



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda Sticks Allison Water Local Service Committee

Tuesday, November 5, 2024

9:30 AM

Main Conference Room, 479 Island Highway

Members of the public can watch the live meeting via MS Teams link: [Click here](#)
Alternatively, you can listen by dialing in via phone: +1-778-402-9211, Participant Code 406838405 followed by #. Audio and video participation is disabled.

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [24-1141](#) Minutes of the June 25, 2024 Sticks Allison Water Local Service Committee

Recommendation: That the minutes of the June 25, 2024 meeting be adopted.

Attachments: [Minutes - June 25, 2024](#)

4. Chair's Remarks

5. Presentations/Delegations

Delegations will have the option to participate electronically. Please complete the [online](#) application for "Addressing the Board" on our website and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the Sticks Allison Water Local Service Committee at iwsadministration@crd.bc.ca. Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.

6. Senior Manager's Report

7. Committee Business

7.1. [24-1041](#) Sticks Allison Water Service 2025 Operating and Capital Budget

Recommendation: 1. That the 2025 operating and capital budget for the Sticks Allison Water Service be approved as presented and that the 2024 actual operating surplus/deficit be balanced on 2024 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund); and
2. The Sticks Allison Water Local Service recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2025 Operating and Capital Budget and the five-year Financial Plan for the Sticks Allison Water Service as presented.

Attachments: [Sticks Allison 2025 Budget Report](#)
[Appendix A](#)

7.2. [24-1092](#) Project and Operations Update - November 2024

Recommendation: There is no recommendation. This report is for information only.

Attachments: [Project and Operations Update - November](#)

8. Correspondence

9. New Business

10. Adjournment

Next Meeting: At the call of the Chair

MINUTES OF A MEETING OF THE Sticks Allison Water Local Service Committee, held Tuesday, June 25, 2024 at 9:30 a.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: H. Schofield (Chair); J. Fenby (Vice Chair); P. Brent (EA Director); C. Menyhart (EP); B. Russell (EP)
Staff: J. Marr, Senior Manager, Infrastructure Engineering; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; L. Hardiman, Manager, Asset Management; Q. Al-Rawi, Senior Manager, Corporate Asset and Maintenance Management; M. Risvold (Recorder)

EP = Electronic Participation

The meeting was called to order at 9:31 am.

1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided a Territorial Acknowledgement.

2. APPROVAL OF AGENDA

MOVED by H. Schofield, **SECONDED** by J. Fenby,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES

MOVED by H. Schofield, **SECONDED** by J. Fenby,
That the minutes of the February 14, 2024 Sticks Allison Water Local Service Committee meeting be adopted as amended.

CARRIED

4. CHAIR'S REMARKS

The Chair thanked the committee and staff for attending the meeting today and provided the following remarks:

- Glad to see the water analysis in the agenda package
- Private water system issues, CRD's response and assistance
- More demands on the aquifer with the sale of the property at the end of Sticks Allison Road

5. PRESENTATIONS/DELEGATIONS

There were none.

6. SENIOR MANAGER'S REPORT

6.1. Union of British Columbia Municipalities Grant for Disaster Risk Reduction - Climate Adaptation 2024

Staff have applied for a grant for water conservation signage for the service. Staff are proposing to have water restriction boards, including water conservation stages, to be posted within the community. Staff will report back on the status of the grant funding.

D. Robson provided updates on the following:

- The 2025 service budget process is currently underway. Staff will be reviewing the operating and capital budget and preparing the 5-year financial plan for the committee's review and consideration in the fall.
- Electoral Areas Water Conservation Bylaw – stage 1 is currently in effect as of May 1. Water conservation signage is posted within the community. Advanced stages may be triggered if necessary, noting that aquifer and drought levels will be monitored.
- D. Robson advised he is taking on a more senior role and will be the primary contact for the Sticks Allison Water Service.

