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**HIGHLAND / FERNWOOD WATER SERVICE COMMISSION
HIGHLAND WATER SERVICE COMMISSION
FERNWOOD WATER SERVICE COMMISSION**

Notice of Meeting on **MONDAY, September 19, 2016 at 10:00 AM**
Portlock Park Meeting Room, 145 Vesuvius Bay Road, Salt Spring Island, BC

Wayne McIntyre Lorrie Hunt Eli Trory Carol Newmeyer Sharon Bywater

AGENDA

- 1. Approval of Agenda**
- 2. Adoption of Minutes of September 15, 2015**
Adoption of Minutes of June 14, 2016 – Highland Water Service- to be distributed
- 3. Chair and Director Reports - Highland/Fernwood Water Service Commission**
- 4. Reports – 2016 Operating and Capital Budget Report**

4.1 Highland/Fernwood Water Service

That the Highland/Fernwood Water Service Commission recommends that the Capital Regional District Board:

1. Approve the 2017 operating and capital budget for the Highland/Fernwood Water Service as presented; and
2. Approve the 2017 parcel tax of \$173.84, fixed user charges of \$828.65, and consumption charge rates as presented for the Highland/Fernwood Water Service; and
3. Balance the 2016 actual revenue and expenditures on the 2017 deficit carry forward and adjust the 2017 user charge accordingly.

4.2 Highland Water Service

That the Highland Water Service Commission recommends that the Capital Regional District Board:

1. Approve the 2017 operating budget for the Highland Water Service as presented; and
2. Approve the 2017 parcel tax of \$154.06 for the Highland Water Service.

4.3 Fernwood Water Service

That the Fernwood Water Service Commission recommends that the Capital Regional District Board:

1. Approve the 2017 operating budget for the Fernwood Water Service as presented; and
2. Approve the 2017 parcel tax of \$256.73 for the Fernwood Water Service.

To ensure quorum, advise Tracey Shaver 250.537 4448 if you cannot attend.

5. New Business

5.1 New Referral- REP2016-00250 for New Water Licence on St Mary Lake

5.2 Request for Inclusion into the Water Service Area

6. Outstanding Business

6.1 Record of Referral Responses

7. Adjournment



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Minutes of the Regular Meeting of a combined Highland / Fernwood Water Service Commission, Highland Water Service Commission, Fernwood Water Service Commission, Highland Water and Sewer (Maliview) Commission
Held September 15, 2015, Public Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC

DRAFT

Present: **Director:** Wayne McIntyre
Highland Water and Sewer Commission Members: Lorrie Hunt (Chair, Highland Water) Sharon Bywater (Chair, Maliview Sewer), Carol Newmeyer, Eli Trory
Fernwood Water Commission Members: Lorrie Hunt (Chair), Eli Trory
Staff: Karla Campbell, Senior Manager; Keith Wahlstrom, Manager Engineering Salt Spring Electoral Area, Dan Robson, IWS Operations Manager, Peggy Dayton, CRD Finance, Erin Jory, Recording Secretary
Absent: John Jefferson

Chair Hunt called the meeting to order at 1:45 pm.

1. Approval of Agenda

MOVED by Commissioner Bywater, **SECONDED** by Commissioner Newmeyer, That the Highland/Fernwood, Highland Water, Fernwood Water and Highland Water and Sewer (Maliview) Commissions' Regular Meeting agenda of September 15, 2015 be approved with the addition of item 5.1 Water Conservation Bylaw, item 5.2 Stand Pipe at North Beach Road, item 5.3 Commission Structure.

CARRIED

2. Adoption of Minutes of the Regular Meeting held March 12, 2015

MOVED by Commissioner Bywater, **SECONDED** by Commissioner Trory, That the Highland/Fernwood, Highland Water, Fernwood Water and Highland Water and Sewer (Maliview) Commissions' Regular Meeting minutes of March 12, 2015 be approved.

CARRIED

3. Chair and Director Reports

3.1. Chair's Report

There was a UV system failure (second failure in one year); maintaining residual chlorine should not require UV. Staff responded that Province of BC requires two forms of disinfection. UV may only stun the giardia for a few days, then it can reactivate. Ozone is another system, but brings it's own set of operational difficulties.

3.2. Commissioner Bywater's Report

- Disappointed in lack of change since working group and lack of communication between CRD in Victoria and Salt Spring;
- Opportunity to build local office has not come to fruition; local staff not responsible – Victoria not giving control to Salt Spring staff.
- No discussion with Commissions on change of roles of local staff. Salt Spring does not get the attention it needs, e.g. two standpipes were on 24/7 until local homeowners brought it to Commission's attention.

- CRD Victoria needs to be more in touch with Salt Spring Island Commissions, to prevent events such as what happened with Liquid Waste Commission losing key members.

3.3. Director's Report

- Director shares the frustrations of the Commissions.
- Governance Study Phase 1 – costing study must be completed by September 30, 2015; Phase 2 – reference binder to be kept at Salt Spring Library, website: www.ssiincorporationstudy.com
- Attended Water Conservation systems working group.

4. Reports – 2016 Operating and Capital Budget Report

4.1. Highland/Fernwood Water Service

MOVED by Commissioner Bywater, **SECONDED** by Commissioner Trory:

That the Highland/Fernwood Water Service Commission recommend that the Capital Regional District Board:

1. Approve the 2016 operating and capital budget for the Highland/Fernwood Water Service as presented; and
2. Approve the 2016 parcel tax of \$173.84, fixed user charges of \$699.94, and rates for Tier 2 consumption charges (i.e. 38-106 m3) be set at \$2.00/m3 for the Highland/Fernwood Water Service; and
3. Balance the 2015 actual revenue and expenditures by eliminating the planned transfer to capital reserves and bringing the balance forward into 2016 as deficit.

CARRIED

4.2. Highland Water Service

MOVED by Commissioner Bywater, **SECONDED** by Commissioner Trory:

That the Highland Water Service Commission recommends that the Capital Regional District Board:

1. Approve the 2016 operating budget for the Highland Water Service as presented; and
2. Approve the 2016 parcel tax of \$153.98 for the Highland Water Service.

CARRIED

4.3. Fernwood Water Service

MOVED by Commissioner Bywater, **SECONDED** by Commissioner Trory:

That the Fernwood Water Service Commission recommends that the Capital Regional District Board:

1. Approve the 2016 operating budget for the Fernwood Water Service as presented; and
2. Approve the 2016 parcel tax of \$256.46 for the Fernwood Water Service.

CARRIED

5. New Business

5.1. Water Conservation Bylaw

Viability of a water conservation bylaw for Salt Spring Island Local Service Area Commissions discussed. Suggested to utilize wording of North Salt Spring Waterworks District Water Conservation Bylaw.

MOVED by Commissioner Bywater, **SECONDED** by Commissioner Newmeyer
That the Highland/Fernwood, Highland Water, Fernwood Water and Highland Water and Sewer (Maliview) Commissions request that staff draft a Water Conservation Bylaw.

CARRIED

5.2. Stand Pipe at North Beach Road

A stand pipe was left running for a several days before a nearby homeowner reported the water loss.

5.3. Commission Structure

The Bylaw to reconfigure the various commissions under a combined identity has not been completed.

6. Outstanding Business

No items presented.

7. Recess

MOVED by Commissioner Trory, **SECONDED** by Commissioner Newmeyer
That the Highland/Fernwood, Highland Water, and Fernwood Water Commissions Regular Meeting be recessed at 3:16 pm and returned to the Highland Water and Sewer (Maliview) Commission Annual General Meeting.

CARRIED

8. Call to Order – Highland Water and Sewer (Maliview) Commission Regular Meeting

Chair Bywater called the meeting to order at 3:31 pm

9. Chair and Director Reports

No reports presented.

10. Reports – 2016 Operating and Capital Budget Report

Staff presented the report and a discussion followed. It was generally agreed to defer resolution of the 2016 Operating and Capital Budget Report for the Highland Water and Sewer (Maliview) Commission to a future meeting.

11. Adjournment

MOVED by Director McIntyre, **SECONDED** by Commissioner Newmeyer
That the Highland Water and Sewer (Maliview) Commission Regular Meeting be adjourned at 4:16 pm.

CARRIED

CHAIR Highland/Fernwood Water

CHAIR Highland Water

CHAIR Fernwood Water

CHAIR Highland Water and Sewer
(Maliview)

SENIOR MANAGER



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REPORT TO THE HIGHLAND/FERNWOOD WATER SERVICE COMMISSION MEETING OF MONDAY, SEPTEMBER 19, 2016

SUBJECT 2017 OPERATING AND CAPITAL BUDGET

ISSUE

This report provides a synopsis of the 2017 operating and capital budget, highlighting significant proposed changes related to operational expenditures, debt charges, capital expenditures and revenues for the Highland/Fernwood Water Service, the Highland Water Service and the Fernwood Water Service.

In accordance with Bylaw No. 3693, "Fernwood Water Local Service Commission and the Highland Water and Sewer Services Commission Establishment Bylaw states, *"Before the end of November of each year, the Commission shall be presented with a five year operating and capital budgets for the services provided in the Service Area which shall include estimates for the administrative, development, maintenance, operational and other expenses, including debt charges, and shall submit such expenditure estimates, together with estimates for expected revenue, in a form approved by the Financial Officer of the CRD for the approval of the Regional Board and for inclusion in the Regional Board's preliminary and annual budgets."*

BACKGROUND

Commission Context

The budget consideration outlined in this report is for the combined Highland and Fernwood Water Service. This service has been operating as a combined entity since 2012; however, a joint commission has not been finalized at this time. A bylaw to formally establish the commission is in progress, but not complete. Therefore, all discussions and motions are assumed to be independently supported by the Fernwood Water Service Commission and the Highland Water and Sewer Service Commission unless specifically indicated otherwise. For the purpose of this report, the term Commission refers to the Fernwood Water Service Commission and the Highland Water and Sewer Service Commission working together as a single commission.

