reservoir - Design	project management.	\$	95,000	s	Debt			\$ 95,000	\$ -	\$ -	\$ -	\$ 95,000
24-12   New   Regulate Upper reservoir Furtiffrations - Design and Oristruction   Project management.   \$ 30,000   \$ res   \$ . \$ . \$ . \$ . \$ . \$ . \$ . \$ . \$ . \$	24-11	New	Replace or re-line Middle Reservoir - Construction	and CRD project management.	\$	1,085,000	s	Debt		\$ -		\$ 1,085,000	\$ -	\$ -	\$ 1,085,000
24-15   New   Instant Straterier Upstreet in Noted PV   Instant Straterier Upstreet in Note PV   Instant Straterier Upstreet in Noted PV   Instant Straterier Upstreet in Note Pv   Instant Straterier Upstreet in Not	24-12	New	Replace Upper Reservoir Pumphouse - Design and Construction	project management.	\$	35,000	s	Res		\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
27-01 Study Update Asset Management Plan CRD Project Management S Res \$ - \$ - \$ - \$ 10,000 \$ - \$ 1				management.	\$						\$ -	\$ -	\$ -	\$ -	\$ 17,000
					\$	50,000				•				•	40,000
5	27-01	Study	Update Asset Management Plan	CKD Project Management			5	Kes	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	Ψ 10,000
CRAIN TOTAL		+			1				<b> </b>						\$ -
				GRAND TOTAL	\$	17,180,000			\$ 290,000	\$ 1,028,500	\$ 1,981,500	\$ 3,750,000	\$ 2,750,000	\$ 2,665,000	\$ 12,175,000

Service:	2.621	Highland & Fernwood Water (SSI)			
Project Number	19-05		Referendum or Alternative Approval Process - Funding for Future Projects	Capital Project Description	Undertake a referendum or AAP to borrow funds to carry out the intake, DAF, back up power and upper reservoir projects.
Project Rationale	Undertake a referendum or AAP to be	orrow funds to carry out the intake, back up	power and upper reservoir projects.		
Project Number	21-01	Capital Project Title	Public Engagement for Future Projects	Capital Project Description	Public engagement for the intake, DAF, back up power and upper reservoir projects.
Project Rationale	Public engagement for the intake and	l upper reservoir projects.			
Project Number	22-01	Capital Project Title	Back up Power	Capital Project Description	Design and Construction of back up power system. Includes CRD project management.
Project Rationale	Design and construction of a backup p	power system needed in the event of a powe	er failure to continue to provide water to the	community.	
Project Number	21-03	Capital Project Title	Highland Upper Reservoir Replacement	Capital Project Description	Construction to replace existing leaking upper reservoir. Includes CRD project management.
Project Rationale	Upper reservoir is leaking and wastin	g water. Needs to be replaced.			

Project Number	21-04	Capital Project Title	Water main AC replacement strategy and preliminary design	Capital Project Description	Conduct water main replacement assessment and develop a phased replacement strategy (13 km).
Project Rationale	The asbestos cement water main sys	stem needs to be replaced so this will assess t	he system and create a strategy to deal with	it along with design drawings and spe	cifications.
Project Number	21-05		Water Main AC replacement detailed design		Water Main AC replacement detailed design. Includes CRD project management.
Project Rationale					
Project Number	23-01		Phased program of AC Water main replacement	Capital Project Description	Engineering and construction of replacement/renewal of failing water main for high priority areas (\$1000/m over 5 years). Includes construction services and CRD project management.
Project Rationale	The asbestos cement water main sys	stem needs to be replaced. This project is for	the engineering and construction of replacer	nent/renewal of failing water main fo	or high priority areas (\$1000/meter over 10 years).
Project Number	24-01		Fernwood PS Hazard Assess and Demolition	Capital Project Description	Assessment of hazard and demolition. Includes CRD project management.
Project Rationale	This project will assess the hazards a	nd demolish the obsolete Fernwood Pump St	ation.		