Follow-up items from previous meeting:

- The process for electronic water bill inserts. Staff advised there are currently 9 of 37 receiving electronic bills for the service which is essentially the same as mailed out water bills. Mailed out inserts are not received by customers subscribed to receive their bills electronically. Staff are reviewing software and working on a solution.
- Confirm the percentage of water usage that will trigger an alert for high water usage. There is no trigger for an alert based on increased water volume. However, if there is a trigger of at least 40% increase in the base dollar value from the previous comparable billing period. Staff are reviewing improvements to the billing process which could entail the installation of smart meters.

7. COMMITTEE BUSINESS

7.1. 2023 Annual Report

D. Robson spoke to item 7.1.

Staff responded to the following questions:

- If there is an inexpensive way to determine where the leaks are such as a non-toxic dye. Staff advised dye testing is not an option as it will not help identify anything at the surface. Leak detection options are traceable gas and sound equipment which is most cost effective.
- If it would be helpful for homeowners to monitor for leaks themselves. Staff advised the leaks that staff are looking for are not on the private side. Homeowners can address leaks by doing detection themselves by taking a water meter reading while everything is off in the house.
- What can be done about the suspected leak between the reservoir and Sticks Allison Road. Staff noted that leaks are difficult to find when they are not at the surface. Tracer gas testing can be employed for the area but is very expensive as it involves draining the distribution system and injecting the gas. Staff advised the current level of leak detection being used is appropriate and is being tied in with the preventative maintenance program.

- If the main waterline is under the road. Staff advised it is not under the road, it is primarily on the road shoulder.

7.2. Asset Replacement Report Card

L. Hardiman spoke to item 7.2.

Discussion ensued regarding:

- Stakeholders' preference may be to self-insure with respect to assets nearing end of service life.
- The service would like to consider addressing the watermains first, since asbestos cement (AC) watermains are reaching the end of service life.
- Low-cost options are essential for the Sticks Allison Water Service considering the demographic.
- Saltwater intrusion is a concern for the system.

Staff responded to the following questions:

- If flagged items can be reviewed by operations staff. Staff advised part of the preventative maintenance program is to review and check equipment. Asbestos cement pipe has a shorter lifespan than some other pipe materials, however, installation can play a significant part in the lifespan of the pipe.
- At which point should the committee discuss this with stakeholders. Staff advised it would be a good idea to share this information with the community prior to the budget meeting in the fall, noting that the public is welcome to attend and listen to meetings.

The report was received for information.

7.3. Capital Project Status Reports and Operational Updates – June 2024

D. Robson spoke to item 7.3.

Staff responded to the following question from the committee regarding the frequency of Island Health facility inspections. Staff advised the inspections are as and when requested by Island Health.

The report was received for information.

8. CORRESPONDENCE

There was no correspondence.

9. NEW BUSINESS

There was no new business.

10. ADJOURNMENT

MOVED by H. Schofield, **SECONDED** by J. Fenby,
That the June 25, 2024 Sticks Allison Water Local Service Committee meeting be adjourned
at 10:42 am.

CARRIED

CHAIR

SECRETARY

DRAFT

**REPORT TO STICKS ALLISON WATER LOCAL SERVICE COMMITTEE
MEETING OF TUESDAY, NOVEMBER 5, 2024**

SUBJECT **Sticks Allison Water Service 2025 Operating and Capital Budget**

ISSUE SUMMARY

To present the 2025 Operating and Capital Budget for Committee approval, pursuant to Bylaw No 2558, "Sticks Allison Water Local Service Committee Bylaw No. 1, 1998."

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 five-year Financial Plan. CRD staff have prepared the budget and financial plan shown in Appendix A for the Sticks Allison Water 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:

- Actual expenditures incurred between 2022 and 2024
- Anticipated changes in level of service (if any)
- Maximum allowable tax requisition
- Annual Cost per taxpayer and per single family equivalent (SFE)

Factors considered in the preparation of the Capital Expenditure Plan included:

- Available funds on hand
- Projects already in progress
- Condition of existing assets and infrastructure
- Regulatory, environmental, and health and safety factors

Adjustments for surpluses or deficits from 2024 may be made in January 2025. The CRD Board will give final approval to the budget and financial plan in March 2025.