A. HIGHLAND/FERNWOOD WATER SERVICE

2016 Actual Revenue and Operating Expenses

The actual 2016 operating expenditures are **\$36,460** over budget as a result of the following:

1. Lower than budgeted expenditures for:
 - a. Electricity (\$1,520)
 - b. Unspent contingency (\$4,310)
2. Higher than budgeted expenditures for:
 - a. Sludge hauling contract (\$3,050)
 - b. Waste sludge disposal (\$2,900)
 - c. Repairs & maintenance (\$600)

- d. Allocations (\$250)
- e. Supplies (\$3,110)
- f. Labour charges (\$32,230)
- g. Other operating expenses (\$150)

The actual 2016 revenue is less than budget by **\$11,330** as a result of the following:

- 1. Lower than budgeted revenue from:
 - a. Water sales (\$14,500)
- 2. Higher than budgeted revenue from:
 - a. Transfer from maintenance reserve account (\$2,600)
 - b. Penalties and charges (\$570)

This results in a projected year-end net expense of **\$47,790**.

The operating deficit can be attributed to unplanned events that included:

- 1. Emergency response due to leaks and water service line failures.
- 2. Installation of a temporary raw water intake in order to keep up with water demand.
- 3. Water treatment plant saturator pump repairs.
- 4. Water treatment plant chlorine room fan replacement.
- 5. Highlands middle pumping station pump replacement.
- 6. Water treatment plant filtration flash mixer bearing replacement.

It is proposed that the projected year-end deficit be reduced by not transferring the planned \$10,720 to capital reserves. This will result in a projected deficit of **\$37,070** to be carried forward to 2017.

2017 OPERATING BUDGET

An increase of **\$1,210** (0.5%) in the 2017 operating expenses is proposed as a result of the following:

- 1. Decrease in expenses for:
 - a. Electricity (\$830)
 - b. Labour Charges (\$6,080)
 - i. The labour charge out rate in previous budgets included overhead charges related to vehicles. Vehicle overhead costs are now removed from the labour charge out rate and is now tracked separately as a "vehicle allocation" (\$8,680).
 - c. Contingency (\$4,310)
 - i. It is proposed that the operating contingency be eliminated and that the maintenance reserve be considered as an operating contingency.
- 2. Increase in expenses for:
 - a. Sludge hauling contract (\$100)
 - b. Waste Sludge disposal (\$220)
 - c. Repairs & maintenance (\$120)
 - d. Allocations (\$9,810)
 - i. Overhead charges related to vehicles were previously accounted for in the labour charge out rate. Vehicle costs are now removed from the labour rate and are now tracked and charged under a vehicle allocation (\$8,680)
 - e. Water testing (\$190)
 - f. Supplies (\$1,790)
 - i. Historical operating costs for supplies have typically been under budgeted.

- g. Other operating expenses (\$200)

2017 DEBT AND RESERVES FUNDS

Maintenance Reserve Fund

Maintenance Reserves are to be used for the purchase of equipment and supplies that are typically not replaced annually such as filter media, ultraviolet lamps and sensors and also to undertake maintenance activities such as reservoir and raw water intake inspections.

It is proposed that the transfer to the maintenance reserve increase from \$2,500 to \$29,000 in order to mitigate the risk of an operating shortfall due to ongoing emergency response for the service.

The maintenance reserve balance at the end of 2016 is projected to be **\$9,569**.

Capital Reserve Fund:

It is proposed that the planned transfer of \$10,720 into the capital reserve fund (CRF) in 2016 not be made as a result of the anticipated 2016 operating deficit. The balance in the CRF at December 31, 2016 is estimated to be \$97,030.

However, the planned transfer of money from the operating budget to the capital reserve fund is part of the commissions' direction to save money for future capital expenditures. Therefore, the 2017 budget includes a planned transfer of \$8,810 to the capital reserve fund. Higher contributions to the CRF in future years is projected subject to elimination of the operating deficit.

MFA Debt

In 2017 the annual debt servicing costs will remain at 2016 levels at **\$41,220**. This is to repay \$500,000 borrowed in 2011 at an annual interest rate of 3.25% and amortized over 15 years.

2017 REVENUE (User Charge and Parcel Tax)

It is proposed that:

- Water sales revenue be decreased from \$70,000 to \$56,000. This is a result of a steady decrease in water consumption for the service area likely due in part to consumption fee increases implemented in 2016 and response to drought conditions. The water consumption rate per quarterly billing period will remain as:
 - \$0.64/m³ for the first 38.0m³ or portion
 - \$2.00/m³ for greater than 38.0m³ to 106.0m³
 - \$5.13/m³ greater than 106m³
- The user charge increase from \$221,880 to \$264,340; based on 319 single family equivalents (SFE) this equates to **\$828.65** (an 18.4% increase from 2016). This increase is necessary to allow for a larger transfer to the maintenance reserve fund and to offset the reduced water sales revenue.

- The parcel tax remains at \$55,000; based on 333 taxable folios and including the 5.25% surveyors tax fee equates to **\$173.84** per parcel.

HIGHLAND/FERNWOOD WATER SERVICE 2017 – 2021 FIVE YEAR CAPITAL PLAN

There is one carry forward project and no new projects planned for 2017.

- 1) The raw water intake assessment, design and approvals for improvements to the water intake are planned for later in 2016. However, the final report will most likely not be available until later in 2017, and therefore we have included it for information (\$20,000).

Additional projects anticipated for Highland/Fernwood are outlined in the attached budget and include:

- 2019 Construct New Intake (\$150,000).
- 2021 Implement Recommendations from SAMP (\$50,000).

B. HIGHLAND WATER SERVICE

Highland Water Service 2016 Revenue and Operating Expenses

The sole purpose of this budget is to pay debt. Therefore, no surplus or deficit is expected for 2016.

HIGHLAND WATER SERVICE 2017 OPERATING BUDGET AND 2017-2020 FIVE YEAR CAPITAL PLAN

The 2017 operating budget is set up to service the debt expenditures associated with the \$250,000 borrowed in 2009 and \$150,680 borrowed in 2012. Principal and interest amount to **\$35,460**.

The Highlands Water Utility transferred \$39,112 to the Highland/Fernwood Utility in 2015, closing the Capital Reserve fund. However, there are 2 General Capital Funds with a balances totaling \$192,788 as shown below:

	Year	Budget	Funding	Spent	Remaining	
					Funds	Budget
Water Merger	2009	2,742,435	2,173,761	(2,040,029)	133,732	702,406
Valve Dist Upgrade	2013	201,747	-	(28,124)	(28,124)	173,623
Interest Income		-	-	-	68,190	-
Total WLA3580		2,944,182	2,173,761	(2,068,153)	173,798	876,029
SAMP Study Ph 1	2011	10,000	8,990	(4,439)	4,551	5,561
Building at Reservoir	2013	10,000	10,000	(6,553)	3,447	3,447
Upper Rev Booster	2013	6,000	6,000	(6,019)	(19)	(19)
SAMP Study Ph 2	2013	10,000	10,000	-	10,000	10,000
Interest Income		-	-	-	1,010	-
Total WSV185099		36,000	34,990	(17,010)	18,990	18,990

There are two carry forward projects identified in the budget.

- 1) The Valve Distribution Project is a project using money that is reserved for Highland only upgrades as it was collected from Highland customers prior to the merging of the Highland and Fernwood systems. The commission was presented a list of priorities in 2016. These priorities are being worked on in 2016, however, it is expected that some work will remain in 2017 and therefore we have included it for information (\$173,623).
- 2) The Strategic Asset Management Plan (SAMP) is a carry-forward project for the past several years. It was not scheduled to be undertaken in 2016. The intent is to do the work in 2018, subject to workloads and operational priorities. (\$15,561)

HIGHLAND WATER SERVICE 2017 PARCEL TAXES

The 2017 parcel tax is **\$154.06**, up 0.2% over the 2016 rate. This marginal increase is the result of having no surplus carry forward from 2016 to 2017 (the surplus from 2015 to 2016 was \$46).

C. FERNWOOD WATER SERVICE

Fernwood Water Service 2016 Estimated Revenue and Operating Expenses

The sole purpose of this budget is to pay debt. Therefore, no surplus or deficit is expected for 2016.

FERNWOOD WATER SERVICE 2017 OPERATING BUDGET AND 2017-2020 FIVE YEAR CAPITAL PLAN

The 2017 operating budget is set up to service the debt expenditures associated with the \$100,000 borrowed in 2009, \$50,000 borrowed in 2010, and \$45,000 borrowed in 2012. Principal and interest amount to **\$17,650**.

The Fernwood Water Utility transferred \$62,726 to the Highland/Fernwood Utility in 2015, leaving \$5,000 in a General Capital Fund for work on a Strategic Asset Management Plan.

There is one carry forward project identified in the budget.

- 1) The Strategic Asset Management Plan (SAMP) is a carry-forward project for the past several years. It was not scheduled to be undertaken in 2016. The intent is to do the work in 2018, subject to workloads and operational priorities. (\$5,000)

FERNWOOD WATER SERVICE 2017 PARCEL TAXES

The 2017 parcel tax is \$256.73, an increase of \$0.57 per folio (0.02%) from 2016. This increase is the result of having no surplus carry forward from 2016 to 2017 (the surplus from 2015 to 2016 was \$23).

RECOMMENDATIONS

A. HIGHLAND/FERNWOOD WATER SERVICE

That the Highland/Fernwood Water Service Commission recommend that the Capital Regional District Board:

1. Approve the 2017 operating and capital budget for the Highland/Fernwood Water Service as presented; and
2. Approve the 2017 parcel tax of \$173.84, fixed user charges of \$828.65, and consumption charge rates as presented for the Highland/Fernwood Water Service; and
3. Balance the 2016 actual revenue and expenditures on the 2017 deficit carry forward and adjust the 2017 user charge accordingly.

B. HIGHLAND WATER SERVICE

That the Highland Water Service Commission recommends that the Capital Regional District Board:

1. Approve the 2017 operating budget for the Highland Water Service as presented; and
2. Approve the 2017 parcel tax of \$154.06 for the Highland Water Service.