ervice:	2.621	Highland & Fernwood Water (SSI)			
Project Number	25-01	Capital Project Title	Fence installation around storage reservoirs	Capital Project Description	Install fencing around all reservoirs and WTP. Includes CRD project management.
Project Rationale	This fence is required for community	safety (child access etc.) and security of the	asset (vandalism).		
Project Number	23-07		WTP SCADA Upgrades - WTP Communications and Control Upgrades	Capital Project Description	To upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standards. At end of life for SCADAPAC 357e Series PLCs and add equipment feedback wiring to monitor valve position, motor speed etc. Includes CRD project management.
	Various improvements identified in th		RTU programming software to Workbench.  Highlands Middle Reservoir Repair		Install new manway in Reservoir, replace temporary piping with permanent, possible power line relocation.
Project Rationale					
Project Number	24-03	Capital Project Title	WTP driveway improvements		Gravel portion of driveway requires regular maintenance to provide safe access to buildings. Upgrade driveway to asphalt or concrete. Includes CRD project management.
Project Rationale					

Service:	2.621	Highland & Fernwood Water (SSI)			
Project Number	24-04	Capital Project Title	WTP Bring safety chain to specification.	Capital Project Description	Removable chain requires replacement with a code compliant removable portion of pipe railing. Retrofit with removable railing. Includes CRD project management.
Project Rationale					
Project Number	24-05	Capital Project Title	Fernwood Reservoir 1. Repair roof top railing and check for building code compliance and replace or repair	Capital Project Description	Code compliance/replacement and ladder enclosure and upper railing are rusting and require assessment. Includes CRD project management.
Project Rationale					
Project Number	24-06	Capital Project Title	Critical Spares; Chlorine pump and coagulant pump	Capital Project Description	Purchase spares. Includes CRD project management.
Project Rationale					
Project Number	24-07	Capital Project Title	Install support for lifting apparatus over DAF system.	Capital Project Description	Support for a lifting apparatus is required at ceiling level to lift the 80lb lid for the Saturator as well as for confined space entry apparatus.
Project Rationale					

vice:	2.621	Highland & Fernwood Water (SSI)			
Project Number	24-08	Capital Project Title	WTP, replace Miltronics FLT Ultrasonic Probe	Capital Project Description	Miltronics unit not supported replace with Siemens. Includes CRD project management.
Project Rationale					
Project Number	24-09	Capital Project Title	Addition of another tank is required for backwashing of two filters in sequence.		Rinse water tank currently allows only one filter backwash at a time due to its size. Includes CRD project management.
Project Rationale					
Project Number	24-10	Capital Project Title	Replace or re-line Middle Reservoir - Design	Capital Project Description	Middle Reservoir is leaking and needs a new liner or to be replaced. Includes CRD project management.
Project Rationale					
Project Number	24-11	Capital Project Title	Replace or re-line Middle Reservoir - Construction	Capital Project Description	Replace or re-line Middle Reservoir - Construction. Includes construction services and CRD project management.

ervice:	2.621	Highland & Fernwood Water (SSI)			
Project Number	24-12	Capital Project Title	Replace Upper Reservoir Pumphouse - Design and Construction	Capital Project Description	Replace Upper Reservoir Pumphouse - Design. Includes construction and CRD project management.
Project Rationale					
Project Number	24-13	Capital Project Title	Install Strainer upstream of North End Road PRV	Capital Project Description	Install Strainer upstream of North End Road PRV. Includes CRD project management.
Project Rationale					
	27-01		Update Asset Management Plan		Revise McElhanney Condition Assessment to SAMP.
Project Number Project Rationale		Capital Project Title		Capital Project Description	

