



Notice of Meeting and Meeting Agenda Ganges Sewer Local Service Commission

Tuesday, November 14, 2023

12:30 PM

Salt Spring Island Multi Space (SIMS)
Boardroom, 124 Rainbow Road, Salt Spring
Island, BC V8K 2V5

MS Teams Link: [Click Here](#)

M. de Carle (Chair), G. Holman, D. Toynbee, C. Whyte

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. [23-823](#) Minutes of October 13, 2022 the Ganges Sewer Local Service Commission Budget Meeting

Recommendation: That the minutes of the October 13, 2022 meeting be adopted as presented.

Attachments: [Minutes - October 13, 2022](#)

5. New Business

5.1. [23-856](#) Ganges Sewer- User Rate Structure Options

Recommendation: The Ganges Sewer Local Services Commission recommends to the Capital Regional District Board:
That the new user rate structure be approved for implementation in the 2024 fiscal year which implements the following changes:

1. Eliminates the budget cost allocation based on square footage for businesses,
2. Merges business and institutional classifications into a single category called 'non-residential', and
3. Introduces a \$300 annual charge per connection for the non-residential class.

Attachments: [Staff Report: Ganges Sewer – User Rate Structure Options](#)
[Appendix A: New Fee Structure Pros and Cons Analysis](#)

5.2. [23-839](#) 2024 Operating and Capital Budget

Recommendation: That the Ganges Sewer Local Service Commission:

1. Approve the 2024 operating and capital budget as presented, and that the 2023 actual operating deficit or surplus be balanced on the 2023 Reserve Funds transfer (CRF and/or ORF), and

2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2024 operating and capital budget and the five-year Financial Plan for the Ganges Sewer Local Service as presented.

Attachments: [Staff Report: 2024 Operating and Capital Budget](#)
[Appendix A: 2024 Ganges Sewer Service Budget](#)

5.3. [23-824](#) Fire Improvement District Sewer Connection Options

Recommendation: The Ganges Sewer Commission recommends that the existing practice of CRD Sewer Regulations Bylaw and BC Plumbing Code enforcement be continued for sewer extensions.

Attachments: [Staff Report: Fire Improvement District Sewer Connection Options](#)
[Appendix A: Sewer Regulations Bylaw No. 2490](#)
[Appendix B: Fire Improvement District Legal Plan](#)
[Appendix C: Housing Society Legal Plan](#)

6. Next Meeting - TBD

7. Adjournment



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**Minutes of the of the Ganges Sewer Local Service Commission Budget Meeting
Held October 13, 2022 at Creekside Meeting Room (CRD Office) #108 – 121 McPhillips
Avenue, BC**

Present: **CRD Director:** Gary Holman
Commission Members: David Toynbee and Gary Utter (via Zoom)
Staff: Karla Campbell, Senior Manager, SSI Administration; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations (via Zoom); Dean Olafson, Manager of Engineering; Lia Xu, Manager Finance Services (via Zoom); and Shayla Burnham, Recording Secretary
Regrets: Mike de Carle
DRAFT

These minutes follow the order of the agenda although the sequence may have varied.

1. Territorial Acknowledgement

A Territorial Acknowledgement was provided by Commissioner Toynbee and the meeting was called to order at 12:02 pm.

MOVED by Director Holman, **SECONDED** by Commissioner Utter, that the Ganges Sewer Local Service Commission appoint Commissioner Toynbee as Chair of the meeting.

CARRIED

2. Approval of Agenda

MOVED by Commissioner Toynbee, **SECONDED** by Commissioner Utter, that the October 13, 2022 Ganges Sewer Local Service Commission agenda be approved as presented.

CARRIED

3. Approval of Minutes October 14, 2021

MOVED by Commissioner Utter, **SECONDED** by Commissioner Toynbee, that the October 14, 2021 meeting minutes of the Ganges Sewer Local Service Commission be approved as presented.

CARRIED

4. Chair and Director Reports

Director Holman – no report

Chair Utter – no report

5. New Business

5.1 2023 Operating and Capital Budget

- Staff provided an overview of the 2023 Operating and Capital Budget.
- Potential cost savings for island wide services discussed through eliminating or minimizing trucked water residuals with a request for staff to explore cost sharing options.
- A discussion around climate change occurred and it was asked if sea level rise concerns had been included within the asset management plan and staff confirmed it had not yet been explored.

MOVED by Director Holman, **SECONDED** by Commissioner Toynbee, that the Ganges Sewer Local Services Commission move the 5 Year Capital Plan Project Number 21-02 Reclaimed Water Study from 2025 to 2023 on a condition that an additional \$55,000 Community Works Funding be provided for eligible projects.

CARRIED

MOVED by Director Holman, **SECONDED** by Commissioner Utter, that the Ganges Sewer Local Service Commission:

- Approve the 2022 transfer of \$100,000 from the Capital Reserve to the Equipment Reserve.
- Approve the 2023 operating and capital budget as presented, and that the 2022 actual operating deficit or surplus be balanced on the 2022 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund), and
- Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2023 operating and capital budget and the five-year Financial Plan for the Ganges Sewer Local Service as amended.

CARRIED

5.2 Request Additional Funds to Complete the Detailed Design for the Ganges Wastewater Treatment Plant Aeration System Upgrade Design

- It was confirmed that Community Works Fund (CWF) was not eligible for the design work.

MOVED by Director Holman, **SECONDED** by Commissioner Toynbee, that the Ganges Sewer Local Services Commission recommends to the Capital Regional District Board that the Ganges Sewer Utility 2022-2026 Five-Year Capital Plan be amended to increase the project budget by an additional \$24,500 from \$90,000 to \$114,500 for the Ganges Wastewater Treatment Plant Aeration System Upgrade Design project, funded by Capital Reserve Fund.

CARRIED

5.3 Reclaimed Water Study Discussion

- Discussion occurred under item 5.1 2023 Operating and Capital Budget.

6. Outstanding Business - None

7. Election of Chair and Commissioners

- Commissioner Miller provided her resignation effective October 6, 2022.
- Chair Utter provided his resignation as of December 31, 2022.
- 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 one new application was received.
- Staff to forward Colin Whyte's application to the CRD Board for appointment as directed by the Commission.
- Election of the Chair deferred to the first meeting of 2023.

8. Next Meeting – TBD

9. Adjournment

MOVED by Commissioner Toynbee, **SECONDED** by Commissioner Utter, that the Ganges Sewer Local Service Commission meeting adjourn at 12:51 pm.

CARRIED

CHAIR

SENIOR MANAGER



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**REPORT TO GANGES SEWER LOCAL SERVICES COMMISSION
MEETING OF TUESDAY, NOVEMBER 14, 2023**

SUBJECT Ganges Sewer – User Rate Structure Options

ISSUE SUMMARY

Ganges Sewer User Rate Structure proposed amendments are presented to provide a transparent and equitable approach to user rates funding the Ganges Sewer service operations.

BACKGROUND

At the Ganges Sewer Local Service Commission meeting on October 27, 2020, staff received instructions to review and suggest alternatives to the Ganges Sewer system's user rate structure. Improving the rate structure is pivotal for maintaining service sustainability and bolstering the confidence of the Ganges Sewer rate payers.

Established in 1985, the Ganges Sewer Service caters to a diverse area composed of both commercial and residential properties. The service encompasses several institutional entities, including a hospital, three schools, Art Spring, the community library, a swimming pool, and multiple locations for seniors' and affordable housing. The system is owned and managed by the Capital Regional District (CRD).

The Ganges Sewer rate fee structure was established in 2009 and contrasts other CRD water services that rely more on parcel taxes and pre-established rates based on water consumption forecasts. As the Ganges Service Area includes a large trailer park with multiple users on one parcel, relying heavily on parcel taxes was avoided because it would be inequitable. To avoid risk to the service's budget and achieve equitable billings, three user categories with distinct fee methodologies (Table 1) were established within the Ganges Sewer rate structure: residential, business, and institutional.

Table 1: Summary of Ganges Sewer user fee rate structure since 2009

	Residential	Business	Institutional
Volumetric Charge (Variable - Allocation per gallon*)	Yes	Yes	Yes
Allocation per square foot (Fixed – Allocation based on square footage)	No	Yes	No
Allocation per SFE (Fixed Charge)	Yes - \$150 per SFE (constant, since 2009)	No	No

* Per gallon of water consumption from September 1st – April 30th to account for irrigation.

The review of the user rate structure for the service has revealed a notable difference from all other CRD services assessing a user fee. Specifically, it employs a unique methodology that assigns user fees to businesses based on their square footage. This methodology poses challenges as the square footage data is outdated and building size is unrelated to sewer usage. Given property development, renovations, and changes in use over time, it is probable the data may contain inaccuracies. Additionally, greater reliance on variable rate charges better

allocates costs user pay model. This rate review offers a chance to eliminate this outdated allocation method and simplify classifications between residential and non-residential classes.

ALTERNATIVES

Alternative 1

The Ganges Sewer Local Services Commission recommends to the Electoral Area Committee to recommend to the Capital Regional District Board:

That the new user rate structure be approved for implementation in the 2024 fiscal year which implements the following changes:

- Eliminates the budget cost allocation based on square footage for businesses,
- Merges business and institutional classifications into a single category called 'non-residential', and
- Introduces a \$300 annual charge per connection for the non-residential class.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

Ganges Sewer Service revenue streams include parcel taxes, user fees (allocated and volumetric charges), and miscellaneous sources. Expenditures cover service provision, operating costs, administrative expenses, reserve funds contributions and debt servicing. The annual budget is crucial for optimizing service delivery, with a primary goal of accumulating capital reserves for service expansion, upgrades, and maintenance. Through diligent budgeting and a 5-year financial plan, user fees can be stabilized annually, ensuring minimal unexpected fluctuations.

The current user rate framework operates as an annual cost allocation system. Once the budget is approved each fall, user fees are determined, and customers receive their invoices by the end of August. Unlike other CRD water rate methodologies, the Ganges Sewer's utility rate is calculated based on historic consumption data, ensuring all annual budgeted expenses are collected, maintaining the service's ongoing financial stability.

Appendix A provides a detailed comparative analysis of rate structure options considered. It details the benefits and potential drawbacks of each proposed rate structure element. Based on this review, recommended changes include discontinuing the square footage-based calculation and consolidating institutional and business categories into a single 'non-residential' class, accompanied by a new \$300 fixed annual charge for non-residential users.

Changing from a square footage-based fee to a \$300 fixed annual charge for businesses will lead a reduction in revenue from fixed charges.

In turn, volumetric user fees tied to individual water consumption will be increased to cover a greater portion of the costs. This change aims to encourage saving water by directly connecting fees to how much water is used. While some businesses would benefit from a reduction in their

user charges, others would face increased costs, in alignment with water usage.

By merging institution and business classes, institutions will now incur a new \$300 fixed annual charge. This change will result in varied payments among institutions due to each institution's distinct water consumption patterns.

Consideration should be given to reviewing the residential Single-Family Equivalent (SFE) charge component of the user rate structure going forward. This charge has been consistently set at \$150 since 2009. While adjustments to the SFE charge can be made, it's prudent to adopt a gradual approach to these changes.