The Financial Plan for years 2026 to 2029 may be changed in future years.

BUDGET OVERVIEW

Operating Budget

It is projected that the operating expenses in 2024 will be approximately \$496 over budget primarily due to slightly higher repair and maintenance costs related to the draining cleaning and inspection of the water tank.

It is projected that the 2024 operating revenue will be approximately \$2,321 over budget primarily due to the service receiving an insurance claim for an emergency response to an inclement weather event that caused freezing of equipment at the water treatment plant.

As a result, there is an overall operating surplus of approximately \$1,825. To balance the operating budget, it is proposed that the planned 2024 transfer to the Operating Reserve Fund (ORF) be increased by the actual surplus amount.

Operating costs for 2025 (excluding one-time cyclical programs funded by the ORF for reservoir cleaning for \$7,000 in 2024 and leak risk investigation and provisional repairs for \$10,000 in 2025) has increased by \$1,848 (3.3%) compared to 2024. The increase is primarily to account for core inflation and labour costs reflecting the renewed collective agreement since 2023.

Municipal Finance Authority (MFA) Debt

Currently there is no debt for this service.

Operating Reserve Fund

The ORF is used to fund cyclical maintenance activities, equipment and supplies purchases that typically do not occur on an annual basis to mitigate the swings in expense and revenue requirement year over year. Typical maintenance activities include hydrant/standpipe maintenance, reservoir cleaning and inspection and ground water well servicing. Additionally, the ORF is also used to respond to unforeseen events and operating emergencies.

The ORF transfers planned in the budget are evaluated and guided by the CRD Operating Reserve Guidelines endorsed by the CRD Board.

It is proposed that 2025 transfer to the operating reserve fund be set at \$6,775. The Operating Reserve Fund balance at the end of 2024 is projected to be \$14,381. There is \$17,000 of planned maintenance to be funded by the operating reserve fund over the next five years.

Capital Reserve Fund

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

The CRF transfers planned in the budget are evaluated and influenced by the funding required to support the five-year capital expenditure plan and the emergency response to infrastructure failures, also guided by the CRD Capital Reserve Funding Guidelines endorsed by the CRD Board.

It is proposed that the budgeted transfer to the CRF be set at \$11,000 in 2025. The capital reserve balance at the end of 2024 is projected to be \$34,419.

Capital Expenditure Plan

The five-year plan includes \$335,000 of expenditures to be funded by the service’s CRF, proposed grants and new debt. This budget is available on an as-needed basis to address failed/leaking services lines that are identified. A complete list of the capital projects can be found in Appendix A, but the most significant item for discussion is the consideration for debt funding to be considered to begin a future Watermain Replacement Program (28-01). If this work were to be approved, it would first require an Alternative Approval Process (AAP) (27-02) to be funded through the CRF to obtain elector input into borrowing strategies.

Table 1 below provides the future debt servicing cost simulation for analytical purposes only with the indicative interest rate provided by MFA at the time of simulation. The debt servicing is for *Watermain Replacement* Project for a total budget of \$2,100,000. Please refer to the 2025 – 2029 Five Year Capital Plan for details on this project. Borrowings beyond 2029 is not in the scope of this report and not shown in Table 1.

Table 1 – Future New Debt Simulation

<i>Future Borrowing(s) Estimation</i>	<i>Term</i>	<i>Borrowing Year</i>	<i>Retirement Year</i>	<i>Estimated Interest Rate</i>	<i>Principal</i>	<i>Principal Payment</i>	<i>Interest Payment</i>	<i>Total Annual Debt Cost</i>
	20	2028	2048	4.40%	\$50,000	\$1,750	\$2,200	\$3,950
	20	2029	2049	4.40%	\$200,000	\$7,000	\$8,800	\$15,800
Total					\$250,000	\$8,750	\$11,000	\$19,750

At the commencement of each loan, 1% of the gross amount borrowed is withheld and retained by MFA as Debt Reserve Fund (DRF). To provide the full amount to fund the capital project, this 1% DRF amount is budgeted in the 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 \$19,750 equates to approximately \$519.73 cost per parcel.