# 2.621 - Highland/Fernwood Water (SSI)

Capital Projects
Updated @ Sep 11, 2023

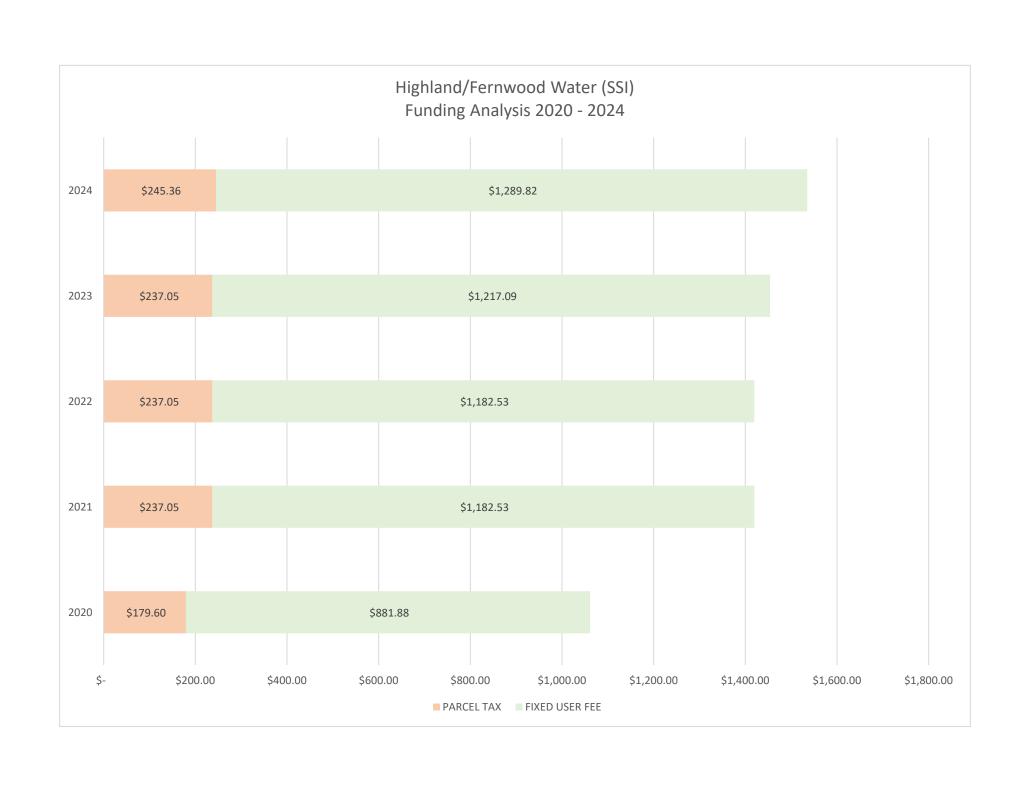
Year	Drainat#	Status	Canital Prainct Description	Total Project	Spen	Total Funding in	
rear	Project#	Status	Capital Project Description	Budget	Expenditure Actuals	Remaining Spending	Place
2019	CE.677.7501	Open	Water Intake and Screen	190,000	43,756	146,244	190,000
2019	CE.699.4501	Open	Safe Work Procedures	17,000	3,830	13,170	17,000
2020	CE.707	Open	Waste Pump Design and Construct	80,000	26,140	53,860	80,000
2021	CE.735.4501	Open	Power generation equipment - Design*	59,000	53,146	5,854	49,000
			Totals	346,000	126,871	219,128	336,000

<sup>\*</sup> Financial Plan Amendment in progress

							Actual
	Taxable	Parcel Tax		User Charge	Total Tax &		Assessments
<u>Year</u>	<u>Folios</u>	Per Folio	<u>SFEs</u>	Per SFE	<u>Charges</u>	<u>Bylaw</u>	<u>\$(000's)</u>
2012	0	\$0.00	318	\$156.23	\$156.23	3864	\$138,812
2013	332	\$158.51	318	\$522.72	\$681.23	3891	\$136,061
2014	333	\$173.84	318	\$558.04	\$731.88	3925	\$125,134
2015	333	\$173.84	318	\$638.15	\$811.99	3993	\$126,876
2016	333	\$173.84	317	\$704.93	\$878.77	4073	\$131,385
2017	333	\$173.84	319	\$817.51	\$991.35	4208	\$149,011
2018	333	\$173.84	319	\$861.75	\$1,035.58	4236	\$167,935
2019	333	\$173.84	320	\$858.15	\$1,031.99	4311	\$177,921
2020	333	\$179.60	321	\$881.88	\$1,061.48	4339	\$191,456
2021	333	\$237.05	321	\$1,182.53	\$1,419.58	4395	\$201,818
2022	333	\$237.05	321	\$1,182.53	\$1,419.58	4470	\$281,106
2023	333	\$237.05	321	\$1,217.09	\$1,454.14	4525	\$308,761
2024	333	\$245.36	321	\$1,289.82	\$1,535.18		
Change from 20	023 to 2024						
		\$8.31		\$72.73	\$81.04		
		3.51%		5.98%	5.57%		

**Committee: Electoral Area** 

 $<sup>^{</sup>st}$  A variable consumption charge is paid in addition to the fixed user charge and parcel tax.



# CAPITAL REGIONAL DISTRICT 2024 Budget

**Highland Water System (SSI)** 

**Commission Review** 

Service: 2.620 Highland Water (SSI) Committee: Electoral Area

#### **DEFINITION:**

To provide and operate water supply and distribution facilities for the Salt Spring Island Highland Water System Specified Area. Bylaw No. 847 (March 25, 1981). Local Service Establishment Bylaw No. 1937 (October 9, 1991).