CONCLUSION

Based on the analysis of Ganges Sewer specific factors affecting the efficiency and fairness of rate structure calculation, it is concluded that the most appropriate rate structure incorporates elements of fixed annual charge, parcel tax, and variable consumption-based charges. The business square footage charge is subsequently replaced by a \$300 fixed annual charge. Further, due to technical nuance of “institution” vs “business”, it is proposed that the institutional and business shares and methodologies are aligned and combined.

It is concluded that the SFE charge component does not currently require modification to meet the objectives of the rate review, while this may be reconsidered at a future date.

RECOMMENDATION

The Ganges Sewer Local Services Commission recommends to the Electoral Area Committee to recommend to the Capital Regional District Board:

That the new user rate structure be approved for implementation in the 2024 fiscal year which implements the following changes:

- Eliminates the budget cost allocation based on square footage for businesses,
- Merges business and institutional classifications into a single category called ‘non-residential’, and
- Introduces a \$300 annual charge per connection for the non-residential class.

Submitted by:	Karla Campbell, Senior Manager
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Acting Chief Administrative Officer

ATTACHMENT(S)

Appendix A: [New Fee Structure Pros and Cons Analysis](#)



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Appendix A – Comparative Analysis of Rate Structure Elements

Rate Structure Elements	Pros	Cons
Fixed Annual Charge	<ul style="list-style-type: none"> • Not attached to non-consumption or usage-based variable (such as square footage). • Fee per user alignment (as opposed to fee per parcel). 	<ul style="list-style-type: none"> • Not aligned with service usage.
Parcel Tax	<ul style="list-style-type: none"> • Fixed annual amount for each parcel that does not decipher between residential, institutional, or business. • Shares financial responsibility between all users who have the ability to connect to the service. 	<ul style="list-style-type: none"> • There may be varied amounts of discrete users per parcels leading to inequitable sharing of overall expenditures. • Ganges includes a large trailer park; relying heavily on parcel tax would be inequitable since the trailer park is one parcel with multiple Single Family Equivalent connections. • Not aligned with service usage.
Variable consumption-based charges	<ul style="list-style-type: none"> • Perfect alignment with consumption and user fee. • Aligned with estimated service usage. • Aligned with water conservation goals. 	<ul style="list-style-type: none"> • Leaks result in higher-than-expected charges on an individual basis.
Variable forecast-based charges	<ul style="list-style-type: none"> • Aligned with other CRD services. • Aligned with estimated service usage. • Aligned with water conservation goals. 	<ul style="list-style-type: none"> • May result in a financial shortfall for the CRD utility if water consumption falls short of predictions, potentially leading to abrupt rate hikes in future years.
Charge per square foot	<ul style="list-style-type: none"> • Status quo operations that would not result in large year-over-year surprises in bill size for sewer users. 	<ul style="list-style-type: none"> • Calculated based on outdated, and likely inaccurate, building data. • Difficult to maintain building data, requiring coordination and process improvement between different departments. • Charge amount not reflective of sewer usage (businesses with large buildings may pay more despite being lesser users of the service). • Complicates methodology of calculation requiring non-standard process.



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**REPORT TO GANGES SEWER LOCAL SERVICES COMMISSION
TUESDAY, NOVEMBER 14, 2023**

SUBJECT **2024 Operating and Capital Budget**

ISSUE SUMMARY

ISSUE

To present the 2024 operating and capital budget. In accordance with Bylaw No 1906, "Ganges Sewer Local Service Commission Bylaw No. 1, 1991" the Commission's 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 a 5-year financial plan including Operating Budgets and Capital Expenditure Plans annually. CRD staff have prepared the budget and financial plan shown in Appendix A to this report for the Ganges Sewer Local 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 that could potentially lead 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. 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 2023.

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

BUDGET OVERVIEW

Operating Budget

It is projected that total operating expenses in 2023 will be slightly over budget by approximately \$492. However, the planned maintenance for the sanitary sewer collection system flushing and

inspections in the amount of \$80,000 funded by the Operating Reserve Fund will be deferred to 2024. As a result, the actual core operating expenses (excluding deferred \$80,000 one-time cyclical maintenance work) are overbudget by approximately \$80,492. Factors contributing to the apparent operating overage include emergency response and corrective maintenance for the following:

- Troubleshooting and replacement of two wastewater treatment effluent pumps. These pumps are critical infrastructure that pump effluent at the end of the wastewater treatment process through the marine outfall.
- Manson Pump Station kiosk VDF fan replacement.
- Manson Pump Station pump No. 1 seal troubleshooting and repairs.
- Ganges Wastewater Treatment Plant SCADA system fault repairs.

It is projected that the 2023 operating revenue will be on budget.

This results in an overall operating deficit of approximately \$80,492. To balance the operating budget, it is proposed that the planned 2023 transfer to the operating reserve fund of \$42,000 and the planned 2023 transfer to the capital reserve fund of \$29,725 be reduced to zero. The remaining deficit of \$8,767 is proposed to be recovered by the operating reserve fund. 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 2023 and 2024 one-time cyclical program funded by the Operating Reserve Fund for \$80,000) has increased by \$72,769 (8.9%) 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 4007 to borrow \$3,900,000 was approved and adopted in 2015 for *Ganges Sewer Rehabilitation* Project. Table 1 summarizes the detailed information for existing MFA debt issues related to LA4007.

Table 1 – Existing Debt Summary

<i>MFA Issues</i>	<i>Term</i>	<i>Borrowing Year</i>	<i>Retirement Year</i>	<i>Refinance Year</i>	<i>Interest Rate</i>	<i>Principal</i>	<i>Principal Payment</i>	<i>Interest Payment</i>	<i>Total Annual Debt Cost</i>
LA4007-139	20	2016	2036	2026	2.10%	\$350,000	\$13,026	\$7,350	\$20,376
LA4007-142	25	2017	2042	2027	3.15%	\$1,500,000	\$41,142	\$47,250	\$88,392
LA4007-146	20	2018	2038	2028	3.20%	\$1,800,000	\$66,988	\$57,600	\$124,588
LA4007-149	25	2019	2044	2029	2.24%	\$250,000	\$6,857	\$5,600	\$12,457
Total						\$3,900,000	\$128,013	\$117,800	\$245,813

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 outfall inspection, treatment facility tank draining/cleaning/inspection and sanitary sewer

collection system jet hydro flushing and manhole inspections. Additionally, the operating reserve is also used to respond to unforeseen events and operating emergencies.

It is proposed that 2024 transfer to the Operating Reserve Fund be set at \$35,000. The Operating Reserve Fund balance at the end of 2023 is projected to be approximately \$91,066. There is \$135,000 of planned maintenance to be funded by the Operating Reserve Fund over the next five years.

Equipment Replacement Fund

The Equipment Replacement Fund (ERF) is used to pay for the replacement of machinery and equipment. An ERF was reactivated in 2022 to better plan the funding for the replacement of the sewer system membrane filter which has a 10-year life cycle with replacement cost of approximately \$500,000. The current membrane filter is expected to reach the end of its life cycle in 2030.

In 2022, \$100,000 was reallocated from Capital Reserve Fund to Equipment Replacement Fund. From 2023 onwards, \$50,000 has been planned to be transferred from operating budget annually to ensure that the ERF is funded at an optimal level to fund the system membrane filter replacement every 10 years.

The Equipment Reserve Fund balance at the end of 2023 is projected to be \$150,200.

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 Capital Reserve Fund transfer to be set at \$41,083 in 2024. Reserve fund transfer planning is influenced by funding requirements 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 balance of the reserve at the end of 2023 is projected to be \$536,232. The balance of the Capital Reserve Fund dedicated to fund costs resulting from expansion of service is projected to be \$72,194 at the end of 2023. The combined balance for the two reserve funds at the end of 2023 is \$608,427.

Capital Expenditure Plan

The 5-year plan includes \$10,338,004 of expenditures to be funded from the Capital Reserve Fund, debt, grants, or capital on hand.

On September 13th, 2023, the CRD Board has awarded \$1,556,015 Growing Community Fund (GCF) grant out of \$6,195,784 grant request to fund *Ganges Sewer System Infrastructure Upgrades* project with a total project budget of \$8,261,004. While the CRD staff will continue to pursue other external grant opportunities, it is anticipated that additional debt and service reserve funds will be required to fulfill the funding gap of \$4,639,769 for the project if no additional grants can be secured.

The following eleven (11) new projects or budget amendments were added to the 2024 - 2028 Five-Year Capital Plan:

1. Replace Sludge Thickener Membranes (24-02) - \$27,000 (Reserve)
2. Ganges WWTP Replacement of Electrical & Instrumentation (24-03) - \$575,000 (GCF Grant and Reserve)
3. Ganges Service Area Modelling (24-04) - \$57,500 (GCF Grant and Reserve)
4. Ganges WWTP Performance Improvement Study (24-05) - \$115,000 (GCF Grant and Reserve)
5. Ganges WWTP Construction of Performance Improvements (24-06) - \$3,450,000 (GCF Grant, Potential grant and Debt)
6. New Sewer Line Sea Breeze Inne (25-01) - \$597,769 (Potential grant and Debt)
7. Ganges Replace 100% Surcharged Sewer Pipelines (25-02) - \$927,186 (Potential Grant and Debt)
8. New Sewer Line to New Fire Hall (25-03) - \$224,164 (Potential Grant and Debt)
9. Ganges Replace 75% Surcharged Sewer Pipelines (26-01) - \$474,375 (Potential Grant and Debt)
10. New Sewer Line Kings Lane (26-02) - \$747,212 (Potential Grant and Debt)
11. New Sewer Line Norton Road (26-03) - \$1,092,798 (Potential Grant and Debt)

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 nine projects for a total of \$3,408,375. Please refer to the 2024 – 2028 Five Year Capital Plan for details on the twelve projects.

Table 2 – Future New Debt Simulation

<i>Future Borrowing(s) Estimation</i>	<i>Term</i>	<i>Borrowing Year</i>	<i>Retirement Year</i>	<i>Refinance Year</i>	<i>Estimated Interest Rate</i>	<i>Principal</i>	<i>Principal Payment</i>	<i>Interest Payment</i>	<i>Total Annual Debt Cost</i>
	25	2025	2050	2035	4.30%	\$2,829,779	\$71,691	\$121,680	\$193,371
	25	2026	2051	2036	4.30%	\$578,596	\$14,658	\$24,880	\$39,538
Total						\$3,408,375	\$86,349	\$146,560	\$232,909

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 \$232,909 equates to approximately \$555 cost per parcel.

Capital Project Fund

As specific capital projects are approved, the funding revenues for them are transferred into this 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

The user charge and parcel tax fund the service. Residential, institutional, and commercial properties within the service area pay the annual user charge and the parcel tax. Table 3 summarizes 2024 over 2023 changes for parcel tax and user fee of residential customers based on average consumption.