Capital Projects Fund

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

User Charge and Parcel Tax

The service is funded by parcel tax, fixed user charge, and variable water consumption charge. Properties connected to the water system pay the fixed user charge and all properties within the local service area are responsible for the parcel tax.

The 2025 water rate for consumption charge remains unchanged from 2024. Table 2 below summarizes the 2025 over 2024 changes for parcel tax and user charge.

Table 2 – Parcel Tax and User Charge Summary

Budget Year	Parcel Tax	Taxable Folios Numbers	Parcel Tax per Folio*	User Charge	SFE Numbers	User Charge per SFE	Parcel Tax & User Charge
2024	\$5,100	38	\$141.26	\$62,977	37	\$1,702.08	\$1,843.34
2025	\$5,560	38	\$154.00	\$68,640	37	\$1,855.14	\$2,009.14
Change (\$)	\$460	0	\$12.74	\$5,663	0	\$153.06	\$165.80
Change (%)	9.02%	0.00%	9.02%	8.99%	0.00%	8.99%	8.99%

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

RECOMMENDATIONS

1. That the 2025 operating and capital budget for the Sticks Allison Water Service be approved as presented and that the 2024 actual operating surplus/deficit be balanced on 2024 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund); and
2. The Sticks Allison Water Local Service recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2025 Operating and Capital Budget and the five-year Financial Plan for the Sticks Allison Water Service as presented.

Submitted by:	Jason Dales, B.SC., WD IV, Senior Manager, Wastewater Infrastructure Operations
Submitted by:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Varinia Somosan, CPA, CGA, Senior Manager, Financial Services / Deputy CFO
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: 2025 Sticks Allison Water Service Budget

CAPITAL REGIONAL DISTRICT

2025 Budget

Sticks Allison Water

Commission Review

NOVEMBER 2024

Service: 2.665 **Sticks Allison Water (Galiano)**

Committee: Electoral Area

DEFINITION:

To establish, acquire, operate and maintain a water supply system for the Sticks Allison Water Area. The service is to supply, treat, convey, store and distribute water. Local Service Area Bylaw No.2556 (January 28, 1998)

PARTICIPATION:

Local Service Area

MAXIMUM LEVY:

Greater of \$18,700 or \$2.27 / \$1,000 of actual assessed value of land and improvements.

COMMISSION:

Sticks Allison Local Service Committee established by Bylaw No. 2558

FUNDING:

User Charge: Annual charge per single family equivalency unit connected to the system
Excess Consumption Fee-for metered water use per service connection in excess of 110 cubic metres per three months: \$5.00 per cubic metre

Parcel Tax: Annual parcel tax levied only on properties capable of being connected to the system, and participating in debt servicing

Connection Charges: Actual cost plus 15% administration fee - minimum connection of \$400

RESERVE FUND:

Capital Reserve Fund - Bylaw No. 2740.
Operating Reserve Fund - Bylaw No. 4144.