# **PARTICIPATION:**

Local Service Area #13, H(764)

#### **MAXIMUM LEVY:**

Greater of \$120,000 or \$5.50 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$1,178,268.

# **MAXIMUM CAPITAL DEBT:**

Authorized:	LA3580 (April 3, 2009)	\$559,000 *
Borrowed:	SI Bylaw 3634 (2009, 4.13%)	(\$250,000)
	SI Bylaw 3817 (2012, 3.4%)	(\$150,680)

Remaining: \$158,320

# **COMMISSION:**

Fernwood and Highland Water Service Commission- Bylaw 4371 (Dec. 09, 2020)

#### **FUNDING:**

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding property that is taxable for school purposes by Special Act.

**Parcel Tax:** - Annual, only on properties capable of being connected to the system.

# **RESERVE FUND:**

Highland Water System Capital Reserve Fund, Bylaw No. 1501 (Dec. 17, 1986)

				BUDGET	REQUEST			FUTURE PRO	JECTIONS	
2.620 - Highland Water System (SSI) - Debt Only	20:	-		20	24					
	BOARD BUDGET	ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
OPERATING COSTS										
Allocations	43	43	27	-	-	27	27	28	28	-
TOTAL OPERATING COSTS	43	43	27		-	27	27	28	28	
*Percentage Increase over prior year						-37.2%	0.0%	3.7%	0.0%	NA
DEBT										
MFA Debt Principal MFA Debt Interest MFA Debt Reserve Fund	21,138 10,733 90	21,138 10,733 90	21,138 10,733 90	- - -	- -	21,138 10,733 90	8,653 5,108 90	8,653 5,108 90	8,653 2,554 90	-
TOTAL DEBT	31,961	31,961	31,961		-	31,961	13,851	13,851	11,297	_
TOTAL COSTS	32,004	32,004	31,988			31,988	13,878	13,879	11,325	
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2023 to 2024	- (440)	80	(80)	-	-	(80)	-	-	-	-
Balance c/fwd from 2022 to 2023 Other Income	(119) (90)	(119) (170)	(90)	-	-	(90)	(90)	(90)	(90)	-
TOTAL REVENUE	(209)	(209)	(170)	-		(170)	(90)	(90)	(90)	-
REQUISITION - PARCEL TAX	(31,795)	(31,795)	(31,818)	-	-	(31,818)	(13,788)	(13,789)	(11,235)	-
*Percentage increase over prior year Requisition						0.1%	-56.7%	0.0%	-18.5%	NA

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	2.620	Carry						
	Highland Water (SSI)	Forward	2024	2025	2026	2027	2028	TOTAL
		from 2023						
	EXPENDITURE							
	Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Engineered Structures	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
	Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
	SOURCE OF FUNDS							
	Capital Funds on Hand	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000
	Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$20,000	\$20,000	\$0	<b>\$0</b>	<b>\$0</b>	\$0	\$20,000

# **CAPITAL REGIONAL DISTRICT**

# **5 YEAR CAPITAL PLAN**

2024	_	2028	

Service #:	2.620
Service Name:	Highland Water (SSI)

	PROJECT DESCRIPTION			PROJECT BUDGET & SCHEDULE										
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028		ear Total populates
16-01	Renewal	Infrastructure Upgrades (Valve Distribution)	Middle and Upper Reservoir Repairs	\$ 122,442	s	Сар	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -		\$	20,000
													S	-
													\$	-
													\$	-
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									-			-	\$	
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													\$	
			GRAND TOTAL	\$ 122,442			\$ 20,000	\$ 20,000	\$ -	- \$ -	\$ -	\$ -	\$ 2	20,000.00

Service:	2.620	Highland Water (SSI)

16 Project Number	6-01	Infrastructure Upgrades (Valve Distribution)	Capital Project Description	Middle and Upper Reservoir Repairs
•	<u> </u>	 ddle reservoir needs an access hatch and a r repair of Middle reservoir and the planning,		d it has also recently starts to leak. The upper er Reservoir replacement.