Table 3 – Parcel Tax and User Charge Summary

<i>Budget Year</i>	<i>Parcel Tax</i>	<i>Taxable Folios Numbers</i>	<i>Parcel Tax per Folio*</i>	<i>User Charge</i>	<i>SFE Numbers</i>	<i>User Charge per Residential Customer</i>	<i>Parcel Tax & User Charge</i>
2023	\$59,891	423	\$149.02	\$1,045,452	658	\$737.68	\$886.70
2024	\$61,990	420	\$155.34	\$1,120,290	658	\$759.82	\$915.16
Change (\$)	\$2,099	-3	\$6.32	\$74,838	0	\$22.14	\$28.46
Change (%)	3.50%	-0.71%	4.24%	7.16%	0.00%	3.00%	3.21%

* Includes the 5.25% admin fee charged by the Ministry of Finance (not CRD revenue)

RECOMMENDATION

That the Ganges Sewer Local Service Commission:

1. Approve the 2024 operating and capital budget as presented, and that the 2023 actual operating deficit or surplus be balanced on the 2023 Reserve Funds transfer (CRF and/or ORF), and
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2024 operating and capital budget and the five-year Financial Plan for the Ganges Sewer Local Service as presented.

Submitted by	Karla Campbell, MBA, BPA, Senior Manager, 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 Ganges Sewer Service Budget](#)

CAPITAL REGIONAL DISTRICT

2024 Budget

Ganges Sewer (SSI)

Commission Review

NOVEMBER 2023

Service: 3.810 Ganges Sewer Utility (SSI)

Committee: Electoral Area

DEFINITION:

To provide, operate and maintain sewage collection treatment and disposal facilities in the Ganges area on Salt Spring Island (Letters Patent - March, 1978; Bylaw No. 492, 1978) Local Service Conversion Bylaw No. 1923, July 12, 1991

PARTICIPATION:

Ganges - C(764) LSA#10

MAXIMUM LEVY:

Greater of \$270,000 or \$7.46 / \$1,000 on actual assessed value of land and improvements. To a maximum of \$3,126,217.

MAXIMUM CAPITAL DEBT:

Authorized: (A Bylaw 4007, Aug 12, 2015)	\$3,900,000
Borrowed:	\$3,900,000
Remaining	\$0

COMMISSION:

Ganges Sewer Local Services Commission - Bylaw No. 3693 (April 14, 2010)

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding all the property of BC Hydro and Power Authority.

User Charge: Based on water consumption billed annually to properties connected to the system

Parcel Tax: Annual charge based only on properties capable of being connected to system

Connection Charge: Based on actual cost.

RESERVE FUND:

Bylaw No. 3125 (November 26, 2003)

3.810 - Ganges Sewer (SSI)	2023		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	2024				2025	2026	2027	2028
			CORE BUDGET	ONGOING	ONE-TIME	TOTAL				
<u>OPERATING COSTS</u>										
Sludge Hauling Contracts	30,980	54,000	54,000	-	-	54,000	55,080	56,180	57,300	58,450
Screenings, Grit & Waste Sludge Disposal	128,490	134,150	132,980	-	-	132,980	135,640	138,350	141,110	143,930
Repairs & Maintenance	94,750	92,150	15,300	-	80,000	95,300	45,610	15,920	41,240	16,580
Allocations	49,469	49,469	56,902	-	-	56,902	58,023	59,189	60,372	61,572
Electricity	63,710	54,700	59,700	-	-	59,700	60,890	62,100	63,350	64,620
Water	3,260	3,300	3,370	-	-	3,370	3,440	3,510	3,580	3,650
Supplies	16,710	14,411	17,290	-	-	17,290	17,640	18,000	18,360	18,730
Labour Charges	398,496	375,912	432,833	-	-	432,833	441,510	450,369	459,403	468,620
Other Operating Expenses	33,301	41,566	39,560	-	-	39,560	34,930	35,840	36,770	37,730
TOTAL OPERATING COSTS	819,166	819,658	811,935	-	80,000	891,935	852,763	839,458	881,485	873,882
*Percentage Increase over prior year			-0.9%		9.8%	8.9%	-4.4%	-1.6%	5.0%	-0.9%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	42,000	-	35,000	-	-	35,000	40,000	25,000	30,000	30,000
Transfer to Capital Reserve Fund	29,725	-	41,083	-	-	41,083	49,155	14,665	34,065	45,635
Transfer to Equipment Replacement Fund	50,000	50,000	50,000	-	-	50,000	50,000	50,000	50,000	50,000
MFA Principal Payment	128,013	128,013	128,013	-	-	128,013	128,013	199,703	214,362	214,362
MFA Interest Payment	117,800	117,800	117,800	-	-	117,800	148,220	245,700	264,360	264,360
MFA Debt Reserve Fund	700	700	950	-	-	950	29,248	6,736	950	950
TOTAL DEBT / RESERVES	368,238	296,513	372,846	-	-	372,846	444,636	541,804	593,737	605,307
TOTAL COSTS	1,187,404	1,116,171	1,184,781	-	80,000	1,264,781	1,297,399	1,381,262	1,475,222	1,479,189
*Percentage Increase over prior year			-0.2%		6.7%	6.5%	2.6%	6.5%	6.8%	0.3%
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(80,000)	(8,767)	-	-	(80,000)	(80,000)	(30,000)	-	(25,000)	-
User Charges	(1,045,452)	(1,045,452)	(1,120,290)	-	-	(1,120,290)	(1,198,709)	(1,306,592)	(1,371,922)	(1,399,359)
Other Revenue	(2,061)	(2,061)	(2,501)	-	-	(2,501)	(2,360)	(2,370)	(2,380)	(2,390)
TOTAL REVENUE	(1,127,513)	(1,056,280)	(1,122,791)	-	(80,000)	(1,202,791)	(1,231,069)	(1,308,962)	(1,399,302)	(1,401,749)
REQUISITION - PARCEL TAX	(59,891)	(59,891)	(61,990)	-	-	(61,990)	(66,330)	(72,300)	(75,920)	(77,440)
*Percentage increase over prior year										
User Fee			7.2%			7.2%	7.0%	9.0%	5.0%	2.0%
Requisition			3.5%			3.5%	7.0%	9.0%	5.0%	2.0%
Combined			7.0%			7.0%	7.0%	9.0%	5.0%	2.0%

**Ganges Sewer (SSI)
Reserve Summary Schedule
2024 - 2028 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2023	2024	2025	2026	2027	2028
Operating Reserve Fund	91,066	46,066	56,066	81,066	86,066	116,066
Equipment Replacement Fund	150,200	200,200	250,200	300,200	350,200	400,200
Capital Reserve Funds	608,427	377,635	156,790	171,455	205,520	251,155
Total	849,693	623,901	463,056	552,721	641,786	767,421

Reserve Schedule

Reserve Fund: 3.810 Ganges Sewer (SSI) - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as treatment facility tank cleaning and inspection, collection system flushing and inspection, outfall inspection etc.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Fund Centre:	105210						
Beginning Balance		96,008	91,066	46,066	56,066	81,066	86,066
Transfer from Ops Budget		-	35,000	40,000	25,000	30,000	30,000
Deficit Recovery		(8,767)	-	-	-	-	-
Expenditures		-	(80,000)	(30,000)	-	(25,000)	-
Planned Maintenance Activity			Sanitary sewer flushing & inspections (deferred to 2024)	Sanitary sewer flushing & inspections	WWTP tank draining, cleaning & inspection	Outfall Inspection	
Interest Income*		3,825					
Ending Balance \$		91,066	46,066	56,066	81,066	86,066	116,066

Assumptions/Background:

* 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: 3.810 Ganges Sewer (SSI) - Capital Reserve Fund #1 - Bylaw 3125

For capital repairs, additions and improvements to sewage system infrastructure

Reserve Cash Flow

Fund:	1056	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Fund Centre:	101836						
Beginning Balance		524,422	536,232	305,440	84,595	99,260	133,325
Transfer from Ops Budget		-	41,083	49,155	14,665	34,065	45,635
Transfer from Cap Fund		-					
Transfer to Cap Fund		(15,000)	(271,875)	(270,000)	-	-	-
Interest Income*		26,810					
Ending Balance \$		536,232	305,440	84,595	99,260	133,325	178,960

Assumptions/Background:

* 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: 3.810 Ganges Sewer (SSI) - Capital Reserve Fund #2 - Bylaw 3125

For capital repairs, additions and improvements to sewage system infrastructure

Reserve Cash Flow

Fund:	1056	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Fund Centre:	101900						
Beginning Balance		68,618	72,194	72,194	72,194	72,194	72,194
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income*		3,576					
Ending Balance \$		72,194	72,194	72,194	72,194	72,194	72,194

Assumptions/Background:

For use only to fund costs resulting from expansion of service - Bylaw 3262

* 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: 3.810 Ganges Sewer (SSI) - Equipment Replacement Fund

GANGESSWR.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
		2023	2024	2025	2026	2027	2028
Fund Centre:	101458						
Beginning Balance		100,200	150,200	200,200	250,200	300,200	350,200
Transfer from Ops Budget		50,000	50,000	50,000	50,000	50,000	50,000
Interest Income		-					
Ending Balance \$		150,200	200,200	250,200	300,200	350,200	400,200

Assumptions/Background:

Membrane replacement at \$500K every 10 years, anticipated next replacement in 2030.

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

Service No.	3.810	Carry Forward from 2023	2024	2025	2026	2027	2028	TOTAL
	Ganges Sewer Utility (SSI)							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$575,000	\$0	\$0	\$0	\$0	\$0	\$575,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$115,000	\$332,500	\$7,039,119	\$2,314,385	\$0	\$0	\$0	\$9,686,004
Vehicles	\$77,000	\$77,000	\$0	\$0	\$0	\$0	\$0	\$77,000
	\$192,000	\$984,500	\$7,039,119	\$2,314,385	\$0	\$0	\$0	\$10,338,004

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$2,829,779	\$578,596	\$0	\$0	\$0	\$3,408,375
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$127,000	\$712,625	\$3,939,340	\$1,735,789	\$0	\$0	\$0	\$6,387,754
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$65,000	\$271,875	\$270,000	\$0	\$0	\$0	\$0	\$541,875
	\$192,000	\$984,500	\$7,039,119	\$2,314,385	\$0	\$0	\$0	\$10,338,004

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2024 - 2028

Service #:

3.810

Service Name:

Ganges Sewer Utility (SSI)

Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	PROJECT BUDGET & SCHEDULE											
				Total Project Budget	Asset Class	Funding Source	Carryforward	2024	2025	2026	2027	2028	5 - Year Total auto-populates		
21-01	New	Strategic Asset Management Plan	Identify condition of assets, develop prioritized list of infrastructure replacement.	\$ 50,000	S	Grant	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
21-01	New	Strategic Asset Management Plan			S	Res	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
21-04	New	Ganges WWTP Lab Room, Crew Room, blower room design, and chemical storage (Refer to 24-06 below for GCF grant line item)	Detailed Design for lab and crew room/facility and Blower room expansion for Ganges WWTP	\$ 1,060,000	S	Res	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
21-04	New	Ganges WWTP Lab Room, Crew Room, blower room design, and chemical storage (Refer to 24-06 below for GCF grant line item)	CRD project management		S	Res	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
21-04	New	Ganges WWTP Lab Room, Crew Room, blower room design, and chemical storage (Refer to 24-06 below for GCF grant line item)	Construction of chemical storage, lab, crew room facilities		S	Debt	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000
22-01	Replacement	Electorate Assent for Borrowing	Referendum or Alternative Approval Process - Funding for Construction of WWTP chemical storage, lab, crew room facilities	\$ 30,000	S	Res	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
22-02	Replacement	Public Engagement	Inform and engage public within service area on upcoming works required for borrowing to fund.	\$ 20,000	S	Res	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
22-03	New	Aeration system improvement construction (Refer to 24-06 below for GCF grant line item)	Construction of aeration system improvements including blowers, diffusers and piping systems.	\$ 730,000	S	Debt	\$ -	\$ -	\$ 630,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 630,000
22-03	New	Aeration system improvement construction (Refer to 24-06 below for GCF grant line item)	Construction administration services		S	Debt	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000
22-03	New	Aeration system improvement construction (Refer to 24-06 below for GCF grant line item)	CRD Project Management		S	Debt	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
23-01	Replacement	Replace Generator Trailer	Equipment replacement. Replace IWS Operations Trailer F00845 1999 Ubit Generator Trailer	\$ 77,000	V	Grant	\$ 77,000	\$ 77,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,000
23-03	New	Key components and spares replacement schedule	Provisional allowance for the supply and installation of key components and critical spares.	\$ 55,000	S	Grant	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
23-03	New	Key components and spares replacement schedule	CRD Project Management		S	Res	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
24-01	New	Electrical upgrades	Installation of additional lighting and HMI upgrade.	\$ 28,000	S	Grant	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
24-01	New	Electrical upgrades	CRD Project Management		S	Res	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000
24-02	Replacement	Replace sludge thickener membranes	Replacement of failing sludge thickening membrane. (Requires Early Approval)	\$ 27,000	S	Res	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
24-02	Replacement	Replace sludge thickener membranes	CRD project management		S	Res	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000
24-03	Replacement	Ganges WWTP Replacement of Electrical & Instrumentation	Ganges WWTP Replacement of Electrical & Instrumentation including upgrade RTU programming software to Workbench. Replace the RTU and PLC controller due to age and criticality to current CRD I/O standard. At end of life for SCADAPAC 357e Series PLCs and add equipment feedback wiring to monitor valve position, motor speed etc.Design, Construction and CRD Project Management (GCFC)	\$ 575,000	E	Grant	\$ -	\$ 431,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 431,250
24-03	Replacement	Ganges WWTP Replacement of Electrical & Instrumentation	25% of total cost obligation for GCF Grant		E	Res	\$ -	\$ 143,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143,750
24-04	Study	Ganges Service Area System Modelling	Ganges Service Area System Modelling Modeling and CRD Project Management (GCFC)	\$ 57,500	S	Grant	\$ -	\$ 43,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,125
24-04	Study	Ganges Service Area System Modelling	25% of total cost obligation for GCF Grant		S	Res	\$ -	\$ 14,375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,375
24-05	Study	Ganges WWTP Performance Improvement Study	Ganges WWTP Performance Improvement Study, Study and CRD Project Management (GCFC)	\$ 115,000	S	Grant	\$ -	\$ 86,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86,250
24-05	Study	Ganges WWTP Performance Improvement Study	25% of total cost obligation for GCF Grant		S	Res	\$ -	\$ 28,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,750
24-06	Replacement	Ganges WWTP Construction of Performance Improvements (This negates the requirement for 21-04 and 22-03 above (see yellow highlight))	Construction of performance improvements (from study 24-05 incl. chemical storage and aeration system improvements) Construction and CRD Project Management.	\$ 3,450,000	S	Grant	\$ -	\$ -	\$ 2,287,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,287,500
24-06	Replacement	Ganges WWTP Construction of Performance Improvements (This negates the requirement for 21-04 and 22-03 above (see yellow highlight))	Construction of performance improvements (from study 24-05 incl. chemical storage and aeration system improvements) Construction and CRD Project Management. (GCFC)		S	Grant	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
24-06	Replacement	Ganges WWTP Construction of Performance Improvements (This negates the requirement for 21-04 and 22-03 above (see yellow highlight))	25% of total cost obligation for GCF Grant		S	Debt	\$ -	\$ -	\$ 862,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 862,500
25-01	New	New Sewer Sea Breeze Inne	Extend sewer to Seabreeze Inne ~ 320m. Design, Construction and CRD Project Management.	\$ 597,769	S	Grant	\$ -	\$ -	\$ 448,327	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 448,327
25-01	New	New Sewer Sea Breeze Inne	25% of total cost obligation for GCF Grant		S	Debt	\$ -	\$ -	\$ 149,442	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,442
25-02	Replacement	Ganges Replace 100% Surcharged Sewer Pipelines	Ganges Replace 100% Surcharged Lines ~430m. Design, Construction and CRD Project Management. (GCFC)	\$ 927,186	S	Grant	\$ -	\$ -	\$ 695,390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 695,390
25-02	Replacement	Ganges Replace 100% Surcharged Sewer Pipelines	25% of total cost obligation for GCF Grant		S	Debt	\$ -	\$ -	\$ 231,796	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 231,796
25-03	New	New Sewer SSI New Fire Hall	Extend sewer to new SSI Firehall ~ 120m. Design, Construction and CRD Project Management	\$ 224,164	S	Grant	\$ -	\$ -	\$ 168,123	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168,123
25-03	New	New Sewer SSI New Fire Hall	25% of total cost obligation for GCF Grant		S	Debt	\$ -	\$ -	\$ 56,041	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,041
26-01	Replacement	Ganges Replace 75% Surcharged Sewer Pipelines	Ganges Replace 75% Surcharged Lines ~ 220m. Design, Construction and CRD Project Management.	\$ 474,375	S	Grant	\$ -	\$ -	\$ -	\$ 355,781	\$ -	\$ -	\$ -	\$ -	\$ 355,781
26-01	Replacement	Ganges Replace 75% Surcharged Sewer Pipelines	25% of total cost obligation for GCF Grant		S	Debt	\$ -	\$ -	\$ -	\$ 118,594	\$ -	\$ -	\$ -	\$ -	\$ 118,594
26-02	New	New Sewer Kings Lane	Extend sewer to Kings Lane ~ 400m. Design, Construction and CRD Project Management.	\$ 747,212	S	Grant	\$ -	\$ -	\$ -	\$ 560,409	\$ -	\$ -	\$ -	\$ -	\$ 560,409
26-02	New	New Sewer Kings Lane	25% of total cost obligation for GCF Grant		S	Debt	\$ -	\$ -	\$ -	\$ 166,803	\$ -	\$ -	\$ -	\$ -	\$ 166,803
26-03	New	New Sewer Norton Road	Extend sewer to Norton Road ~ 585m. Design, Construction and CRD Project Management.	\$ 1,092,798	S	Grant	\$ -	\$ -	\$ -	\$ 819,599	\$ -	\$ -	\$ -	\$ -	\$ 819,599
26-03	New	New Sewer Norton Road	25% of total cost obligation for GCF Grant		S	Debt	\$ -	\$ -	\$ -	\$ 273,199	\$ -	\$ -	\$ -	\$ -	\$ 273,199
															\$ -
															\$ -
															\$ -
			GRAND TOTAL	\$ 10,338,004			\$ 192,000	\$ 984,500	\$ 7,039,119	\$ 2,314,385	\$ -	\$ -	\$ -	\$ -	\$ 10,338,004

Service: 3.810 Ganges Sewer Utility (SSI)

Project Number	21-01	Capital Project Title	Strategic Asset Management Plan	Capital Project Description	Identify condition of assets, develop prioritized list of infrastructure replacement.
Project Rationale	Identify condition of assets, develop prioritized list of infrastructure replacement.				

Project Number	21-04	Capital Project Title	Ganges WWTP Lab Room, Crew Room, blower room design, and chemical storage (Refer to 24-06 below for GCF grant line item)	Capital Project Description	Detailed Design for lab and crew room/facility and Blower room expansion for Ganges WWTP
Project Rationale	Detailed designs of expanded facilities are required for the lab, crew area, blower room and storage at the Ganges WWTP.				

Project Number	22-01	Capital Project Title	Electorate Assent for Borrowing	Capital Project Description	Referendum or Alternative Approval Process - Funding for Construction of WWTP chemical storage, lab, crew room facilities
Project Rationale	Referendum or Alternative Approval Process - Funding for Construction of WWTP chemical storage, lab, crew room facilities				

Project Number	22-02	Capital Project Title	Public Engagement	Capital Project Description	Inform and engage public within service area on upcoming works required for borrowing to fund.
Project Rationale	Inform and engage public within service area on upcoming works required for borrowing to fund.				

Service: **3.810** **Ganges Sewer Utility (SSI)**

Project Number 22-03 **Capital Project Title** Aeration system improvement construction (Refer to 24-06 below for GCF grant line item) **Capital Project Description** Construction of aeration system improvements including blowers, diffusers and piping systems.

Project Rationale Required to maintain and improve the process performance of the WWTP.

Project Number 23-01 **Capital Project Title** Replace Generator Trailer **Capital Project Description** Equipment replacement. Replace IWS Operations Trailer F00845 1999 Ubilt Generator Trailer

Project Rationale Equipment replacement. Replace IWS Operations Trailer F00845 1999 Ubilt Generator Trailer. Existing unit has reached the end of its service life.

Project Number 23-03 **Capital Project Title** Key components and spares replacement schedule **Capital Project Description** Provisional allowance for the supply and installation of key components and critical spares.

Project Rationale Provisional allowance for the supply and installation of key components and critical spares.

Project Number 24-01 **Capital Project Title** Electrical upgrades **Capital Project Description** Installation of additional lighting and HMI upgrade.

Project Rationale Installation of additional lighting and HMI upgrade.

Service: **3.810** **Ganges Sewer Utility (SSI)**

Project Number 24-02

Capital Project Title Replace sludge thickener membranes

Capital Project Description Replacement of failing sludge thickening membrane. (Requires Early Approval)

Project Rationale Sludge thickening membranes are failing and required replacement in order to avoid increases to operating costs.