2.665 - Sticks Allison Water	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
<u>OPERATING COSTS</u>										
Repairs & Maintenance	8,060	9,380	1,090	-	10,000	11,090	1,100	1,110	1,120	8,130
Allocations	3,723	3,723	4,037	-	-	4,037	4,150	4,235	4,322	4,410
Water Testing	2,314	2,400	2,400	-	-	2,400	1,981	2,021	2,061	2,101
Electricity	2,500	1,600	2,200	-	-	2,200	2,240	2,280	2,330	2,380
Supplies	730	850	750	-	-	750	760	770	780	790
Labour Charges	40,690	40,690	42,560	-	-	42,560	43,410	44,280	45,170	46,070
Other Operating Expenses	4,260	4,130	4,088	-	-	4,088	4,209	4,331	4,463	4,597
TOTAL OPERATING COSTS	62,277	62,773	57,125	-	10,000	67,125	57,850	59,027	60,246	68,478
*Percentage Increase over prior year			-8.3%		16.1%	7.8%	-13.8%	2.0%	2.1%	13.7%
<u>DEBT/RESERVES</u>										
Transfer to Operating Reserve Fund	5,250	7,075	6,775	-	-	6,775	6,795	7,000	7,000	7,000
Transfer to Capital Reserve Fund	8,250	8,250	11,000	-	-	11,000	12,480	13,390	14,265	10,880
MFA Debt Reserve Fund	-	-	-	-	-	-	-	-	500	2,000
MFA Debt Principal	-	-	-	-	-	-	-	-	-	1,750
MFA Debt Interest	-	-	-	-	-	-	-	-	550	4,400
TOTAL DEBT / RESERVES	13,500	15,325	17,775	-	-	17,775	19,275	20,390	22,315	26,030
TOTAL COSTS	75,777	78,098	74,900	-	10,000	84,900	77,125	79,417	82,561	94,508
*Percentage Increase over prior year			-1.2%		13.2%	12.0%	-9.2%	3.0%	4.0%	14.5%
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(7,000)	(7,000)	-	-	(10,000)	(10,000)	-	-	-	(7,000)
Sales - Water	(600)	(600)	(600)	-	-	(600)	(600)	(600)	(600)	(600)
User Charges	(62,977)	(62,977)	(68,640)	-	-	(68,640)	(70,700)	(72,820)	(75,730)	(80,310)
Other Revenue	(100)	(2,421)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	(70,677)	(72,998)	(69,340)	-	(10,000)	(79,340)	(71,400)	(73,520)	(76,430)	(88,010)
REQUISITION - PARCEL TAX	(5,100)	(5,100)	(5,560)	-	-	(5,560)	(5,725)	(5,897)	(6,131)	(6,498)
*Percentage increase over prior year										
Sales			0.0%			0.0%	0.0%	0.0%	0.0%	0.0%
User Fee			9.0%			9.0%	3.0%	3.0%	4.0%	6.0%
Requisition			9.0%			9.0%	3.0%	3.0%	4.0%	6.0%
Combined			8.9%			8.9%	3.0%	3.0%	4.0%	6.0%

**Sticks Allison Reserves
Summary Schedule
2025 - 2029 Financial Plan**

Reserve/Fund Summary

	Estimated	Budget				
	2024	2025	2026	2027	2028	2029
Operating Reserve Fund	14,381	11,156	17,951	24,951	31,951	31,951
Capital Reserve Fund	34,419	40,419	52,899	16,289	30,554	41,434
Total	48,801	51,576	70,851	41,241	62,506	73,386

Reserve Schedule

Reserve Fund: 2.665 - Sticks Allison Water - Operating Reserve Fund - Bylaw 4144

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

Reserve Cash Flow

Fund: Fund Centre:	1500 105215	Estimated	Budget				
		2024	2025	2026	2027	2028	2029
Beginning Balance		15,443	14,381	11,156	17,951	24,951	31,951
Transfer from Ops Budget		5,250	6,775	6,795	7,000	7,000	7,000
Expenditures		(7,000)	(10,000)	-	-	-	(7,000)
Planned Maintenance Activity		Reservoir cleaning & inspection	Leak Investigation & provisional repairs				Water Tank Clean and Inspection
Interest Income*		688					
Ending Balance \$		14,381	11,156	17,951	24,951	31,951	31,951

Assumptions/Background:
 * Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.665 Sticks Allison Water - Capital Reserve Fund - Bylaw 2740

To provide for capital expenditures or in respect of capital projects and to provide redemption of debentures issued.