C. FERNWOOD WATER SERVICE

That the Fernwood Water Service Commission recommends that the Capital Regional District Board:

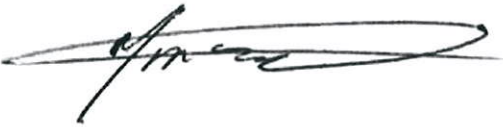
1. Approve the 2017 operating budget for the Fernwood Water Service as presented; and
2. Approve the 2017 parcel tax of \$256.73 for the Fernwood Water Service.



Karla Campbell, Senior Manager
Salt Spring Island Electoral Area



Rianna Lachance, BCom, CPA, CA,
Manager of Financial Planning and Analysis
Concurrence



Matt McCrank, M.Sc., P.Eng.
Senior Manager, Infrastructure Operations
Integrated Water Services
Concurrence

Attachments: Appendix A: Highland and Fernwood Water 2017 Budget
Appendix B: Highland Water 2017 Budget
Appendix C: Fernwood Water 2017 Budget

CAPITAL REGIONAL DISTRICT

2017 Budget

Highland & Fernwood Water (SSI)

Committee Review

Compiled and Presented by CRD Finance

Sep-16

Page 1

Service: 2.621 Highland & Fernwood Water (SSI)

Committee: Electoral Area Services

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 \$337,974

MAXIMUM CAPITAL DEBT:

Authorized: LA3754 (April 13, 2011)
Borrowed: SI Bylaw 3800 (Aug 10, 2011)

\$500,000
(\$500,000) 3.25%

Remaining:

\$0

COMMITTEE:

Highland Water Committee established by Resolution No. 675 and Fernwood Local Service Committee established by Bylaw No. 1774.
Highland Fernwood Water Services Commission Established by Bylaw 3911, March 2015

FUNDING:

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

User Charge: Annual Fixed Fee of \$699.94 per Water Service Connection.
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: (BL3933 March 2015)
• 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:

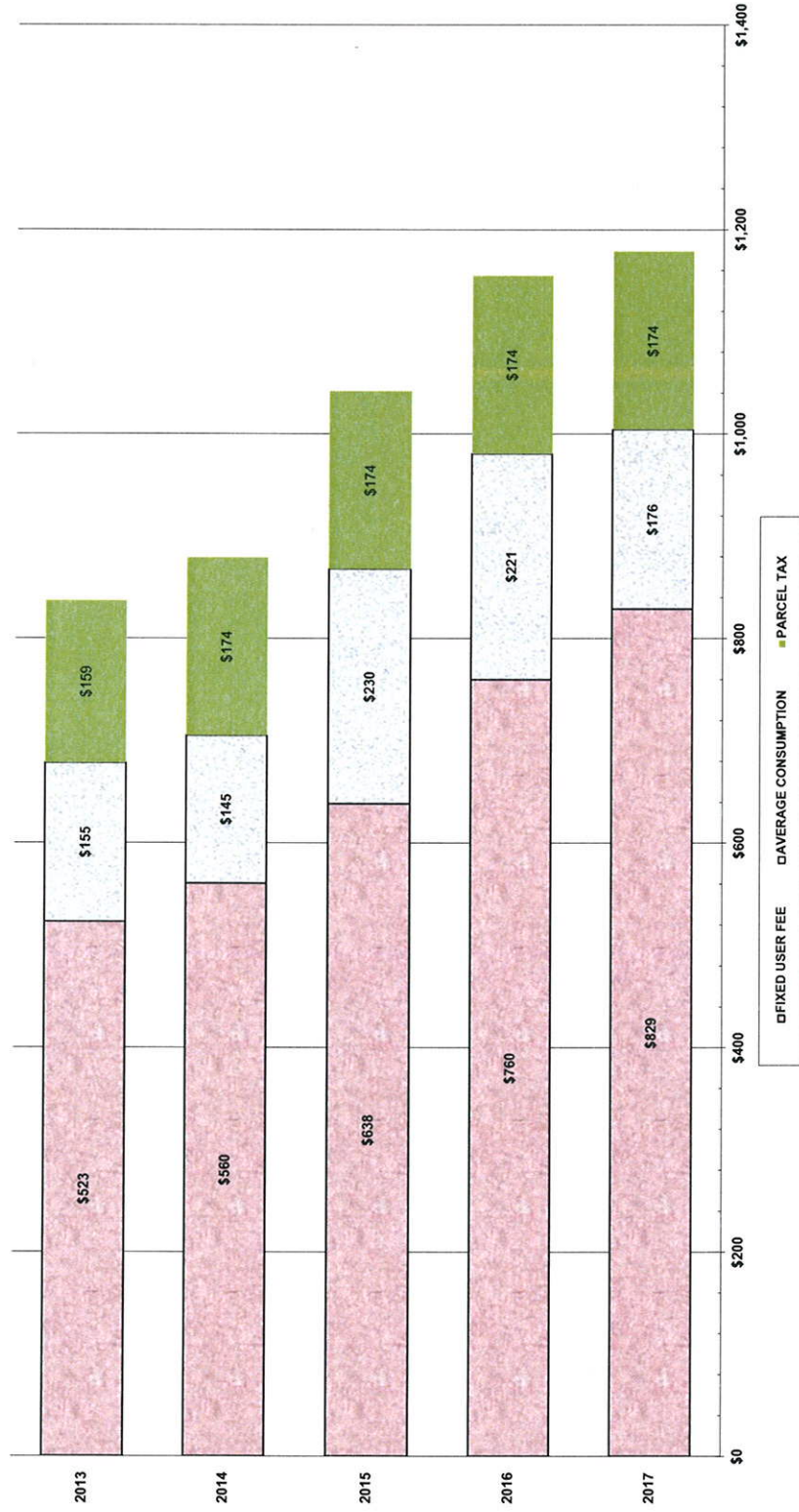
Established by Bylaw #3907 (April 16, 2014)

Highland & Fernwood Water (SSI)	2016 BOARD BUDGET	2016 ESTIMATED ACTUAL	BUDGET REQUEST				FUTURE PROJECTIONS			
			2017 CORE BUDGET	2017 ONGOING	2017 ONE-TIME	2017 TOTAL	2018	2019	2020	2021
OPERATING COSTS:										
Sludge Hauling Contract	7,000	10,050	7,100	-	-	7,100	7,240	7,380	7,530	7,680
Waste Sludge Disposal	15,000	17,900	15,220	-	-	15,220	15,520	15,830	16,150	16,470
Repairs & Maintenance	8,100	8,700	8,220	-	-	8,220	8,380	8,550	8,720	8,890
Allocations	23,270	23,520	33,080	-	-	33,080	33,750	34,430	35,120	35,820
Water Testing	12,350	12,350	12,540	-	-	12,540	12,790	13,050	13,310	13,580
Electricity	18,660	17,140	17,830	-	-	17,830	18,190	18,550	18,920	19,300
Supplies	21,600	24,710	23,390	-	-	23,390	23,860	24,330	24,810	25,300
Labour Charges	132,280	164,510	126,200	-	-	126,200	128,730	131,310	133,930	136,610
Contingency	4,310	-	-	-	-	-	-	-	-	-
Other Operating Expenses	16,060	16,210	16,260	-	-	16,260	16,570	16,890	17,220	17,550
TOTAL OPERATING COSTS	258,630	295,090	259,840	-	-	259,840	265,030	270,320	275,710	281,200
*Percentage Increase over prior year						0.5%	2.0%	2.0%	2.0%	2.0%
DEBT/RESERVES										
Transfer to Maintenance Reserve	2,500	2,500	29,000	-	-	29,000	29,000	29,000	29,000	29,000
Transfer to Capital Reserve Fund	10,720	-	8,810	-	-	8,810	40,690	35,400	30,010	24,520
MFA Debt Principal	24,970	24,970	24,970	-	-	24,970	24,970	24,970	24,970	24,970
MFA Debt Interest	16,250	16,250	16,250	-	-	16,250	16,250	16,250	16,250	16,250
TOTAL DEBT / RESERVES	54,440	43,720	79,030	-	-	79,030	110,910	105,620	100,230	94,740
TOTAL COSTS	313,070	338,810	338,870	-	-	338,870	375,940	375,940	375,940	375,940
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from 2016 to 2017	-	(37,070)	37,070	-	-	37,070	-	-	-	-
Balance c/f from 2015 to 2016	33,810	33,810	-	-	-	-	-	-	-	-
Sales - Water	(70,000)	(55,500)	(56,000)	-	-	(56,000)	(56,000)	(56,000)	(56,000)	(56,000)
User Charges	(221,880)	(221,880)	(264,340)	-	-	(264,340)	(264,340)	(264,340)	(264,340)	(264,340)
Transfer from Maintenance Reserve	-	(2,600)	-	-	-	-	-	-	-	-
Other Revenue	-	(570)	(600)	-	-	(600)	(600)	(600)	(600)	(600)
TOTAL REVENUE	(291,880)	(280,550)	(320,940)	-	-	(320,940)	(320,940)	(320,940)	(320,940)	(320,940)
REQUISITION	(55,000)	(55,000)	(55,000)	-	-	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
*Percentage increase over prior year						19.1%	0.0%	0.0%	0.0%	0.0%
User Charges						0.0%	0.0%	0.0%	0.0%	0.0%
Requisition						0.0%	0.0%	0.0%	0.0%	0.0%
Combined						15.3%	0.0%	0.0%	0.0%	0.0%

Service: 2.621 Highland & Fernwood Water (SSI) Committee: Electoral Area Services

<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax</u>	<u>Connections</u>	<u>User Charge</u>	<u>Tax & Charges</u>	<u>Assessments \$(000's)</u>
2012	-	\$0.00	318	\$156.23	\$156.23	138,812
2013	332	\$158.51	318	\$558.04	\$716.55	136,061
2014	333	\$173.84	318	\$638.15	\$811.99	125,134
2015	333	\$173.84	318	\$697.74	\$871.58	126,876
2016	333	\$173.84	317	\$699.94	\$873.78	131,385
2017	333	\$173.84	319	\$828.65	\$1,002.49	
				18.4%		