Project Number 24-03

Capital Project Title Ganges WWTP Replacement of Electrical & Instrumentation

Capital Project Description Ganges WWTP Replacement of Electrical & Instrumentation including 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. Design, Construction and CRD Project Management (GCFC)

Project Rationale

Project Number 24-04

Capital Project Title Ganges Service Area System Modelling

Capital Project Description Ganges Service Area System Modelling Modeling and CRD Project Mngement (GCFC)

Project Rationale

Project Number 24-05

Capital Project Title Ganges WWTP Performance Improvement Study

Capital Project Description Ganges WWTP Performance Improvement Study. Study and CRD Project Management (GCFC)

Project Rationale

Service: **3.810** **Ganges Sewer Utility (SSI)**

Project Number	24-06	Capital Project Title	Ganges WWTP Construction of Performance Improvements (This negates the requirement for 21-04 and 22-03 above (see yellow highlight))	Capital Project Description	Construction of performance improvements (from study 24-05 incl. chemical storage and aeration system improvements) Construction and CRD Project Management.
Project Rationale					

Project Number	24-06	Capital Project Title	Ganges WWTP Construction of Performance Improvements (This negates the requirement for 21-04 and 22-03 above (see yellow highlight))	Capital Project Description	Construction of performance improvements (from study 24-05 incl. chemical storage and aeration system improvements) Construction and CRD Project Management.
Project Rationale					

Project Number	25-01	Capital Project Title	New Sewer Sea Breeze Inne	Capital Project Description	Extend sewer to Seabreeze Inne ~ 320m. Design, Construction and CRD Project Management.
Project Rationale					

Project Number	25-02	Capital Project Title	Ganges Replace 100% Surcharged Sewer Pipelines	Capital Project Description	Ganges Replace 100% Surcharged Lines ~430m. Design, Construction and CRD Project Management. (GCFC)
Project Rationale					

Service: **3.810** **Ganges Sewer Utility (SSI)**

Project Number	25-03	Capital Project Title	New Sewer SSI New Fire Hall	Capital Project Description	Extend sewer to new SSI Firehall ~ 120m. Design, Construction and CRD Project Management
Project Rationale	[Redacted]				

Project Number	26-01	Capital Project Title	Ganges Replace 75% Surcharged Sewer Pipelines	Capital Project Description	Ganges Replace 75% Surcharged Lines ~ 220m. Design, Construction and CRD Project Management.
Project Rationale	[Redacted]				

Project Number	26-02	Capital Project Title	New Sewer Kings Lane	Capital Project Description	Extend sewer to Kings Lane ~ 400m. Design, Construction and CRD Project Management.
Project Rationale	[Redacted]				

3.810 - Ganges Sewer (SSI)

Capital Projects

Updated @ Sep 11, 2023

Year	Project#	Status	Capital Project Description	Total Project Budget	Spending		Total Funding in Place
					Expenditure Actuals	Remaining Spending	
2022	CE.800.8301	Open	VFD Installation for EQ Tank	50,000	25	49,975	50,000
2022	CE.798.8301	Open	Aeration System - Ganges WWTP	114,500	32,527	81,973	114,500
2022	CE.801.8001	Open	Reclaimed Water Study	57,500	877	56,623	57,500
2023	CE.822.8001	Open	Lifting Brackets Ganges WWTP 23-02	65,000	1,888	63,112	65,000
			Totals	297,000	55,790	251,683	297,000

Service:

3.810 Ganges Sewer (SSI)

Committee: Electoral Area

<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax per Folio</u>	<u>SFE's</u>	<u>User Charge per SFE</u>	<u>Total Tax & Charges</u>	<u>Actual Assessments \$(000's)</u>
2012	408	\$118.04	567	\$420.99	\$539.03	\$213,020
2013	415	\$118.00	570	\$408.51	\$526.51	\$221,913
2014	419	\$127.99	584	\$405.04	\$533.03	\$224,108
2015	419	\$136.07	584	\$401.66	\$537.73	\$218,850
2016	419	\$135.97	583	\$522.98	\$658.95	\$225,589
2017	418	\$136.30	583	\$651.80	\$788.10	\$239,471
2018	418	\$136.30	583	\$721.61	\$857.91	\$269,120
2019	418	\$136.30	586	\$751.31	\$887.61	\$289,639
2020	416	\$136.95	588	\$723.55	\$860.50	\$315,534
2021	416	\$144.21	591	\$799.66	\$943.87	\$314,650
2022	416	\$147.11	616	\$765.08	\$912.19	\$383,548
2023	423	\$149.02	658	\$737.68	\$886.70	\$419,064
2024	420	\$155.34	658	\$759.82	\$915.16	

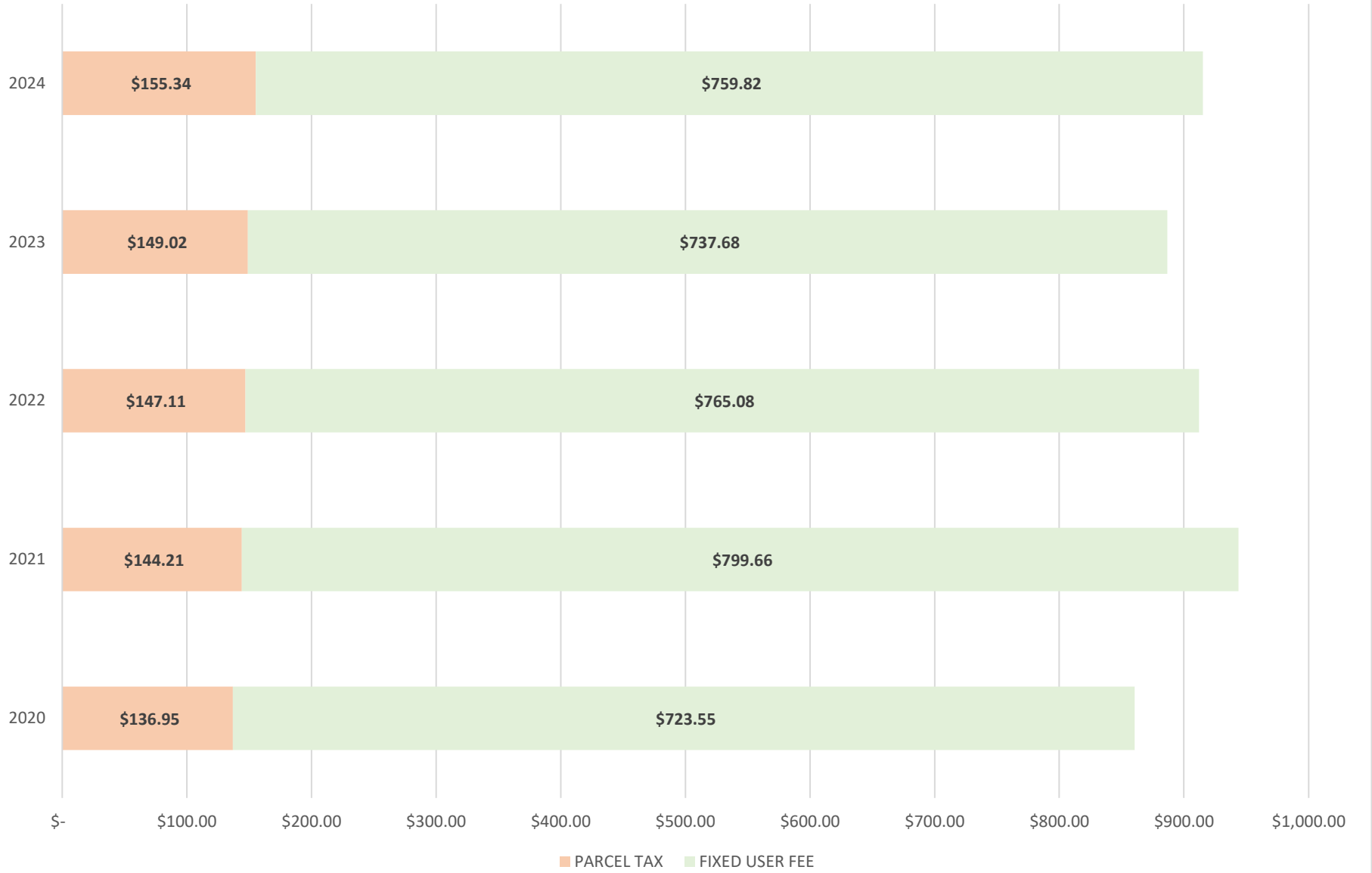
Change from 2023 to 2024

\$6.32
4.24%

\$22.14
3.00%

\$28.46
3.21%

Ganges Sewer (SSI) Funding Analysis 2020 - 2024





Making a difference...together

REPORT TO GANGES SEWER COMMISSION MEETING OF TUESDAY, NOVEMBER 14, 2023

SUBJECT Fire Improvement District Sewer Connection Options

ISSUE SUMMARY

The Salt Spring Island Fire Improvement District (FID) has requested an alternative connection to the Ganges sewer service than what current Capital Regional District (CRD) bylaws and the BC Plumbing Code currently permit.

BACKGROUND

The FID has requested to connect its future firehouse to the Ganges sewer system through a private easement running through a third party's property, rather than by way of sewer main along the entire frontage of its property, the connection required by bylaw and practice.

FID has requested approval to connect to a privately held sewerage pipe running north-south through its parcel, operated by the Brinkworthy manufactured home park to the north (the "Brinkworthy Easement") (Appendix B). If required in the future, FID states it is committed to constructing the sewerage pipe along the full frontage, however, it currently does not have the funds available to do so.

The issue is more complicated than permitting the FID to connect to the Brinkworthy Easement. The BC Plumbing Code¹ prohibits multiple connections to a private sewer line running across two properties. It requires every property to have its own independent building sewer and sewer connection to the main. Given this, an outside legal opinion was sought on this request as well as alternatives.

While alternatives are not impossible, they carry a financial risk for the Ganges Sewer Service. The opinion came to the conclusion that an FID to Brinkworthy Easement connection could only practically be accomplished by the Ganges Sewer service taking on the ownership, operation, and maintenance of the Brinkworthy line. As there is no reliable legal mechanism that could secure FID's future payment, the service would have the unknown liability of the future cost of extending the conveyance line along the frontage.

It has been proposed that future connections for western properties could also be to the Brinkworthy connection. This is not practical. The western-most property would require consent to cross two BC Hydro Statutory Rights of Way (which may not be granted), a CRD-held statutory right away across the FID property, and potentially a resizing of the Brinkworthy Easement to convey the sewage. Connections from the south and further connections from the West would continue to require frontage connections.

¹ Plumbing Code (2.1.2.4 of Division B): "Piping in any building connected to the public services shall be connected separately from piping of any other building, except that an ancillary building on the same property may be served by the same service".

ALTERNATIVES

The Ganges Sewer Commission recommends:

Alternative 1

That the existing practice of CRD Sewer Regulations Bylaw and BC Plumbing Code enforcement be continued for sewer extensions.

Alternative 2

1. Staff be directed to consider the feasibility of a transfer of operation and maintenance, as well as the costs of operation, maintenance, and replacement, of the Brinkworthy Easement and existing sewer infrastructure as if it were a Ganges Sewer asset, should there be available conveyance capacity to accept the new FID sewer flows; and
2. That staff consider the cost of extending the sewer pipe along the full frontage of the FID's parcel, which would be borne by the Ganges Sewer service in the future, if required by a service area expansion in the westerly or southerly direction, and report back to the Ganges Sewer Commission with the estimated cost.

Alternative 2

That the Fire Improvement District Sewer Connection Options report be referred back to staff for further review based on Ganges Sewer Commission direction.

IMPLICATIONS

Legal and Policy Implications

The structure of local sewer services is that the conveyance pipes are expanded at the same time as the service area is expanded, with each new user and parcel paying the costs of the initial connection, rather than putting that cost on ratepayers. Permitting FID to have an exemption will lead to financial consequences which are difficult to quantify, and additional procedural hurdles for future property owners as they elect to join the service.

CRD's outside counsel came to the conclusion that, while not impossible, any alternative to the frontage connection would require a change to bylaws (a decision of the CRD Board), one or more restrictive covenants, and securing of the Brinkworthy Easement as a CRD asset.

While there is the potential ability by bylaw to require payment of a future amount by FID on the happening of a connection request from other properties, there is likely no willingness to proceed against the FID for recovery for non-payment, as this would impact the operation and financial well-being of the fire department. It would also leave CRD with the ownership, maintenance, and asset retirement obligations of the Brinkworthy Easement.