Reserve Cash Flow

Fund:	1068	Estimated	Budget				
Fund Centre:	101890	2024	2025	2026	2027	2028	2029
Beginning Balance		25,053	34,419	40,419	52,899	16,289	30,554
Transfer from Ops Budget		8,250	11,000	12,480	13,390	14,265	10,880
Transfer from Cap Fund		-					
Transfer to Cap Fund		-	(5,000)	-	(50,000)	-	-
Interest Income*		1,116					
Ending Balance \$		34,419	40,419	52,899	16,289	30,554	41,434

<u>Assumptions/Background:</u>

* Interest in planning years nets against inflation which is not included.
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**CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

Service No.	2.665	Carry Forward from 2024	2025	2026	2027	2028	2029	TOTAL
	Sticks Allison Water (Galiano)							

EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$5,000	\$5,000	\$30,000	\$50,000	\$50,000	\$200,000	\$335,000	\$335,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$5,000	\$5,000	\$30,000	\$50,000	\$50,000	\$200,000	\$335,000	\$335,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$50,000	\$200,000	\$250,000	\$250,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000	\$30,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$5,000	\$5,000	\$0	\$50,000	\$0	\$0	\$55,000	\$55,000
	\$5,000	\$5,000	\$30,000	\$50,000	\$50,000	\$200,000	\$335,000	\$335,000

Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p>L - Land S - Engineering Structure B - Buildings V - Vehicles E - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p>Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p>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 WU - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

7875 - 7879

Service #: 2.665

Service Name: Sticks Allison Water (Galiano)

PROJECT DESCRIPTION				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2025	2026	2027	2028	2029	5 - Year Total auto-populates
22-01	New	Service Line Replacement (Provisional)	Replace failed/leaking service lines when required	\$ 5,000	S	Res	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
25-01	Replacement	Source Water Protection	Level monitoring and magnetic flow meter for better water source monitoring and alarming through SCADA.	\$ 30,000	S	Grant	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
27-01	Replacement	Minor Site Improvements	Smaller scale improvements as identified for replacement by operations.	\$ 30,000	S	Res	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000
27-02	Study	Alternative Approval Process	Undertake an alternative approval process to borrow funds to carry out water system improvements in future years.	\$ 20,000	S	Res	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000
28-01	Replacement	Watermain Replacement Program	Initial budget to commence the watermain replacement program.	\$ 2,100,000	S	Debt	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 200,000	\$ 250,000
													\$ -
													\$ -
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Grand Total				\$ 2,185,000			\$ 5,000	\$ 5,000	\$ 30,000	\$ 50,000	\$ 50,000	\$ 200,000	\$ 335,000

Service: **2.665** **Sticks Allison Water (Galiano)**

Project Number 22-01 **Capital Project Title** Service Line Replacement (Provisional) **Capital Project Description** Replace failed/leaking service lines when required

Project Rationale Budget available as required to replace failed/leaking service lines that may arise.

Project Number 25-01 **Capital Project Title** Source Water Protection **Capital Project Description** Level monitoring and magnetic flow meter for better water source monitoring and alarming through SCADA.

Project Rationale Better monitoring and resiliency against drought and other water quantity concerns.

Project Number 27-01 **Capital Project Title** Minor Site Improvements **Capital Project Description** Smaller scale improvements as identified for replacement by operations.

Project Rationale Small scale improvements including, replacement of existing 50mm galvanized pipe between WTP and Distribution System, relocation of sample analyzer, installation of level indicator outside of reservoir tank to read level during power outages.

Project Number 27-02 **Capital Project Title** Alternative Approval Process **Capital Project Description** Undertake an alternative approval process to borrow funds to carry out water system improvements in future years.

Project Rationale Debt authorization is required to conduct an alternative approval process for future funding of water system improvements including water main replacement.

Project Number 28-01 **Capital Project Title** Watermain Replacement Program **Capital Project Description** Initial budget to commence the watermain replacement program.

Project Rationale Interim budget to advance watermain replacements within the water system. Budget and prioritization will be further refined continually through planning and design.