# 2.620 - Highland Water System (SSI)

Capital Projects
Updated @ Sep 20, 2023

Year	Project#	Status	Capital Project Description	Total Project	Sper	Total Funding in	
i eai	Frojeci#	Status	Capital Project Description	Budget	Expenditure Actuals	Remaining Spending	Place
2020	CE.360	Open	Upper Reservoir Replacement	126,973	93,607	33,366	126,973
			Totals	126,973	93,607	33,366	126,973

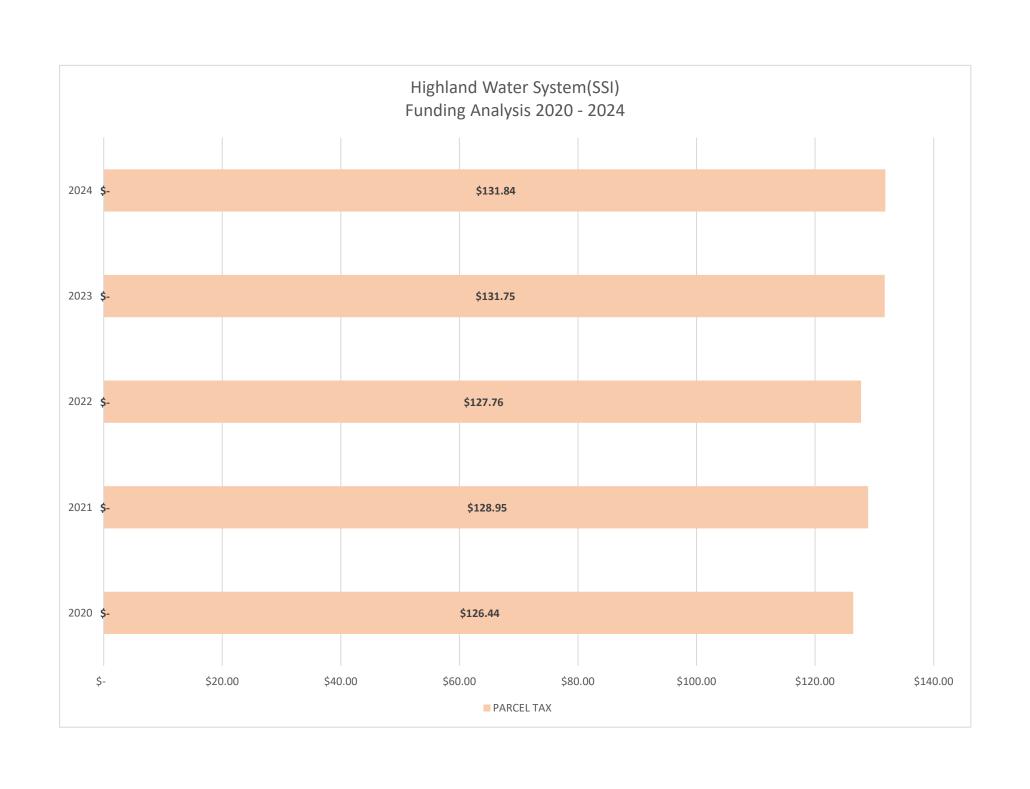
Service: 2.620 Highland Water System (SSI) Committee: Electoral Area

	Taxable	Parcel	Number	User		Actual	Converted
<u>Year</u>	<u>Folios</u>	<u>Tax</u>	SFE's	<u>Charge</u>	<u>Bylaw</u>	<u>Assessments</u>	<u>Assessments</u>
2012	254	\$481.73	244 \$204.9	3 + Variable rate	3864	96,500,271	9,723,502
2013	254	\$153.97	244	\$0.00	3891	94,169,838	9,490,838
2014	254	\$153.97	244	\$0.00	3925	86,342,165	8,703,326
2015	254	\$154.27	244	\$0.00	3993	89,962,520	9,070,897
2016	254	\$153.79	244	\$0.00	4073	911,979,953	9,200,860
2017	254	\$153.88	244	\$0.00	4208	104,068,888	10,464,573
2018	254	\$154.27	244	\$0.00	4236	116,044,437	11,668,285
2019	254	\$152.65	239	\$0.00	4311	126,933,707	12,762,562
2020	254	\$126.44	246	\$0.00	4339	136,331,012	13,701,537
2021	254	\$128.95	246	\$0.00	4395	139,308,437	14,017,388
2022	254	\$127.76	246	\$0.00	4470	195,287,412	19,657,255
2023	254	\$131.75	246	\$0.00	4525	214,230,545	21,563,060
2024	254	\$131.84	246	\$0.00			

Change from 2023 to 2024

\$0.10

0.07%



# CAPITAL REGIONAL DISTRICT

2024 Budget

Fernwood Water (SSI)

**Commission Review** 

Service: 2.660 Fernwood Water (SSI) Committee: Electoral Area

\$0

# **DEFINITION:**

To provide, operate and maintain water supply and distribution facilities for the Fernwood Water Local Service Area on Salt Spring Island Bylaw No. 1772 (January 1990). Amended Bylaw No. 2034 (July 15, 1992).