Financial and Service Delivery Implications

If the Ganges Sewer Commission was in favour of the FID's request, it is endorsing taking on the

Brinkworthy easement and ultimately taking on the financial burden of extending the sewer line across the frontage at a future date and will need to budget accordingly.

Until a frontage connection were made, any western-most connection would require permission to go across the FID property, a Statutory Right of Way on the FID property in favour of CRD, and BC Hydro consent to cross the two SRWs, which may not be available. The alignment of the pipeline across the western parcel and the FID property would restrict property uses and future development of both the western-property, southern properties, and the FID property.

The Ganges Sewer service has 416 taxable folios and 616 single-family equivalents to bear the cost, whereas the FID has an island-wide tax requisition to share the cost.

Community Works Funds could be utilized from the Salt Spring Island Electoral Area to offset the future cost, but that is dependant on funding availability and a discretionary decision of the Electoral Area Director at the time the request is made.

CONCLUSION

As CRD's bylaws and standards are currently drafted, there is no authority to relieve from the requirement to construct a sewer extension along the entire frontage of the property. The CRD could amend its bylaw to do so but would need to consider the consequences of doing so on other properties within the CRD region. Ultimately Ganges Sewer Service would be taking on the eventual financial cost of constructing a sewer conveyance across the frontage, as a contingent payment by the Fire Improvement District is too uncertain to be relied on.

RECOMMENDATION

The Ganges Sewer Commission recommends to the Capital Regional District Board that the existing practice of CRD Sewer Regulations Bylaw and BC Plumbing Code enforcement be continued for sewer extensions.

Submitted by:	Karla Campbell, MBA, BPA, Senior Manager, Salt Spring Island Administration
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

- Appendix A: Sewer Regulations Bylaw No. 2492
- Appendix B Fire Improvement District Legal Plan
- Appendix C: Housing Society Legal Plan

CAPITAL REGIONAL DISTRICT

BYLAW NO. 2490

A BYLAW TO MAKE RULES FOR THE PROVISION, OPERATION AND ADMINISTRATION OF THE LOCAL SERVICE FOR THE COLLECTION, CONVEYANCE, TREATMENT AND DISPOSAL OF SEWAGE

WHEREAS:

- A. The Capital Regional District may by bylaw under section 796(1)(c) of the *Municipal Act* make rules for the provision, operation and administration of a service and for the management and maintenance of property under its control and may set conditions respecting use of that property and access to it;
- B. The Capital Regional District may, under section 803 of the *Municipal Act* where the Board has established a local service in a service area and has the power to regulate persons or property, exercise such power within each electoral area within the appropriate service area; and
- D. The Board of the Capital Regional District has deemed it necessary to make rules for the provision, operation and administration of all local services established by it for the collection, treatment, conveyance, and disposal of sewage including the regulation of persons and their property in relation to such service.

NOW, THEREFORE, the Regional Board of the Capital Regional District in open meeting assembled enacts as follows:

PART I - INTERPRETATION

1. INTERPRETATION

In this bylaw, unless the context otherwise requires:

"Applicant" means an owner or his agent making application for a service connection to a Sanitary Sewer or installation of a Sewer Extension.

"Board" means the Regional Board of the Regional District.

"Building Inspector" means the Building Inspector of the Regional District and includes any person appointed or designated to act on his behalf.

"Building Sewer" means a pipe and all appurtenances attached thereto installed, owned and maintained by the owner connecting a Service Connection to the plumbing system of a building or structure on the Parcel of Land at a point one metre outside the wall of said building or structure.

"Capable of Connection" means that the Parcel of Land abuts a highway or local government statutory right-of-way upon or in which there is a Sanitary Sewer with excess capacity and that the Service Connection will have adequate cover and drain towards the Sanitary Sewer, allowing the building or structure on the Parcel of Land to be connected to the Service Connection by either a gravity or a pumped Building Sewer.

"Chief Engineer" means the Chief Engineer of the Regional District and includes any person appointed or designated to act on his behalf.

"Local Service Area" means a Local Service Area or other benefitting area created or defined by the Regional District for the purpose of supplying or providing a service of collection, treatment and disposal of Sewage.

"Minister" means the Minister of Municipal Affairs.

"Parcel of Land" means any lot, block or other area in which land is held or into which it is subdivided, but does not include a highway.

"Premises" includes land, buildings and structures.

"Regional District" means the Capital Regional District.

"Sanitary Sewer" means a sewer owned and operated by the Regional District to carry sewage.

"Service Connection" means a sewer pipe which may include a valve, an inspection chamber or clean-out and all necessary appurtenances extending from a Sanitary Sewer located in a highway or local government statutory right-of-way to the property line or a Parcel of Land being served by the Sanitary Sewer, or extending to the boundary of the statutory right-of-way where the Sanitary Sewer lies within a statutory right-of-way to the property line or a Parcel of Land being served or to be served by the Sanitary Sewer.

"Sewage" means liquid wastes that contains animal, mineral or vegetable matter originating in a building or through an industrial process.

"Sewer Extension" means any installation requiring the construction of a Sanitary Sewer on a highway or local government statutory right-of-way from an existing Sanitary Sewer, but does not include a Service Connection or Building Sewer.

"Sewer System" means all Sewage works in a Local Service Area owned and operated by the Regional District for the collection, conveyance, treatment and disposal of Sewage, and includes all valves, pipes, chambers, pumps, systems or other appurtenances to such works.

PART II - CONNECTION TO AND USE OF PUBLIC SEWER SYSTEM

2. INDIVIDUAL CONNECTION

Every Parcel of Land Capable of Connection shall have one, and only one, Service Connection.

3. APPLICATION

- a) A person who wishes to connect to the Sewer System shall make application to the Regional District.
- b) The application shall be made on the form prescribed by Schedule "A" to this bylaw and signed by the Applicant.
- c) The application shall be accompanied by drawings showing the dimensions and elevations of all proposed and existing Building Sewers, buildings, structures and surface features and improvements, and their location in relation to the property line.
- d) No application will be granted unless the Chief Engineer is satisfied there is sufficient capacity in the Sewer System.
- e) No application shall be deemed to have been approved until a plumbing permit has been issued by a Regional District Building Inspector.

4. CONNECTION LOCATIONS

Where possible, a Service Connection will be located where requested by the Applicant. If the Applicant's preferred location is not practicable, due to unsuitable ground conditions or the existence of installed surface improvements or underground utilities, the Chief Engineer may designate the location of the Service Connection.

5. MANDATORY CONNECTION TO SEWER SYSTEM

The owner of any Parcel of Land in the Local Service Area, which is Capable of Connection and upon which is situated a building or structure occupied for any purpose, shall connect or cause to be connected the building or structure to the Service Connection in accordance with this bylaw within the time period specified in a Notice to Connect.

6. DELIVERY OF THE NOTICE

- a) A Notice to Connect shall be sent out by registered mail or delivered by personal service to any owner of a Parcel of Land Capable of Connection. The notice shall require the owner to make application for and connect or cause to be connected the buildings or structures to the Service Connection within the period specified in the Notice to Connect. The period specified shall not be less than two (2) months and not more than six (6) months.
- b) A notice to an owner under subparagraph (a) shall be deemed to have been received three (3) days after mailing.

7. FAILURE TO COMPLY

- a) If, after the expiration of the time period specified in the Notice to Connect, an owner has failed or neglected to construct or install a Building Sewer and has failed or neglected to connect his buildings or structures to the Service Connection as required, the Regional District, by its employees or contractors, may enter upon the property and cause the connection to be made.
- b) Where a Building Sewer and Service Connection is made under Subsection (a) it shall be done at the expense of the owner in default and the expense, with interest at the rate prescribed under the *Taxation (Rural Area) Act*, may be recovered from the owner in the same manner as taxes.

8. TAMPERING WITH SEWER SYSTEM

- a) No person shall tamper with or make any alteration or connection to the Sewer System without first obtaining the required permits or written authorization from the Chief Engineer.
- b) No person shall wilfully damage, destroy, uncover, deface or otherwise tamper with any part of the Sewer System.

9. ILLEGAL CONNECTIONS

No person shall connect or allow to be connected or allow to remain connected to the Sewer System, any Premises without the required permits or written authorization from the Chief Engineer, except in accordance with the provisions of this bylaw.

10. DISCONNECTION OF ILLEGAL CONNECTIONS

- a) The Chief Engineer may, on thirty (30) days written notice sent to the owner by registered mail or delivered by personal service, order the disconnection, stopping up and closing of a Service Connection at the expense of the owner:

- (i) where a fee under this bylaw remains unpaid for more than six months;
 - (ii) where an owner or occupier of the parcel discharges into the Sewer System any Sewage, substance or matter prohibited by the Capital Regional District *Sewer Use Bylaw No. 1, 1994* as amended;
 - (iii) where an owner has failed to maintain to the standard of the *B.C. Plumbing Code*, the Building Sewer and other plumbing on the owner's Premises that is connected to the Sewer System.
- b) A notice to an owner under subparagraph (a) shall be deemed to have been received three (3) days after mailing.

PART III - SEWER EXTENSIONS

11. EXTENSION APPLICATIONS

An owner of a Parcel of Land within a Local Service Area whose parcel is not Capable of Connection to the Sewer System and who wishes a Service Extension, may make written application to the Chief Engineer.

12. EXTENSIONS BY BOARD DESIGNATION

- a) the Board may designate Sewer Extensions to be undertaken by the Capital Regional District in the Local Service Area.
- b) Sewer Extensions designated by the Board shall be financed in accordance with the provisions of the bylaw that created the Local Service Area.

13. EXTENSIONS OTHER THAN BY BOARD DESIGNATION

- a) If an owner of a Parcel of Land wishes to proceed with a Sewer Extension which has not been designated by the Board, the Chief Engineer where he is satisfied may, with the approval of the Board, allow the Sewer Extension on the terms and conditions as set out in Subsection (b).
- b) An Applicant for a Sewer Extension shall, prior to connection to the Sewer System:
 - (i) install the Sewer Extension entirely at his own expense, including any costs of upgrading downstream portions of the Sewer System determined to be undersized due to the additional flows;
 - (ii) construct the Sewer Extension in accordance with the specifications of the Capital Regional District;
 - (iii) obtain the approval of the Sewer Extension from the Chief Engineer;
 - (iv) pay to the Regional District all applicable fees and charges imposed by bylaws of the Regional District;
 - (v) satisfy the Chief Engineer that the existing Sewer System downstream of the proposed point of connection has adequate capacity to accommodate flows from the proposed Sewer Extension;
 - (vi) obtain, at his expense, all necessary rights-of-way and easements, as required by the Regional District;
- c) Construction of a Sewer Extension shall not relieve an Applicant from payment of a Service Connection fee for each Parcel of Land to be served by the Sewer Extension or Parcel of Land to be created by subdivision to be served by the Sewer Extension.

- d) The Applicant shall retain a Professional Engineer, registered in the Province of British Columbia who shall be responsible for the design, layout and inspection of installation and recording and certification of "as-constructed" information for the Sewer Extension and associated Service Connections.