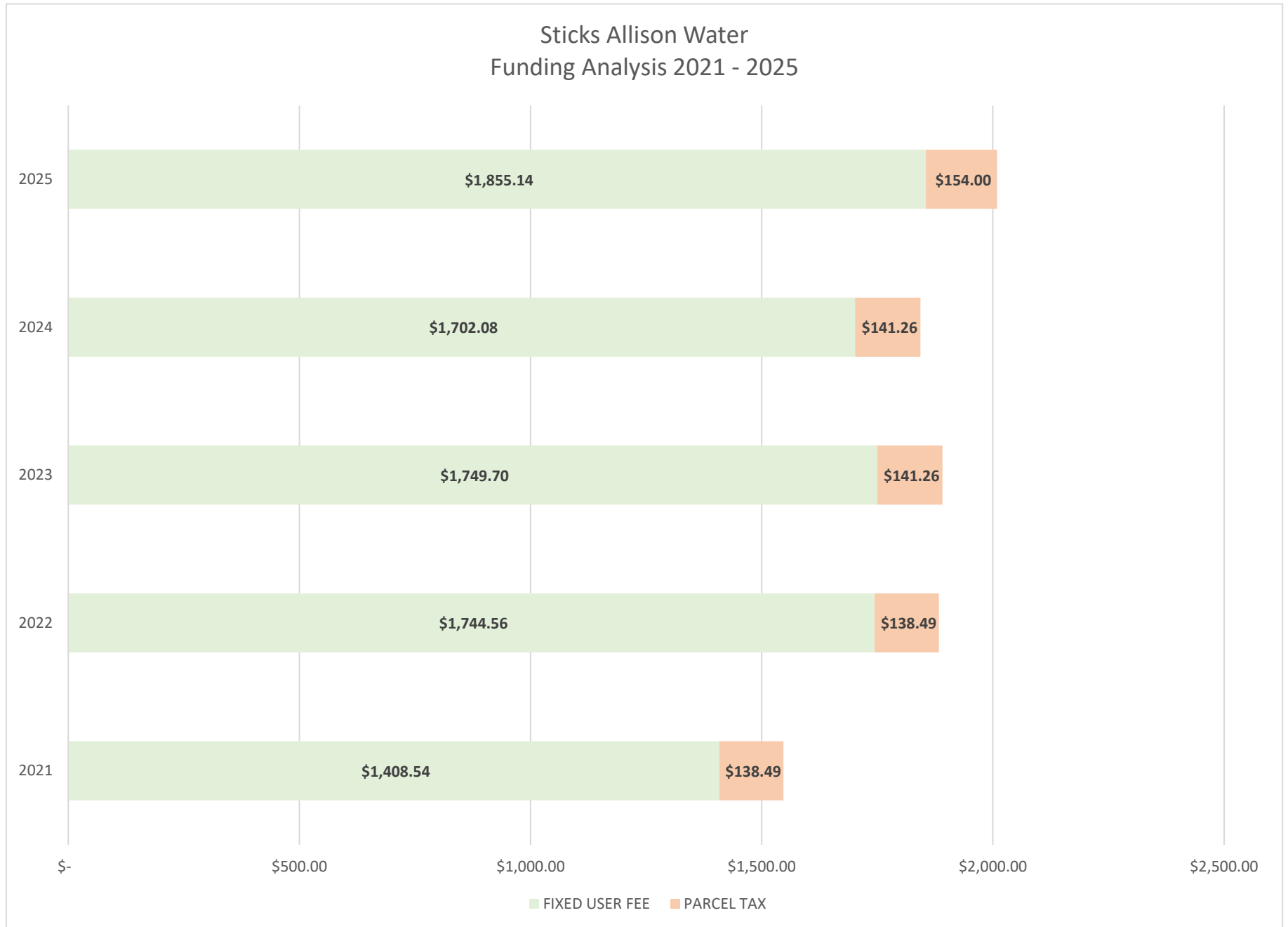
Service: **2.665 Sticks Allison Water** Committee: **Electoral Area**