# **PARTICIPATION:**

Fernwood Area of Salt Spring Island. Local Service Area #6, F(764).

# **MAXIMUM LEVY:**

Greater of \$56,000 or \$5.07 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$479,270.

# **MAXIMUM CAPITAL DEBT:**

AUTHORIZED:	LA Bylaw No. 3581 (April 8, 2009)	\$195,000
BORROWED:	SI Bylaw 3634 (Nov 2009)	\$ (100,000)
	SI Bylaw 3677 (Feb 2010)	\$ (50,000)
	SI Bylaw 3817 (May 2012)	\$ (45,000)
		,

# **COMMISSION:**

REMAINING:

Fernwood and Highland Water Service Commission- Bylaw 4371 (Dec. 09, 2020)

# **FUNDING:**

Any deficiencies after user charge and/or parcel tax to be levied on taxable hospital assessments.

Parcel Tax:

- Annual, levied only on properties capable of being connected to the system.

# **RESERVE FUND BYLAW:**

Bylaw No. 1832.

			BUDGET REQUEST				FUTURE PROJECTIONS			
2.660 - Fernwood Water (SSI) - Debt Only	2023		2024							
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2025	2026	2027	2028
OPERATING COSTS										
Allocations	26	26	13	-	-	13	13	14	14	-
TOTAL OPERATING COSTS	26	26	13	-	-	13	13	14	14	-
*Percentage Increase over prior year						-50.0%	0.0%	7.7%	0.0%	NA
<u>DEBT</u>										
MFA Debt Principal MFA Debt Interest	10,262 4,416	10,262 4,416	10,262 4,416	-	-	10,262 4,416	5,268 1,846	2,584 1,526	2,584 763	-
MFA Debt Reserve Fund	40	40	40	-	-	40	40	40	40	-
TOTAL DEBT	14,718	14,718	14,718	-	-	14,718	7,154	4,150	3,387	-
TOTAL COSTS	14,744	14,744	14,731	-	-	14,731	7,167	4,164	3,401	-
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2023 to 2024	- (40)	33	(33)	-	-	(33)	-	-	-	-
Balance c/fwd from 2022 to 2023 Othere Revenue	(46) (40)	(46) (73)	(40)	-	-	(40)	(40)	(40)	(40)	-
TOTAL REVENUE	(86)	(86)	(73)	-	-	(73)	(40)	(40)	(40)	-
REQUISITION - PARCEL TAX	(14,658)	(14,658)	(14,658)	-	-	(14,658)	(7,127)	(4,124)	(3,361)	-
*Percentage increase over prior year Requisition						0.0%	-51.4%	-42.1%	-18.5%	NA

Service: 2.660 Fernwood Water (SSI) Committee: Electoral Area

<u>Year</u>	Taxable <u>Folios</u>	Parcel <u>Tax</u>	<u>SFEs</u>	User <u>Charge*</u>	Tax & <u>Charges</u>	A <u>Bylaw</u>	Actual ssessments \$(000's)
2012	78	\$334.10	74 \$93	6.27 + variable		3864	
2013	78	\$402.28	74	\$0.00	\$402.28	3891	42,311.86
2014	78	\$259.72	74	\$0.00	\$259.72	3925	41,890.79
2015	79	\$252.57	74	\$0.00	\$252.57	3993	38,791.55
2016	79	\$256.16	73	\$0.00	\$256.16	4073	38,592.17
2017	79	\$256.46	73	\$0.00	\$256.46	4208	40,186.91
2018	79	\$257.80	73	\$0.00	\$257.80	4236	44,942.60
2019	79	\$252.87	74	\$0.00	\$252.87	4311	51,890.35
2020	79	\$215.00	75	\$0.00	\$215.00	4339	50,987.50
2021	79	\$179.76	75	\$0.00	\$179.76	4395	55,124.65
2022	79	\$192.02	75	\$0.00	\$192.02	4470	62,509.50
2023	79	\$195.29	75	\$0.00	\$195.29	4525	85,818.67
2024	79	\$195.29	75	\$0.00	\$195.29		

Change from 2023 to 2024

\$0.00 0.00%