CAPITAL REGIONAL DISTRICT HIGHLAND / FERNWOOD WATER FUNDING ANALYSIS 2013-2017



Actual Costs 2013-2016, Projected 2017
Prepared by CRD Finance
12/09/2016

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM

2017 & Forecast 2018 to 2021

Service #: 2.621

Service Name: Highland/Fernwood Water (SSI)

No.	Capital Exp. Type	Capital Project Description	Asset Class	Funding Source	Total Project Budget	Carry Forward	2017	2018	2019	2020	2021	5 - Year Total
21-01	Renewal	Initial Improvements Identified in SAMP	S	Res		0					50,000	50,000
							0	0	0	0	0	0
							0	0	0	0	0	0
		Sub-total	S		50,000	0	0	0	0	0	50,000	50,000
19-01	Replacement	Construct New Intake	S	Res	150,000	0			150,000			150,000
		Sub-total	S		150,000	0	0	0	150,000	0	0	150,000
16-01	New	Undertake Intake Assessment and Design (2016)	S	Cap		20,000	0	0	0	0	0	0
				Debt			0	0	0	0	0	0
				Cap		0	0	0	0	0	0	0
				Res			0	0	0	0	0	0
			B		0	0	0	0	0	0	0	0
		Sub-total			20,000	20,000	0	0	0	0	0	0

Total

220,000	20,000	-	-	150,000	-	50,000	200,000
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Funding Source Codes	
Debt	= Debenture Debt (new debt only)
ERF	= Equipment Replacement Fund
Grant	= Grants (Federal, Provincial)
Cap	= Capital Funds on Hand
Other	= Donations / Third Party Funding
Res	= Reserve Fund
STLoan	= Short Term Loans

Asset Class	
L	- Land
S	- Engineering Structure
B	- Buildings
V	- Vehicles
E	- Equipment

Capital Expenditure Type

New	Expenditure for new asset only
Renewal	Expenditure replaces an existing asset and extends the service ability or enhances technology in delivering that service
Replacement	Expenditure replaces an existing asset

Service: 2.621 Highland & Fernwood Water (SSI)		Committee: Electoral Area Services
16-01	<p>Undertake Intake Assessment and Design (2016)</p> <p>The current intake is undersized, therefore limiting the treatment plant capacity. Further, the intake has experienced significant algae growth on the screen requiring emergency maintenance. This work is to complete an assessment of the intake, confirm the anticipated construction cost, complete the design for construction and complete any required permits.</p>	\$20,000
19-01	<p>Construct New Intake (2019)</p> <p>Tender and construct intake designed in previous year.</p>	\$150,000
21-01	<p>Initial Improvements Identified in Strategic Asset Management Plan (2021)</p> <p>A Strategic Asset Management Plan (SAMP) would have identified specific upgrades and improvements. This line item helps hold funds for some initial items that will be identified in the proposed 2020 SAMP. Ultimately funding for the SAMP work will not be known until the SAMP is complete.</p>	\$50,000

Reserve Schedule

Reserve Fund: 2.621 Highland/Fernwood Water Capital Reserve Fund (Bylaw No.: 3991)

Reserve Cash Flow

Fund: 1088 Fund Center: 102156

	Estimate	Budget			
		2017	2018	2019	2020
Beginning Balance	96,710	97,026	105,836	146,526	31,926
Transfer to Ops Budget		-	-	-	-
Transfer to Cap Fund (Based on Capital Plan)	(2,000)			(150,000)	(50,000)
Transfer from Operating Budget		8,810	40,690	35,400	30,010
Transfer from Highland CRF		-	-	-	-
Transfer from Highland Cap Fund		-	-	-	-
Transfer from Fernwood Cap Fund		-	-	-	-
Interest Income*	2,316	-	-	-	-
Ending Balance \$	97,026	105,836	146,526	31,926	61,936
					36,456

* Interest should be 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

2017 Budget

Highland Water (SSI)

Committee Review

Compiled and Presented by CRD Finance

September 2016

Service: 2.620 Highland Water (SSI)

Committee: Electoral Area Services

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 \$494,794

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:		<hr/> \$158,320

COMMITTEE:

Highland Water Committee established by Resolution No. 675.

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)

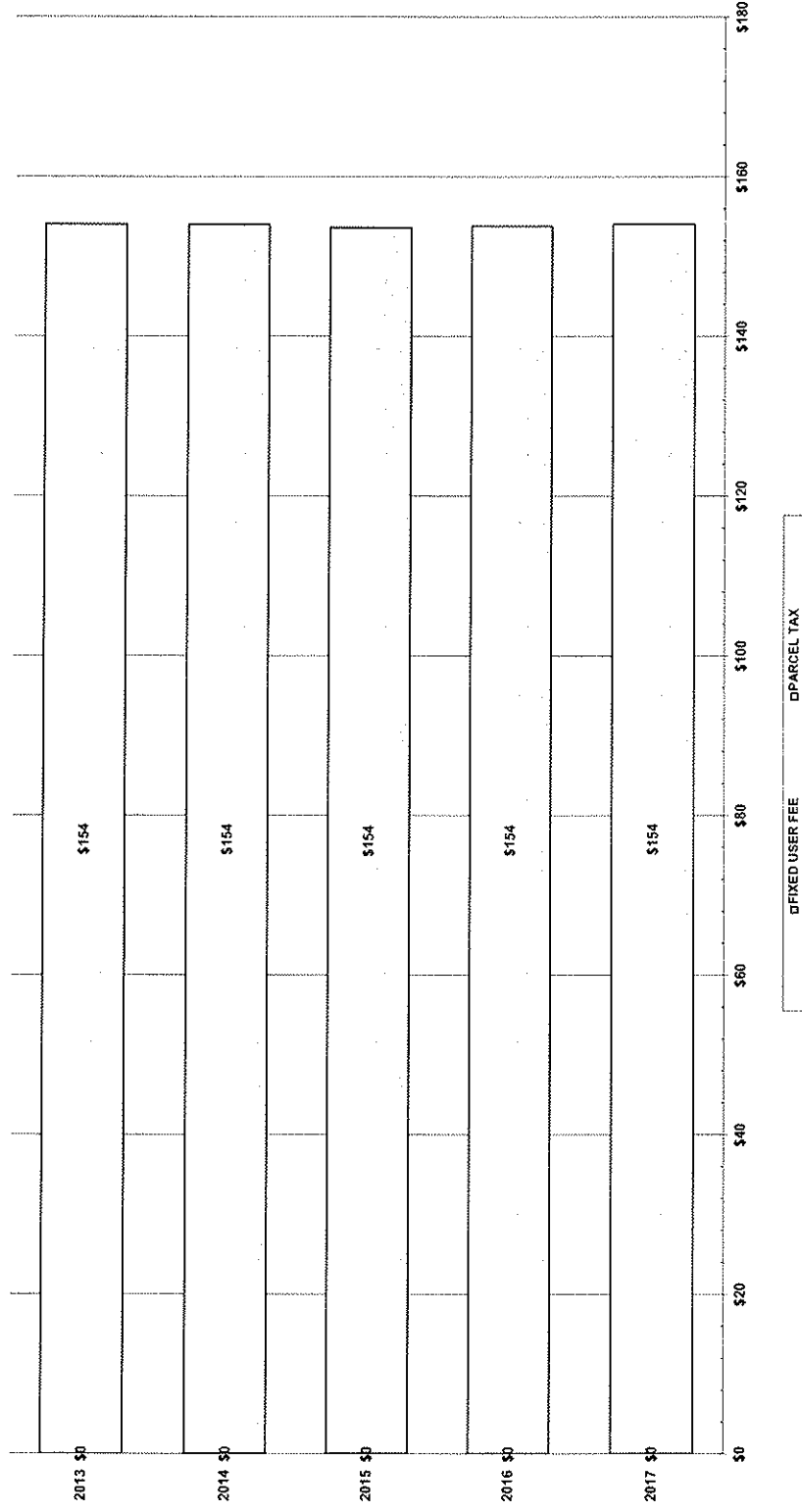
Highland Water (SSI)	2016 BOARD BUDGET	2016 ESTIMATED ACTUAL	BUDGET REQUEST			FUTURE PROJECTIONS				
			2017 CORE BUDGET	2017 ONGOING	2017 ONE-TIME	2017 TOTAL	2018	2019	2020	2021
<u>OPERATING COSTS:</u>										
Finance Allocation	1,700	1,700	1,720	-	-	1,720	1,750	1,790	1,830	1,870
TOTAL OPERATING COSTS	1,700	1,700	1,720	-	-	1,720	1,750	1,790	1,830	1,870
*Percentage Increase over prior year						1.2%	1.7%	2.3%	2.2%	2.2%
DEBT/CAPITAL										
M.F.A. Debt Reserve Fund	-	-								
MFA Debt Principal	20,010	20,010	20,010	-	-	20,010	20,010	20,010	20,010	20,010
MFA Debt Interest	15,450	15,450	15,450	-	-	15,450	15,450	15,450	15,450	15,450
TOTAL CAPITAL / RESERVES	35,460	35,460	35,460	-	-	35,460	35,460	35,460	35,460	35,460
TOTAL COSTS	37,160	37,160	37,180	-	-	37,180	37,210	37,250	37,290	37,330
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/f from 2015 to 2016	(46)	(46)	-	-	-	-	-	-	-	-
MFA Debt Reserve Fund Earnings	-	-								
TOTAL REVENUE	(46)	(46)	-	-	-	-	-	-	-	-
REQUISITION	(37,114)	(37,114)	(37,180)	-	-	(37,180)	(37,210)	(37,250)	(37,290)	(37,330)
*Percentage increase over prior year requisition						0.2%	0.1%	0.1%	0.1%	0.1%

Service: 2.620 Highland Water (SSI)