<u>Year</u>	<u>Taxable Folios</u>	<u>Parcel Tax</u>	<u>SFE's</u>	<u>User Charge*</u>		<u>Tax & Charges</u>	<u>Bylaw</u>	<u>Actual Assessments \$(000's)</u>
2012	26	\$339.39	34	\$1,066.18		\$1,405.57	3847	17,006.80
2013	26	\$339.39	34	\$1,149.12	7.78%	\$1,488.51	3892	16,379.60
2014	26	\$215.64	34	\$1,149.12	0.00%	\$1,364.76	3924	14,813.40
2015	26	\$215.76	34	\$1,149.12	0.00%	\$1,364.88	3987	15,182.70
2016	26	\$202.40	34	\$1,274.84	10.94%	\$1,477.24	4074	15,026.10
2017	38	\$138.49	34	\$1,192.94	-6.42%	\$1,331.43	4170	16,542.10
2018	38	\$138.49	34	\$1,274.71	6.85%	\$1,413.19	4233	18,810.10
2019	38	\$138.49	34	\$1,321.47	3.67%	\$1,459.96	4274	20,954.60
2020	38	\$138.49	34	\$1,379.47	4.39%	\$1,517.96	4337	21,810.80
2021	38	\$138.49	35	\$1,408.54	2.11%	\$1,547.03	4389	23,488.00
2022	38	\$138.49	36	\$1,744.56	23.86%	\$1,883.05	4471	33,398.30
2023	38	\$141.26	37	\$1,749.70	0.29%	\$1,890.96	4524	35,027.00
2024	38	\$141.26	37	\$1,702.08	-2.72%	\$1,843.34	4587	38,484.70
2025	38	\$154.00	37	\$1,855.14	8.99%	\$2,009.14		

Change from 2024 to 2025

	\$12.74	\$153.06	\$165.80
	9.02%	8.99%	8.99%

** A variable consumption charge is paid in addition to the fixed user charge.*





**REPORT TO STICKS ALLISON WATER LOCAL SERVICE COMMITTEE
MEETING OF TUESDAY, NOVEMBER 05, 2024**

SUBJECT Project and Operations Update - November 2024

ISSUE SUMMARY

To provide the Sticks Allison Water Local Service Committee with capital project status reports and operational updates.

BACKGROUND

The Sticks Allison Water System is located on the north shore of Galiano Island in the Southern Gulf Islands Electoral Area and provides drinking water to approximately 37 customers. Capital Regional District (CRD) Integrated Water Services is responsible for the overall operation of the water system with day-to-day operation, design and construction of water system facilities provided by the CRD Infrastructure Engineering and Operations Division. The quality of drinking water provided to customers in the Sticks Allison Water System is overseen by the CRD Water Quality Section.

CAPITAL PROJECT UPDATE

22-01 | Service Line Replacement (Provisional)

Project Description: Provisional account available to replace failed/leaking water service lines if/when required.

Project Rationale: Funds are required to be available to address potential water service leaks promptly if identified. This funding is considered provisional and will only be utilized if leaks are identified.

Project Update and Milestones:

Milestone	Completion Date
Operations will utilize funds to replace failed or leaking service lines.	As and when needed basis.

OPERATIONAL UPDATE

This is an operational update reporting period from June through September 2024.

- Regular operations and maintenance during this reporting period including the preventative maintenance of the electrical and instrumentation equipment by Electrical Team.
- Inspected and replaced the water meter for 362 Sticks Allison Way.
- Preparations continued for the draining cleaning and inspection of the water tank. Work is planned on October 24th. There are no anticipated impacts for the service during this work.
- Call out due to hydro power outage requiring an emergency response.
- Investigation of several valve boxes and their function and maintenance plans.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Jared Kelly, P.Eng., Manager, Capital Projects
Submitted by:	Dan Robson, A.Sc.T., Manager, Saanich Peninsula and Gulf Islands Operations
Concurrence:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Jason Dales, B.Sc., WD IV., Senior Manager, Wastewater Infrastructure Operations
Concurrence:	Alicia Fraser, P.Eng., General Manager, Integrated Water Services