14. SUBDIVISIONS

Where new lots are created by subdivision within the Local Service Area it will be a condition of the subdivision that the owner shall, at his own expense, construct the required Sewer Extension in accordance with Paragraph 13 and install Service Connections to each newly created Parcel of Land.

15. EXTENSION DIMENSIONS AND LIMITS

Where a Sewer Extension, other than one provided by the Board, is constructed:

- a) the minimum inside diameter shall be two hundred (200 mm) millimetres or as set out in the Regional District's specifications.
- b) the Sewer Extension shall extend from the existing Sanitary Sewer having sufficient surplus capacity and grade to carry the additional Sewage resulting from the proposed Sewer Extension.

16. COST SHARING FOR OVERSIZED EXTENSIONS

Where a Sewer Extension other than one designated by the Board is to be constructed, and where the Regional District desires to install a Sanitary Sewer of greater capacity than the minimum size specified in Paragraph 15, or is required to serve the land for which application for a Sewer Extension has been made, and if such excess capacity will be available to permit further extension beyond the boundaries of the Parcel of Land to be immediately served thereby, the Regional District shall either pay the difference in cost of installation between the actual cost of the installation with the excess capacity and the estimated cost of installation of a Sanitary Sewer of sufficient size to service the Parcel of Land that the Applicant wishes to service, or may require the Applicant to construct the excess capacity at its cost in accordance with Section 939 of the *Municipal Act*.

PART IV - BUILDING SEWERS

17. PLUMBING CODE

- a) The Building Sewer shall be installed in accordance with the *B.C. Plumbing Code* and shall be constructed by the owner entirely at his own expense.
- b) The owner shall apply to the Building Inspector and obtain a permit to install a Building Sewer prior to connection of the Building Sewer to the Service Connection. The Building Sewer shall be inspected and approved by the Building Inspector.

18. RESPONSIBILITY OF OWNER

A Building Sewer and plumbing connected to the Building Sewer shall be maintained by the property owner at his sole expense.

19. BLOCKAGES

- a) Where any Service Connection becomes stopped or otherwise fails to function, the owner or occupier of the Premises served shall first determine that the blockage is not located in his Building Sewer and then notify the Chief Engineer forthwith who shall, as soon as practicable, arrange to have the Service Connection unstopped or otherwise restored to serviceable condition.

- b) Where any stoppage or failure is found to exist in a Service Connection and, unless caused by the Regional District, all costs incurred by the Regional District in restoring service and unstopping the Service Connection shall be paid by the owner or occupier of the Parcel of Land upon demand and if the costs remain unpaid on the 31st day of December in the year in which the work is done, costs shall be recovered in accordance with Section 825(7) of the *Municipal Act* in the same manner as ordinary taxes.

20. ABANDONMENT

When any Building Sewer is abandoned, the owner of the Parcel of Land shall notify the Building Inspector for approval to block the Building Sewer. The owner shall effectively block up the Building Sewer at the Service Connection with an approved water tight seal. The seal shall be inspected and approved by the Building Inspector.

21. CONNECTION TO SERVICE CONNECTION

- a) Every Service Connection shall be installed prior to the installation of the Building Sewer and the connection of the Building Sewer to the Service Connection.
- b) Where, contrary to Subsection (a) above the owner has installed a Building Sewer prior to installation of the Service Connection, the Regional District shall not be responsible for meeting the elevation of the Building Sewer or connecting the Sanitary Sewer to the Building Sewer.

22. DEPTH

The depth of the Building Sewer shall be as determined by the Building Inspector. The Building Sewer shall be installed with sufficient depth to provide natural drainage from the lowest floor of any building or structure except where natural drainage is made impractical by the relative elevation of the sewer, and/or the lowest floor, or the intervening ground elevation.

PART V - CHARGES FOR SERVICE

23. SERVICE CONNECTION FEE

The Applicant shall, at the time of making an application for a Service Connection, pay the Service Connection fee as prescribed in the bylaw imposing fees and other charges for the Local Service Area in which the Parcel of Land to be supplied with sewer is located.

PART VI - INSPECTION AND ENFORCEMENT

24. RIGHT OF ENTRY FOR INSPECTION

The Chief Engineer or Bylaw Enforcement Officer of the Regional District may enter at all reasonable times on property subject to this bylaw for the purpose of inspecting the Premises and sewer pipes or other fixtures to ascertain whether or not the provisions of this bylaw or any direction of the Regional District pursuant to this bylaw are being observed.

25. DIRECT ENFORCEMENT

Where this bylaw requires any person to do anything, on default by that person, the thing may be done at the expense of the person in default by the Regional District which may recover the expense, with interest at the rate prescribed under the *Taxation (Rural Area) Act*, with costs in the same manner as taxes.

26. OFFENCE

Any person who does any act or suffers or permits any act to be done in contravention of this bylaw commits an offence.

27. PENALTY

- a) A person who commits an offence contrary to this bylaw is liable on summary conviction to a penalty of not less than one hundred (\$100) dollars and not more than one thousand (\$1,000) dollars for a first offence and for each subsequent offence to a fine of not less than two hundred (\$200) dollars and not more than two thousand (\$2,000) dollars.
- b) A separate offence shall be deemed to be committed upon each day during and on which the contraventions occurs or continues.
- c) The penalties imposed under Subsection (a) hereof shall be in addition to and not in substitution for any other penalty or remedy imposed by this bylaw or any other enactment.

28. SEVERANCE

If a court of competent jurisdiction declares any section, subsection or paragraph of this bylaw to be invalid, then the section, subsection or paragraph as the case may be, may be severed from the bylaw without affecting the validity of the remainder of the bylaw.

29. Bylaw No. 1804 cited as "Sewage Regulations Bylaw No. 1, 1990" is repealed upon adoption of this bylaw.

30. This bylaw may be cited as the "Sewage Regulations Bylaw No. 2, 1998".

READ A FIRST TIME THIS	11th	day of	February	1998
READ A SECOND TIME THIS	11th	day of	February	1998
READ A THIRD TIME THIS	11th	day of	February	1998
ADOPTED THIS	11th	day of	February	1998


 CHAIR


 SECRETARY

SCHEDULE "A" TO BYLAW 2490
APPLICATION FOR SERVICE CONNECTION

Capital Regional District Application for Connection to Sewer/Water Utility



PLEASE PRESS HARD YOU ARE MAKING FOUR (4) COPIES

Pursuant to the regulations applicable to the Utility indicated below

I, _____, being the owner or acting with the owner's consent hereby make application for a utility connection to the property indicated below.

I agree to be subject to all Bylaws, Rules and Regulations and to pay such rates as are thereby specified.

Name of Owner _____		Name of Contractor _____	
M A D I D L R I E N S G	Street _____	Street _____	
	City _____	City, Village _____	
	Prov. _____ Postal Code _____	Prov. _____ Postal Code _____	
	Phone No. _____	Phone No. _____	

Utility/Utilities to which a connection is requested.

SEWER UTILITIES

- Magic Lake Estates
- Ganges
- Maliview Estates
- Port Renfrew
- Other (specify) _____

WATER UTILITIES

- Magic Lake Estates
- Fernwood
- Highland
- Port Renfrew
- Lyall Harbour/Boot Cove
- Other (specify) _____

Description of Property to which a connection is requested.

Street Address (if applicable) _____

Legal Description - Lot Number _____ Section _____ Plan No. _____

Tax Assessment Folio Number _____

INTENDED USE OF PROPERTY _____

Date _____ Signature of applicant _____

FOR OFFICE USE ONLY

Date application received _____ Drawings received: Yes _____ No _____

Application reviewed by _____ Date payment received _____

Date work order issued _____ Date installation complete _____

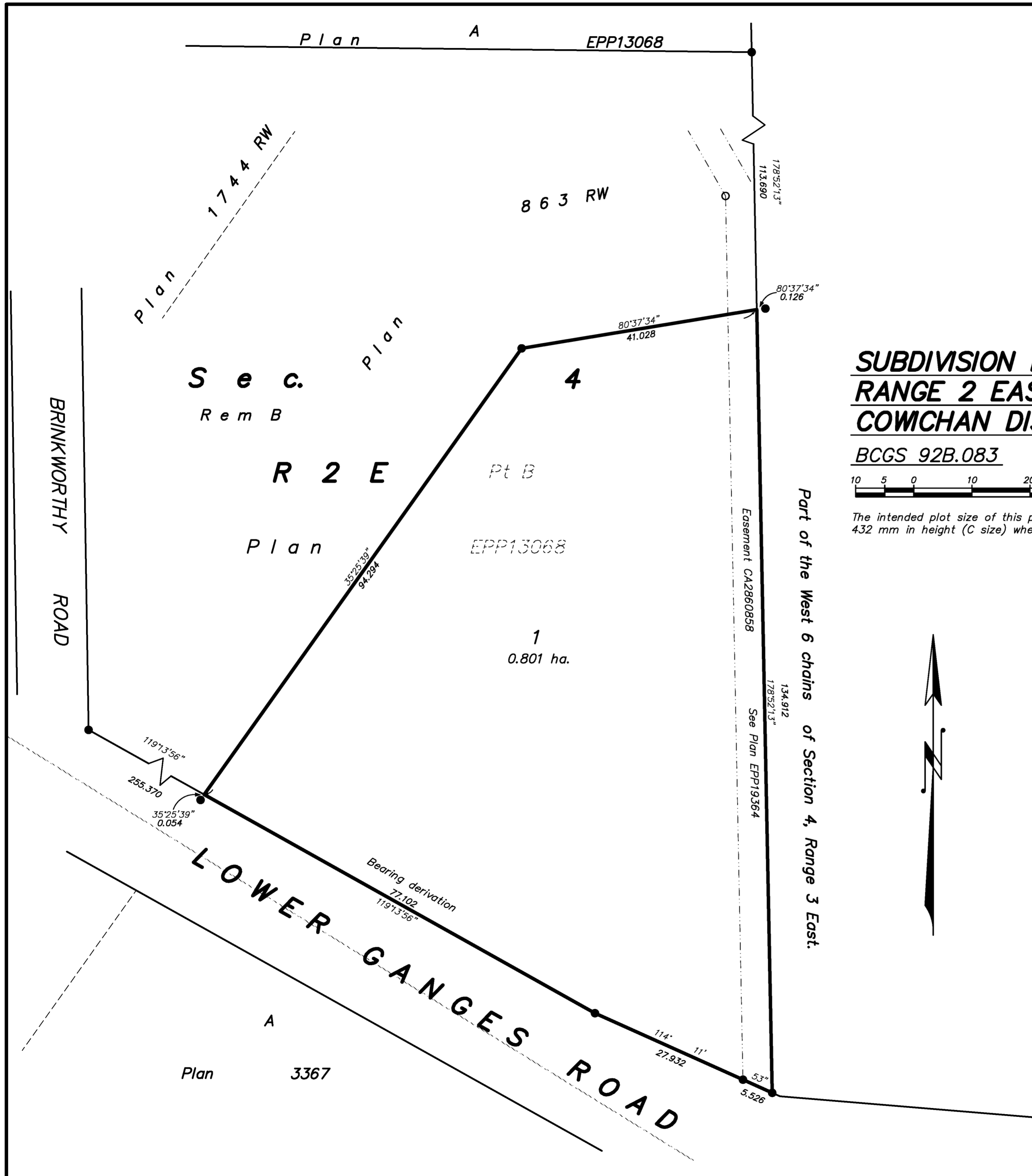
Your application for a utility connection has been approved as detailed below. This connection will be installed upon receipt of the connection fee and necessary approvals. The fee for this connection is: \$ _____

Details of Connection: _____

Approved by: _____ Date: _____

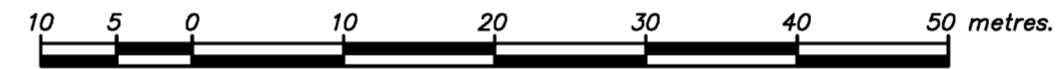
PLAN EPP23826

Appendix B



**SUBDIVISION PLAN OF PART OF LOT B, SECTION 4,
RANGE 2 EAST, NORTH SALT SPRING ISLAND,
COWICHAN DISTRICT, PLAN EPP13068.**

BCGS 92B.083



The intended plot size of this plan is 560 mm in width by 432 mm in height (C size) when plotted at a scale of 1:500.