Committee: Electoral Area Services

Year	Taxable Folios	Parcel Tax	By-law No.	Number SFE's	Number Connections	User Charge	By-law No.	Actual Assessments	Converted Assessments
2011	254	\$481.73			242	\$198.71 + variable rate	3777	101,534,571	10,227,802
2012	254	\$481.73			244	\$204.93 + variable rate	3822	96,500,271	9,723,502
2013	254	\$153.97			244	\$0	3891	94,169,838	9,490,838
2014	254	\$153.97			244	\$0	3891	86,342,165	8,703,326
2015	254	\$153.79			244	\$0	3993	89,962,520	9,070,897
2016	254	\$153.79			244	\$0	4073	911,979,953	9,200,860
2017	254	\$154.06			244	\$0			

CAPITAL REGIONAL DISTRICT HIGHLAND WATER FUNDING ANALYSIS 2013-2017



Actual Costs 2013-2016, Projected 2017
Prepared by CRD Finance
12/09/2016

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM

2017 & Forecast 2018 to 2021

Service #:
Service Name:

2.620

Highland Water (SSI)

No.	Capital Exp. Type	Capital Project Description	Asset Class	Funding Source	Total Project Budget	Carry Forward	2017	2018	2019	2020	2021	5 - Year Total
16-01	Renewal	Valve Distribution Project (CE.360) (20S)	S	Cap		173,623						
				Res			0	0	0	0	0	0
				Grant			0	0	0	0	0	0
		Sub-total	S		173,623	173,623	0	0	0	0	0	0
					0	0						0
18-01	Replacement	Strategic Asset Management Plan (SAMP) (2018)	S	Grant			0	15,561	0	0	0	0
				Res			0	0	0	0	0	0
				Debt			0	0	0	0	0	0
			L		15,561	0	0	15,561	0	0	0	0
				Cap		0	0	0	0	0	0	0
				Res			0	0	0	0	0	0
			B		0	0	0	0	0	0	0	0
		Sub-total			15,561	0	0	15,561	0	0	0	0
Total						189,184	173,623	-	15,561	-	-	-

Funding Source Codes

Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding
Res = Reserve Fund
STLoan = Short Term Loans

Asset Class

L - Land
S - Engineering Structure
B - Buildings
V - Vehicles
E - Equipment

Capital Expenditure Type

New Expenditure for new asset only
Renewal Expenditure replaces an existing asset and extends the service ability or enhances technology in delivering that service
Replacement Expenditure replaces an existing asset

Service: 2.620 Highland Water (SSI)		Committee: Electoral Area Services
16-01	Valve Distribution Project (CE.360) (2016)	\$173,623
	<p>This money is reserved for Highland only upgrades as it was collected from Highland customers prior to the merging of the Highland and Fernwood systems. The agreed to projects are as follows: 1) Replacement of failed piping at Middle reservoir (\$80,000), 2) Demolition of old intake pump station (\$35,000), 3) Replacement of failed standpipes (\$45,000) and 4) Replacement of failing services from the main to the property line in strategic locations (\$13,623).</p>	
18-01	Strategic Asset Management Plan (2018)	\$15,561
	<p>A plan identifying level of service, maintenance requirements and capital improvements is to be developed. Work to be done in conjunction with Fernwood SAMP. Plan will be scaled to reflect budget and mau not contain all elements</p>	

Reserve Schedule

Reserve Fund: 2.620 Highland Water (SSI) Capital Reserve Fund (Bylaw No. 1501)

Reserve Cash Flow

Fund: 1023 Fund Center: 101367

	Estimate	Budget			
	2016	2016	2017	2018	2020
Beginning Balance	-	-	-	-	-
Transfer to Highland/Fernwood CRF		-	-	-	-
Ending Balance \$	-	-	-	-	-

Assumptions/Background:

Highland Water Service has been merged into new Highland/Fernwood Water Service. Therefore, the Highland Water Service CRF balance has been transferred to the CRF of the combined service.

* Interest should be 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

2017 Budget

Fernwood Water (SSI)

Committee Review

Compiled and Presented by CRD Finance

September 2016

Service: 2.660 Fernwood Water (SSI)

Committee: Electoral Area Services

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 to a maximum of \$195,662

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)
		<hr/>
		\$0

REMAINING:

COMMISSION:

Fernwood Local Services Committee established by Bylaw No. 1774.

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.

MAXIMUM OPERATING EXPENDITURE:

Under Bylaw No. 2187 - Maximum requisition greater of \$56,000 or \$5.07 / \$1,000 of actual assessments for land and improvements.

RESERVE FUND BYLAW:

Bylaw No. 1832.

Fernwood Water (SSI)	2016 BOARD BUDGET	2016 ESTIMATED ACTUAL	BUDGET REQUEST				FUTURE PROJECTIONS			
			2017 CORE BUDGET	2017 ONGOING	2017 ONE-TIME	2017 TOTAL	2018	2019	2020	2021
<u>OPERATING COSTS:</u>										
Finance Allocation	1,600	1,600	1,620	-	-	1,620	1,650	1,680	1,710	1,740
TOTAL OPERATING COSTS	1,600	1,600	1,620	-	-	1,620	1,650	1,680	1,710	1,740
*Percentage Increase over prior year						1.3%	1.9%	1.8%	1.8%	1.8%
<u>DEBT/CAPITAL</u>										
MFA Debt Principal	9,740	9,740	9,740	-	-	9,740	9,740	9,740	9,740	9,740
MFA Debt Interest	7,910	7,910	7,910	-	-	7,910	7,910	7,910	7,910	7,910
TOTAL CAPITAL / RESERVES	17,650	17,650	17,650	-	-	17,650	17,650	17,650	17,650	17,650
TOTAL COSTS	19,250	19,250	19,270	-	-	19,270	19,300	19,330	19,360	19,390
<u>FUNDING SOURCES (REVENUE)</u>										
Balance c/f from 2015 to 2016	(23)	(23)	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(23)	(23)	-	-	-	-	-	-	-	-
<u>REQUISITION - PARCEL TAX</u>	(19,227)	(19,227)	(19,270)	-	-	(19,270)	(19,300)	(19,330)	(19,360)	(19,390)
*Percentage increase over prior year requisition						0.2%	0.2%	0.2%	0.2%	0.2%

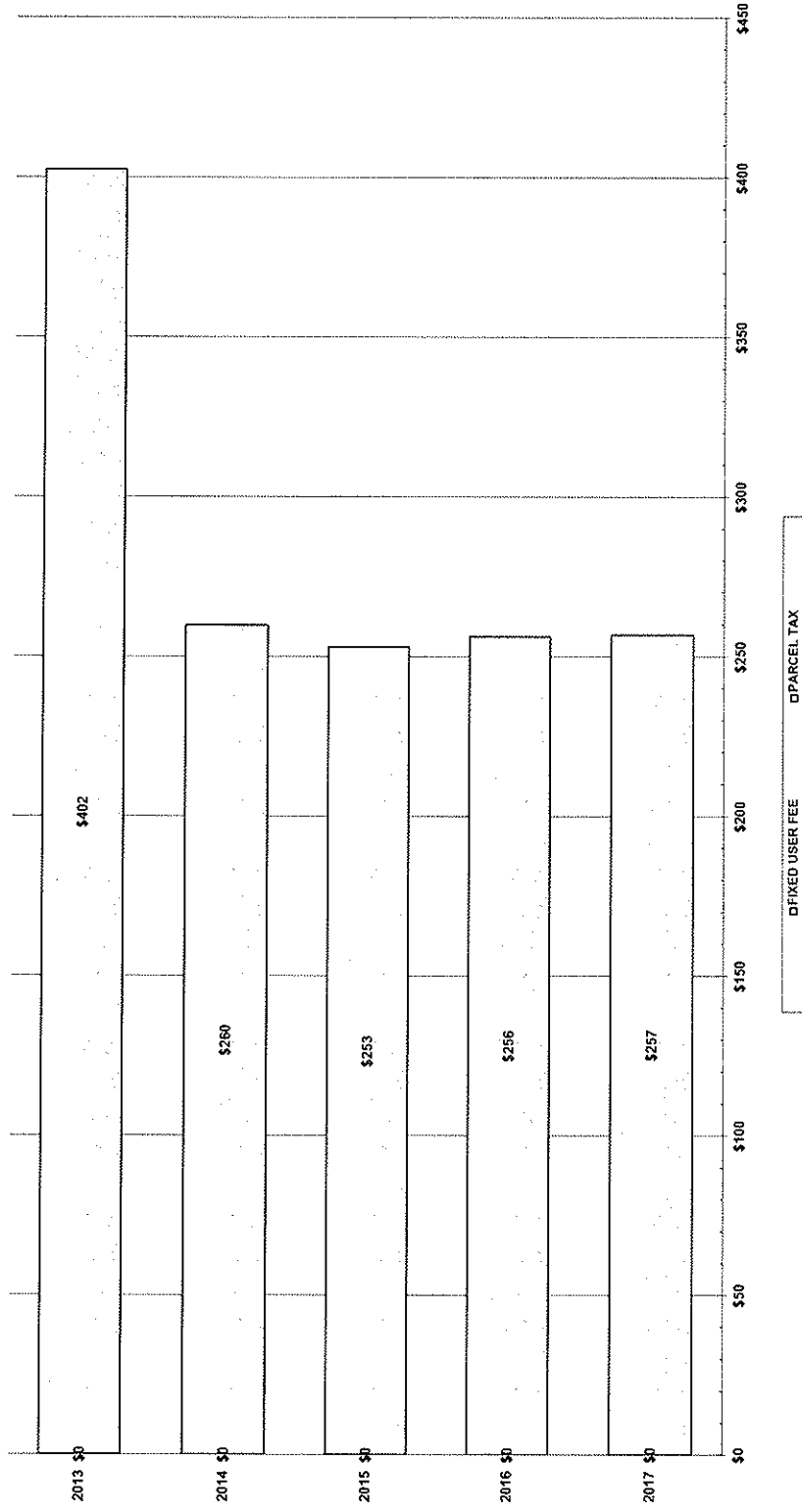
Service:

2.660 Fernwood Water (SSI)

Committee: Electoral Area Services

Year	Taxable		Parcel		By-law		Number		Connections		User Charge		By-law		Actual		Converted	
	Folios	Tax	Tax	No.	No.	SFE's	Number	Number	Number	Number	Number	Number	No.	No.	Assessments	Assessments	Assessments	Assessments
2012	78	\$334.10					74				\$936.27 + variable		3822		42,311,855		4,388,690	
2013	78	\$402.28					74				\$0.00		3891		41,890,791		4,348,359	
2014	78	\$259.72					74				\$0.00		3891		38,791,548		4,038,839	
2015	79	\$256.16					74				\$0.00		3993		38,592,166		4,016,321	
2016	79	\$256.16					73				\$0.00		4073		40,186,907		4,157,610	
2017	79	\$256.73					73				\$0.00							

CAPITAL REGIONAL DISTRICT FERNWOOD WATER FUNDING ANALYSIS 2013-2017



Actual Costs 2013-2016, Projected 2017
 Prepared by CRD Finance
 12/09/2016

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM

2017 & Forecast 2018 to 2021

Service #:
Service Name:

2.660

Fernwood Water (SSI)

No.	Capital Exp. Type	Capital Project Description	Asset Class	Funding Source	Total Project Budget	Carry Forward	2017	2018	2019	2020	2021	5 - Year Total
	Renewal	Project X		Cap		0						
				Res			0	0	0	0	0	0
				Grant			0	0	0	0	0	0
		Sub-total	S		0	0	0	0	0	0	0	0
			E	ERF	0	0						0
18-01	Replacement	Strategic Asset Management Plan (2018)		Grant	5,000	5,000	0	0	0	0	0	0
				Res			0	0	0	0	0	0
				Debt			0	0	0	0	0	0
				Cap		0	0	0	0	0	0	0
				Res			0	0	0	0	0	0
			B		0	0	0	0	0	0	0	0
		Sub-total			5,000	5,000	0	0	0	0	0	0

Total

5,000 5,000

-

-

-

-

-

-

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding
Res = Reserve Fund
STLoan = Short Term Loans

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles
E - Equipment

Capital Expenditure Type

New	Expenditure for new asset only
Renewal	Expenditure replaces an existing asset and extends the service ability or enhances technology in delivering that service
Replacement	Expenditure replaces an existing asset

Service:	2.66 Fernwood Water (SSI)	Committee: Electoral Area Services
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18-01 Strategic Asset Management Plan (2018) \$5,000

A plan identifying level of service, maintenance requirements and capital improvements is to be developed. Work to be done in conjunction with Highland SAMP. Plan will be scaled to reflect budget and may not contain all elements



New Water Licence Application

Tracking Number: 100158257

APPLICANT INFORMATION

If approved, will the authorization be issued to an Individual or Company/Organization? Individual
Are you the individual this authorization will be issued for if approved? Yes

REFERRAL / PUBLIC COMMENT CONTACT INFORMATION

Company / Organization:
Contact Name: Wendyl and Carolyn Arnold
Contact Address: North End Rd.
Salt Spring Island BC V8K1M1
Contact Phone:
Contact Email:

APPLICANT CONTACT INFORMATION

Please enter the contact information of the Individual/Organization who is acting on behalf of the applicant.

Name: Wendyl Arnold
Phone: - redacted -
Daytime Phone: - redacted -
Fax: - redacted -
Email: - redacted -
Mailing Address: - redacted -

CO-APPLICANTS

In addition to the principal applicant, Co-applicant(s) is an Individual(s) / Company/Organization(s) who are listed on the Land Title/Land Tenure where the water rights will be issued.

Are there co-applicants for this application? Yes
Have you obtained authorization from each co-applicant to enter their personal information such as their name, address and phone number for this application? Yes

You have indicated earlier in the application that there is one or more co-applicant. Please add each co-applicant by clicking on the 'Add Individual' or 'Add Organization' button below depending if the co-applicant is an individual or an organization. Due to Freedom of Information and Protection of Privacy Act regulations you are only able to enter the name and email address for an individual.

Name: Carolyn Arnold
Phone: - redacted -
Daytime Phone: - redacted -
Fax: - redacted -
Email: - redacted -
Mailing Address: - redacted -

ELIGIBILITY

Please answer the following question related to whether you qualify to apply for a water licence:

Question	Answer	Warning
Do any of the following statements apply to you or the applicant if you are applying on their behalf?	Yes	

- Are you the owner of the land where the water will be used ?
- Are you the owner of the mine where the water will be

used?

- Are you the holder of a certificate of convenience and necessity issued under the Utilities Commission Act or under the Water Utility Act?
- Are you applying on behalf of a municipality, improvement district, water users community or development district?
- Are you applying on behalf of the Crown as represented by a minister appointed by the Governor General or the Lieutenant Governor?
- Are you a commission, board or person having charge of the administration of any land, mine or other property owned or controlled by a ministry, department, branch or other subdivision of the government of Canada or of British Columbia?
- Are you applying on behalf of the Greater Vancouver Water District or any other water district incorporated by an Act of the Legislature?
- Are you applying on behalf of the British Columbia Hydro and Power Authority?

TECHNICAL INFORMATION

ANOTHER WATER LICENCE

Do you hold another Water Licence? No

WATER USERS' COMMUNITY

Will the water be supplied by a Water User's Community? No

SOURCE OF WATER FOR APPLICATION

Name of source: St. Mary's Lake
Source flows into: St. Mary's Lake
Location of the proposed point of diversion or storage on stream:
Landmark references:
Estimated width of source at diversion point:
Estimated depth of source at diversion point:

PURPOSES

Select the proposed purpose of water use; if granted, a water licence can be issued for up to three water use purposes. Please note that the purposes might be changed after your licence application is reviewed in which case you will be notified of the change.

Purpose	Quantity	Use of Water	Comments	Fee
Domestic	2m3/day - Dwellings: 1	Year Round		\$250.00

WORKS

You will require works such as pipes, pumps, trenches, etc. to divert or store the water. Please provide us with all the information about the works such as the types of works needed and how they affect Crown land and other privately owned land. The location and type of the works also needs to be clearly marked on the drawing to scale which you will have to upload in Step 6 - Document Upload.

Works	Status	Comments
Pipe	Fully Constructed	
Pumphouse	Fully Constructed	
Screened Intake	Fully Constructed	

OTHER LANDS PHYSICALLY AFFECTED

Do your works physically affect another private landowner's property e.g. is a pipe running over your neighbour's land to divert the water to your land? If yes, you will need to obtain their permission. If the land is owned by a private landowner a prefilled form that can be signed by the other landowner will be provided at the Signature step later in the application process. If the affected property is Crown land, the required permission to be able to construct your works is part of the application process.

Are there other lands that are physically affected by your works? No

JOINT WORKS

Are your works connected to another person's or group's works? If yes, we recommend that a Joint Works Agreement should be completed. Please attach the agreement, if available, for our reference at the 'Document Upload' step later in the application process.

Are any of your works joint with another person's or group's works? No

PERMIT OVER CROWN LAND

For any works that cross or otherwise affect Crown Land, you will require an authorization. A person making application for an authorization to use water is entitled to request a Permit Over Crown Land (PCL). A PCL authorises the flooding of Crown land or the construction, maintenance or operation of works on Crown land. If a PCL is required, the application fee will be automatically calculated and added to your application.

You should indicate "Yes" to the following question if any of the following circumstances apply to your application:

Are any of your works that are required for the licence on or crossing Crown land?

Are you proposing a new intake pipe (not replacing an existing pipe) in a stream channel, lake or other water body?

Are you proposing to flood Crown land?

Do any of the above apply to your application? Yes

For certain activities or works a Land Act tenure is required. You should indicate 'Yes' to the following question if any one of the following conditions apply to the proposed use of Crown land:

- the purpose for the use of the water is either 'Power Commercial' or 'Power General' based on the Water Use Purpose definitions OR
- any of the new works are considered major works (meaning for conveyance of water of 0.01 m³/s or more) OR
- your new works include a dam higher than 9 metres or storage greater than 1,000,000 m³ OR
- your new works include a permanent access road, a power house or transmission lines.

Do any of the above conditions apply to your application? No

Do have an existing Crown Land Tenure, Permit over Crown Land or Mines Lease that covers the affected Crown Land? No

FLOODED CROWN LAND

Live storage is when the level of the water fluctuates to accommodate the stream hydrograph or flow. Live storage means that flooding of the land may occur. If the water level remains static it is NOT considered live storage. With that definition in mind, please answer the following question.

Are you flooding Crown land? No

WORKS CROSSING CROWN LAND

Do any of the works cross Crown land? Yes - Intake pipe into lake

INTAKE PIPE INTO WATER SOURCE

The bottom of the lake, river, pond or stream channel is typically also Crown land. If the intake pipe reaching into your water source is more than 15 metres long from the high water mark you may require a Permit Over Crown Land.

Are you proposing a new intake pipe? No - Existing
Length of pipe from high water mark into water source: 9.5 m

ADDITIONAL QUESTIONS

In many cases you might require other authorizations or permits in order to complete your project. In order to make that determination and point you in the right direction please answer the questions below. More information can also be found on the Water Stewardship website. In addition, your application may be referred to other agencies for comments.

Do you need to cut timber on Crown Land? No

Do you need to burn timber? No

Does the source of the water contain fish? Yes

The Federal Fisheries Act has provisions to protect fish habitat. Projects that have the potential to obstruct fish passage, modify flow or result in the entrainment of fish may have potential to cause harm to fish and may require a Fisheries Act authorization. <http://www.dfo-mpo.gc.ca/habitat/changes-changements/index-eng.htm> Further, the Water Sustainability Act requires consideration of environmental flow needs for most applications.

Are you supplying potable water to consumers? No

Will fish or wildlife habitat be affected? No

Are you planning to undertake mineral exploration? No

Do you need to construct a road to the dam (if there are no existing roads)? No

Do you want to construct works within an existing forest road right-of-way on Crown land? No

Do you want to transport heavy equipment or materials on an existing forest road? No

Do you want to use the water for livestock watering on Crown land? No

Does any work occur within the public road allowance or has to cross a public road? No

Do your works have the potential to affect navigation by vessels of any size? No

LOCATION INFORMATION

LAND IDENTIFICATION

Do you have the legal description of the land or the civic address then click on 'Add Land Information'. As well, you are required to identify the Parcel of land to which this water license application applies to.