LEGEND

Bearings are grid, derived from Plan EPP13068.
All distances are ground level distances and in metres.
● Standard Iron Post Found.

This plan lies within the Capital Regional District.

This plan lies within the jurisdiction of the Approving Officer for the Ministry of Transportation and Infrastructure

The field survey represented by this plan was completed on the 28th day of August, 2012.
Brian G. Wolfe-Milner, BCLS #617

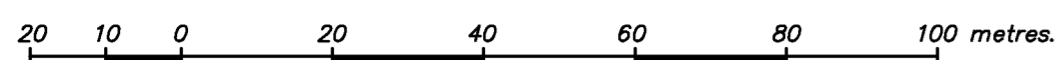
Inspected under the Land Title Act on the 5th day of September, 2013.

PLAN OF SUBDIVISION OF LOT 1, SECTIONS 4 AND 5, RANGE 2 EAST, NORTH SALT SPRING ISLAND, COWICHAN DISTRICT, PLAN 2296.

PLAN EPP13068

Appendix C

BCGS 92B.083



The intended plot size of this plan is 560 mm in width by 864 mm in height (D size) when plotted at a scale of 1:1000.



Plan 29243

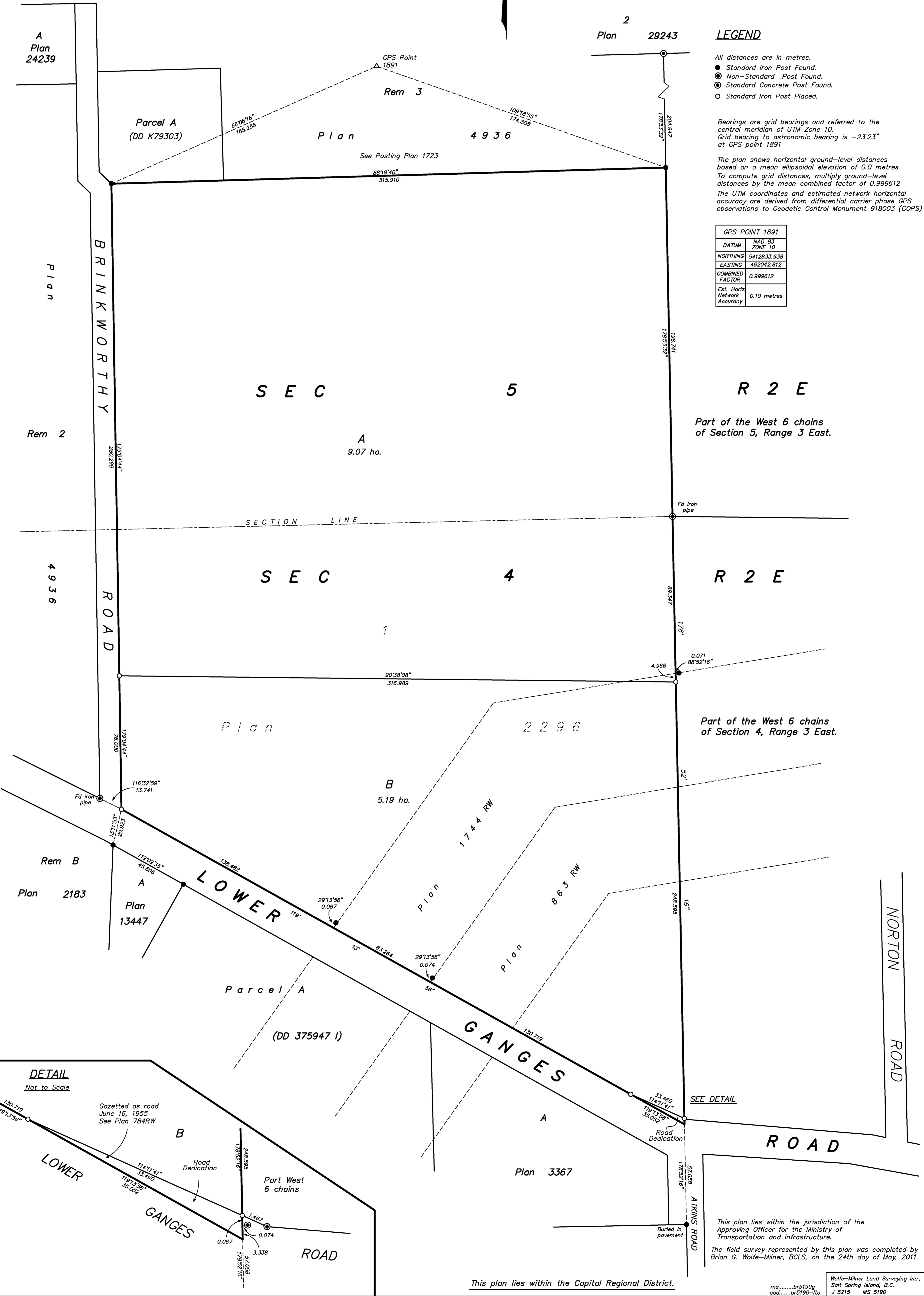
LEGEND

- All distances are in metres.
- Standard Iron Post Found.
- ⊙ Non-Standard Post Found.
- ⊕ Standard Concrete Post Found.
- Standard Iron Post Placed.

Bearings are grid bearings and referred to the central meridian of UTM Zone 10. Grid bearing to astronomic bearing is -23'23" at GPS point 1891

The plan shows horizontal ground-level distances based on a mean ellipsoidal elevation of 0.0 metres. To compute grid distances, multiply ground-level distances by the mean combined factor of 0.999612. The UTM coordinates and estimated network horizontal accuracy are derived from differential carrier phase GPS observations to Geodetic Control Monument 918003 (COPS)

GPS POINT 1891	
DATUM	NAD 83 ZONE 10
NORTHING	5412833.938
EASTING	462042.812
COMBINED FACTOR	0.999612
Est. Horiz. Network Accuracy	0.10 metres

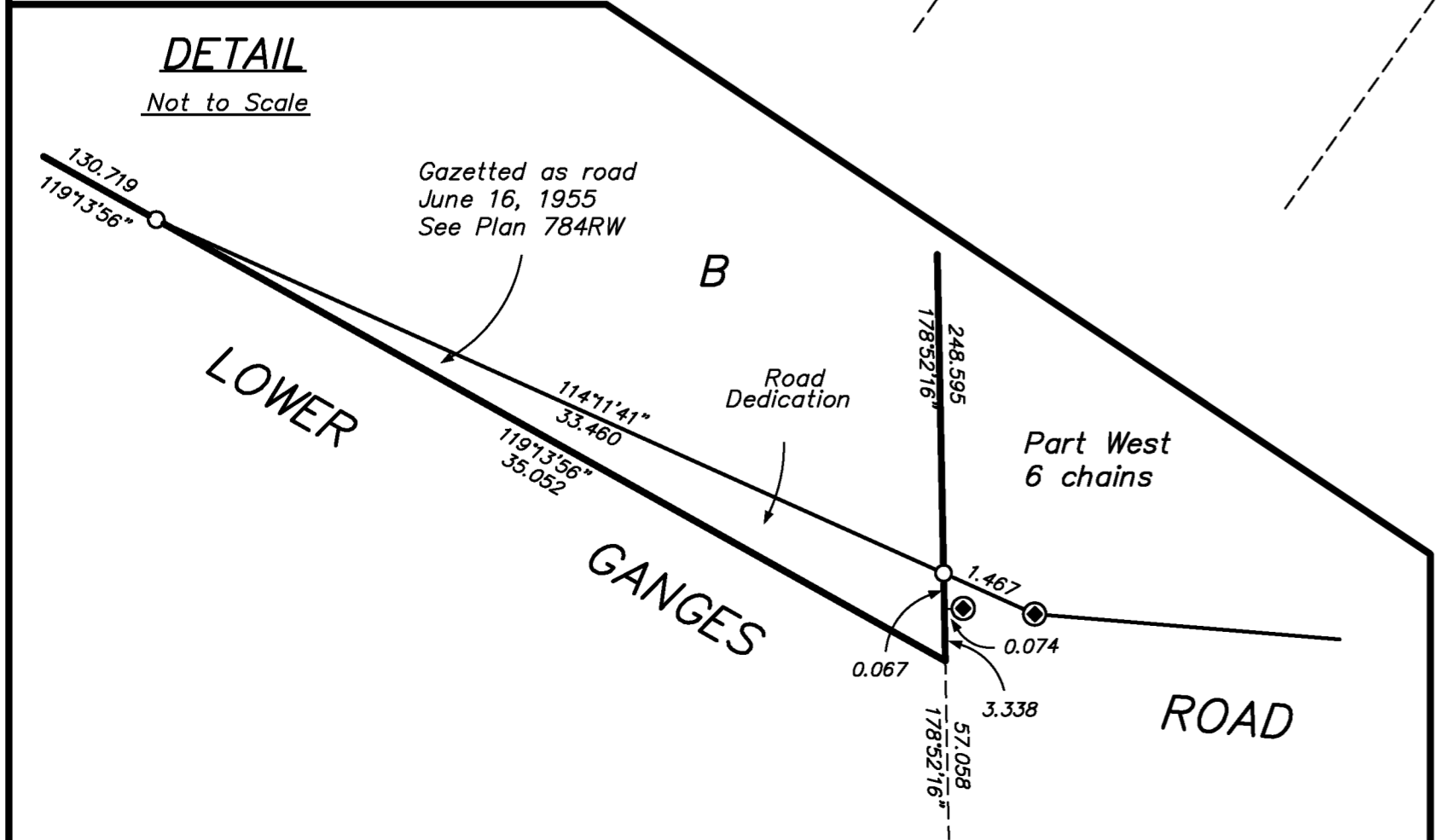


Part of the West 6 chains of Section 5, Range 3 East.

Part of the West 6 chains of Section 4, Range 3 East.

DETAIL
Not to Scale

Gazetted as road June 16, 1955 See Plan 784RW



This plan lies within the jurisdiction of the Approving Officer for the Ministry of Transportation and Infrastructure. The field survey represented by this plan was completed by Brian G. Wolfe-Milner, BCLS, on the 24th day of May, 2011.

This plan lies within the Capital Regional District.