Description

Private Land
Parcel ID: 000-012-394
Legal Description: 1164 North End Rd. Lot 5, Plan VIP6199, Section10, Range1E,
Cowichan Land District,
Portion North Salt Spring

It is recommended that you provide a topographical map showing the general location of the property where the water is proposed to be used and the works constructed in relation to nearby communities, highways, railways and other water sources.

☒ I have paper map(s) and wish to provide these with my application

MAP FILES

Do you have a PDF or image file of a drawn map? You can upload it here.

Description

L.R.O. No.6199 Parcel 5.pdf

Filename

L.R.O. No. 6199 Parcel 5.pdf

ATTACHED DOCUMENTS

Document Type

Drawing to Scale

Description

L.R.O. No. 6199 Parcel 5. pdf.

Filename

L.R.O. No. 6199 Parcel 5.pdf

Other

the pumphouse has a water pipe going into the lake
with a screened intake valve on the end of the pipe
through which water flows into the pipe.

L.R.O. No. 6199 Parcel 5.pdf

PRIVACY DECLARATION

PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Personal information is collected by FrontCounter BC under the legal authority of section 26 (c) and 27 (1) of the Freedom of Information and Protection of Privacy Act (the Act).

The collection, use, and disclosure of personal information is subject to the provisions of the Act. The personal information collected by FrontCounter BC will be used to process your inquiry or application(s). It may also be shared when strictly necessary with partner agencies that are also subject to the provisions of the Act. The personal information supplied in the application package may be used for referrals or notifications as required. Personal information may be used by FrontCounter BC for survey purposes. For more information regarding the collection, use, and/or disclosure of your personal information by FrontCounter BC, please contact FrontCounter BC at 1-877-855-3222 or at:

FrontCounter BC Program Director
FrontCounter BC, Provincial Operation
441 Columbia Street
Kamloops, BC V2C 2T3

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

SIGNATURES

CO-APPLICANTS

You will have to obtain approval from all co-applicants before you can proceed with your application. Please select one option for each.

Name

Carolyn Arnold

Status of Signature Request

Co-applicant form signed

IMPORTANT NOTICES

Please review the "Important Notices" below and then check the declaration at the bottom confirming that everything in this application is complete and accurate.

- I understand that the submission of this water licence does not provide authority under the Water Act to divert, use or store water from a stream or to construct works. I also understand that my application must first be investigated and a decision made on the application as to whether a water licence may be granted and, as part of that review, additional information may be requested of me
- The application may be subject to further requirements under the federal Fisheries Act. Please refer to Fisheries and Oceans Canada's "Projects Near Water" webpage (<http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>) for information on how to ensure your project complies with the Fisheries Act.
- Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.

DECLARATION

☒ By submitting this application form, I, declare that the information contained on this form is complete and accurate.

APPLICATION FEES

Item	Amount	Taxes	Total	Outstanding Balance
New Water Licence Application Fee	\$250.00		\$250.00	\$0.00

OFFICE

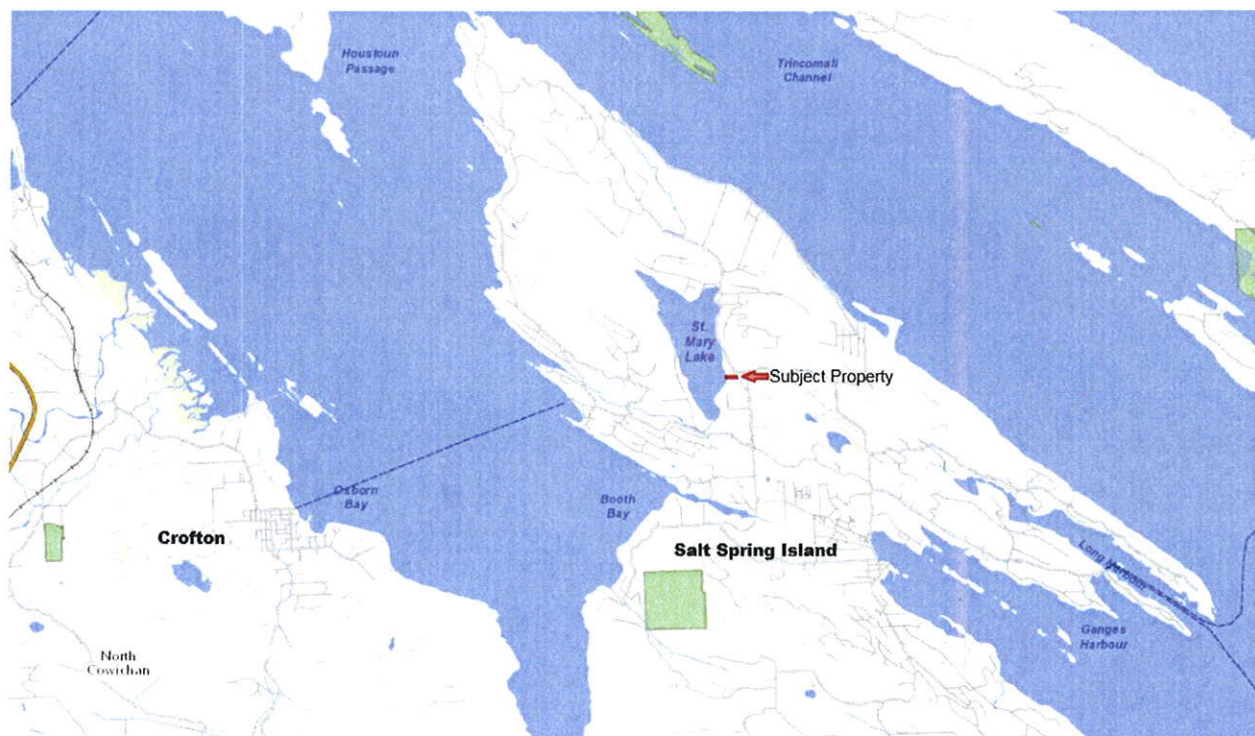
Office to submit application to: Nanaimo

PROJECT INFORMATION

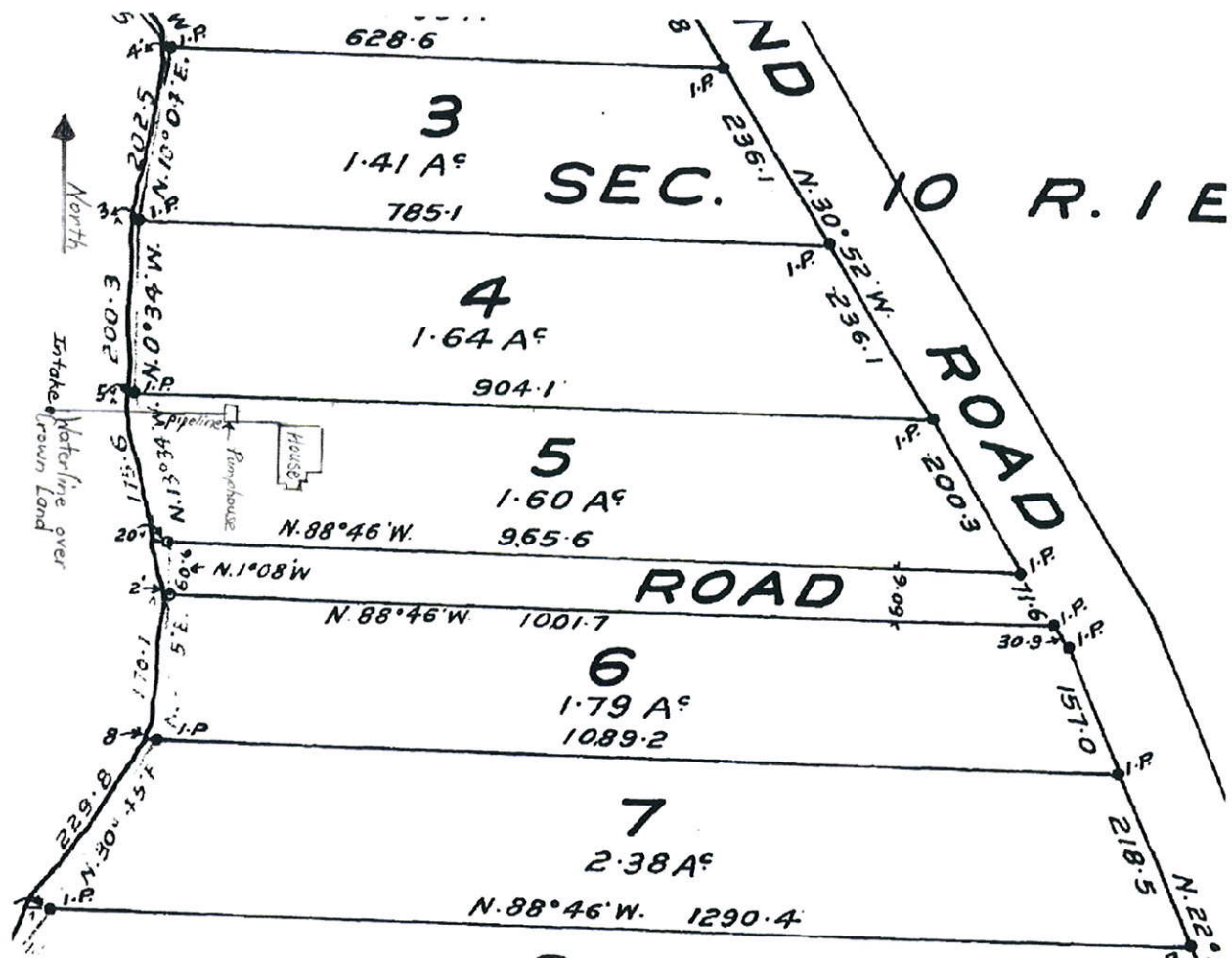
Is this application for an activity or project which
requires more than one natural resource
authorization from the Province of BC? No

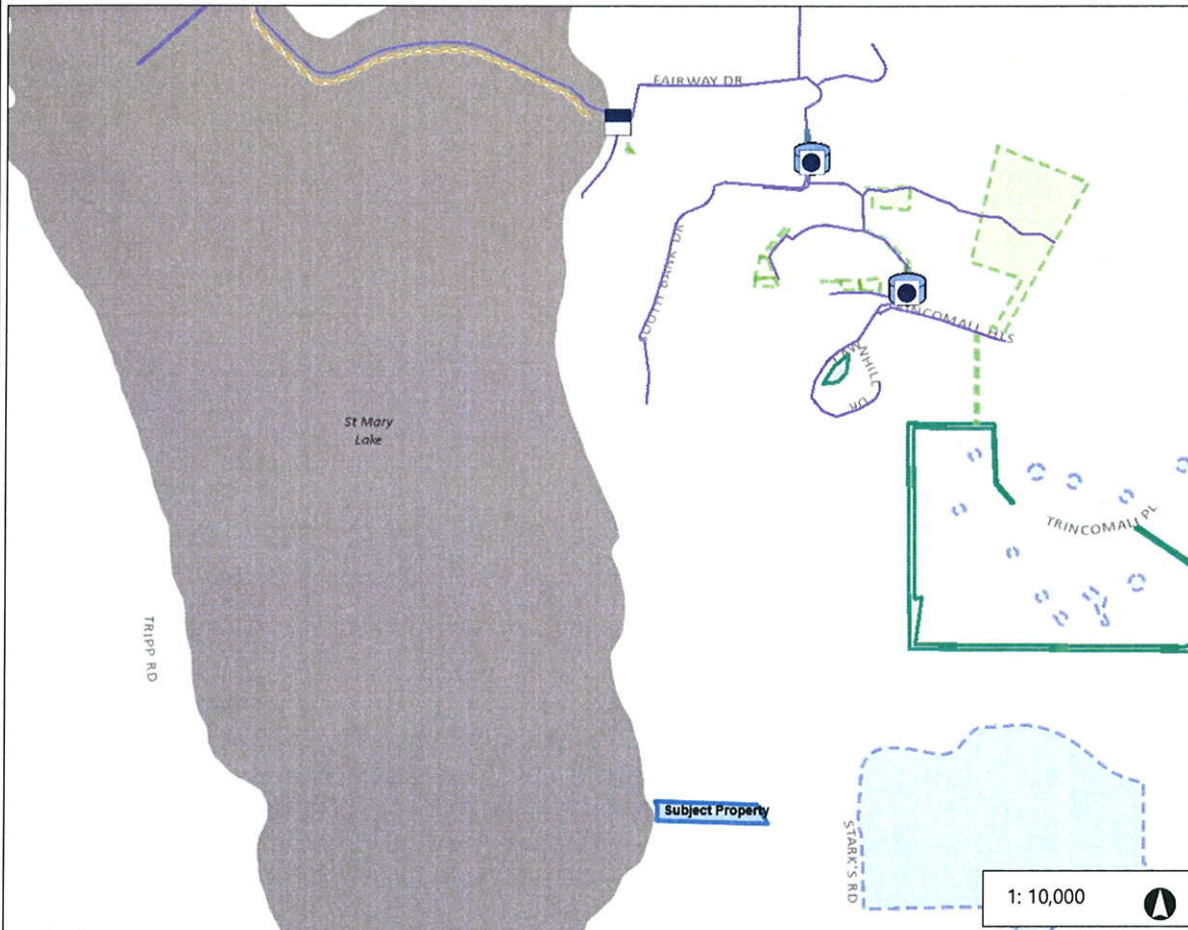
OFFICE USE ONLY		
Office Nanaimo	File Number	Project Number
	Disposition ID	Client Number

Site General Map



Site Specific Map





Legend

Facility or Station

DF Disinfection Facility

Injection

Pump Station

Storage Facility

Bulk Meter

Distribution Balancing Meter

Supply Bulk Meter

Control Valve

Altitude Valve

Check Valve

Pressure Control Station

Transmission Main

Transmission Main

Tunnel

Distribution Main

Distribution Main

Diversion / Drain / Other

Facility or Station

Air Release Chamber

Degrit Chamber

Diversion Chamber

Junction Chamber

Metering Chamber

Observation Chamber

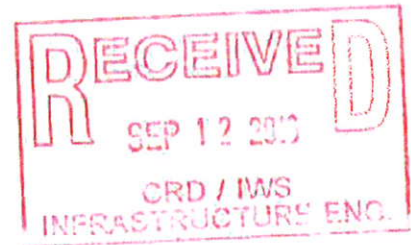
Odour Chamber

Notes

Important: This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

September 11, 2016

**Capital Regional District
Integrated Water Services
479 Island Highway
Victoria , BC V9B 1H7**



**ph 250-474-9607
fax- 250-474-4012**

**RE; INCLUSION OF 174 FERNWOOD RD INTO FERNWOOD
WATER SERVICE AREA.**

Dear Sirs/ Mesdames,

I am writing to you regarding our request to be added to the Fernwood Highland water group. We have spoken to Mr. Derek Arthur, who has advised us regarding the proper channels.

My wife and I have owned our property on Fernwood Road for the last three years. It is a bare property with small garden, and a recreational trailer, with septic system and power service. Our driveway and address come directly off Fernwood Road, where I understand a 4 inch main line is present. This is very close to the site we eventually wish to build our future home, directly behind the Fernwood School.(marked with "X" on the map enclosed. Our water use will be for residential

purpose, and is expected to be lower than average given our time is divided between Saltspring and the mainland.

We have been advised of the usual costs such as hookup, annual fees, and graded utilization charges, and find these to be similar to our existing home on the mainland.

If you need any further details please feel free to contact me or my wife Chrissy at our office/cell phone or online.

Dr Jim Ervine, cell

Mrs Chrissy Ervine cell

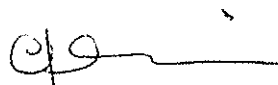
Office : 109-2957 Glen Dr. Coquitlam BC V3B0B5,
phone
fax

We look forward to working with you in the future.

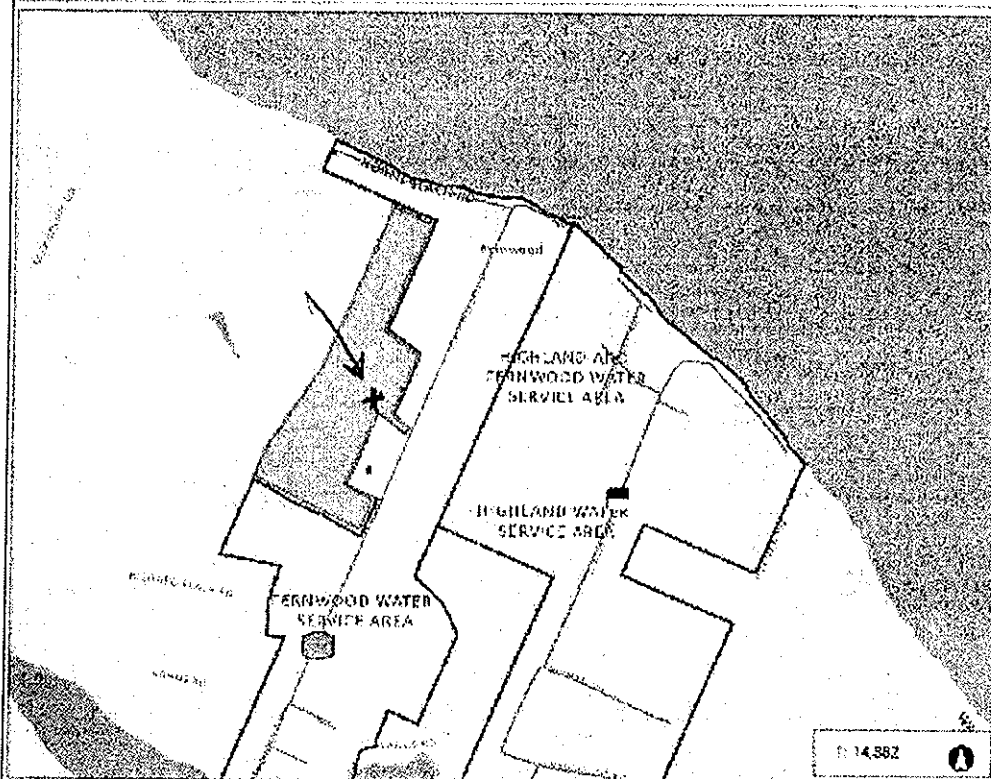
Best Regards,



J. Ervine MD



C Ervine DipDH










0.02 0 0.50 0.00 0.000000

94-17, 1983, UTM, Zima, 104
© 1983 National Cancer

As the number of people who have been infected by the virus has increased, the number of people who have died has also increased. The number of people who have died has increased by 10% since the beginning of the year.

Legend

Forty or Station

-  Pneumatic Cylinder
 - Springless
 - Spring Return
-  Pneumatic Valve
 - 3/2 Way Valve
 - 4/3 Way Valve
-  Control Valve
 - Electromechanical Solenoid Valve
 - Solenoid Valve
-  Flow Control Valve
 - Adjustable
 - Fixed
-  Pressure Control Valve
 - Pressure Relief Valve
 - Pressure Control Valve
-  Transducer
 - Transducer
-  Distributor
 - Distributor
 - Distributor

- ☐ View
☐ Fire Protection

Notes

Highland Fernwood Water Service Area - Record of Referral Responses

Date	Referral #	Purpose of Referral	Commission Response
Aug 13, 2016	REP2016-00215	NSSWD new treatment plant/intakes	Interests Unaffected
August 19, 2016	REP2016-00227	NSSWD short term license for additional water withdrawal	The Highland Fernwood Water Services Commission reviewed the application for a short term license to draw additional water from St Mary Lake by North Salt Spring Water District and recommends approval as it will secure that more water will be available should it be needed
September 19, 2016	REP2016-00250	Request for new water license on St Mary Lake	