



Making a difference...together

SKANA WATER SERVICE COMMITTEE

Notice of Meeting on **Thursday, October 28, 2021 at 9:30 a.m.**
Goldstream Conference Room, 479 Island Highway, Victoria, BC

For members of the **public who wish to listen to the meeting** via telephone please call **1-833-353-8610** and enter the **Participant Code 1911461 followed by #**. You will not be heard in the meeting room but will be able to listen to the proceedings.

Director D. Howe
R. Johnston

B. Hill
W. Korol

AGENDA

1. ELECTION OF CHAIR

(Pursuant to Section 5(a) Bylaw No. 3133)

Election conducted by Matthew McCrank, Senior Manager, Wastewater Infrastructure Operations

2. APPROVAL OF AGENDA

3. ADOPTION OF MINUTES

Recommendation: *That the following minutes be adopted:*

- November 30, 2020 Annual General Meeting **3**
- November 30, 2020 Budget Agenda **6**
- June 11, 2021 Special Meeting **8**

4. CHAIR'S REMARKS

5. PRESENTATIONS/DELEGATIONS

Due to limited seating capacity this meeting will be held by without the public present. A phone in number is provided above that will allow the public to listen to the meeting.

Presentation and Delegation requests can be made [online](#) or complete this [printable form](#) (PDF). Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.

5.1. Delegation: R. Percival, Capital Projects

6. COMMITTEE BUSINESS

6.1. Skana Water Service 2022 Operating and Capital Budget..... **10**

Recommendation: *That the Skana Water Service Committee:*

1. *Approve the 2022 Operating and Capital Budget as presented, and that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund and the recovery from the Operating Reserve Fund; and,*

*To ensure quorum, advise **Denise Dionne 250.360.3087** if you cannot attend.*

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2. *Recommends that Electoral Areas Committee recommend to the CRD Board that the 2022 Operating and Capital Budget and the five-year Financial Plan for the Skana Water Service be approved as presented.*

6.2. Communication (Committee Request)

6.3. Update on Service Connection (Committee Request)

6.4. Summer 2021 Boil Water Advisory (Committee Request)

6.5. CRD Plans for Moving Forward (Committee Request)

- Demand/supply projections
- Appropriateness of current system wells, tanks, treatment and controls to meet future demand
- Avoiding future Boil Water Advisories

6.6. Expenses incurred for leaks / trucked (Committee Request)

7. NEW BUSINESS

8. ADJOURNMENT

Next Meeting: At the call of the Chair



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MINUTES OF THE ANNUAL GENERAL MEETING OF THE SKANA WATER SERVICE COMMITTEE Held Monday, November 30, 2020 in the Goldstream Conference Room, 479 Island Highway Victoria, BC

PRESENT: **Committee Members By WebEx:** R. Pellerine (Chair), R. Hagkull, R. Johnston, J. Sanders

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Financial Services, S. Orr (recorder)

By WebEx: T. Duthie, Manager Administrative Services

REGRETS: D. Howe, Southern Gulf Islands Electoral Area Director

The meeting was called to order at 10 am.

1. RESOLUTION FOR APPROVAL

1. That this resolution applies to the Skana Water Service Committee for the meetings being held between July 1, 2020 and December 31, 2020.
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the *Public Health Act*, despite the best efforts of the Skana Water Service Committee, because:
 - a. The available meeting facilities cannot accommodate more than (8) people in person, including members of the Skana Water Service Committee and staff, and
 - b. There are no other facilities presently available that will allow physical attendance of the Skana Water Service Committee and the public in sufficient numbers; and
3. That the Skana Water Service Committee is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:
 - a. By allowing the public to hear or participate via teleconference or electronic meeting software,
 - b. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
 - c. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
 - d. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and
 - e. By making the minutes of the meeting available on the CRD website following the meeting.

MOVED by R. Pellerine, **SECONDED** by R. Johnston,

That the Skana Water Service Committee adopt the resolution as presented.

CARRIED

2. **APPROVAL OF AGENDA**

MOVED by R. Pellerine, **SECONDED** by R. Johnston,
That the agenda be approved.

CARRIED

3. **ADOPTION OF MINUTES OF ANNUAL GENERAL MEETING OF MAY 30, 2019**

MOVED by R. Pellerine, **SECONDED** by R. Hagkull,
That the minutes of the Annual General Meeting of May 30, 2019 be adopted.

CARRIED

4. **CHAIR'S REPORT**

The Chair thanked everyone for attending the meeting.

5. **APPOINTMENT OF COMMITTEE MEMBERS**

The Chair stated that the two member positions set to expire on June 30, 2020 were extended to expire December 31, 2020 due to COVID-19 impacts affecting in person meetings. He stated there were three nominations received for a term beginning January 1, 2021 and expiring June 30, 2022. The following nominations were received and agreed to stand

- Robert Percival
- Bev Hill
- Angelo Dicerri

The following two nominees received the most votes by mail-in ballots:

- Robert Percival
- Bev Hill

MOVED by R. Pellerine, **SECONDED** by R. Johnston,
That the Skana Water Service Committee:

1. Direct staff to forward the following names of the nominees with the most mail-in votes to the Capital Regional District Board for appointment:
 - Robert Percival
 - Bev Hill
2. Direct staff to retain polling materials for 30 days after the Capital Regional District Board ratifies the Skana Water Service Committee appointments and make them available for public inspection upon request; and,
3. Direct staff to destroy polling materials as soon as practicable following 56 days after the Capital Regional District Board ratification of the appointments, including:
 - a. The ballots used in the election;
 - b. Any copies of the list of owners and occupants within the service area used for the purposes of voting proceedings.

CARRIED

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The Chair thanked two outgoing members, Ramon Hagkull and John Sanders, for their service, and thanked nominee Angelo Dicerri for agreeing to stand as a nominee.

6. CORRESPONDENCE

There was no correspondence.

7. NEW BUSINESS

There was no new business.

8. ADJOURNMENT

MOVED by R. Pellerine, **SECONDED** by J. Sanders,
That the meeting be adjourned at 10:05 am.

CARRIED

Chair

Secretary



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MINUTES OF A MEETING OF THE SKANA WATER SERVICE COMMITTEE held Monday, November 30, 2020 in the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: **Committee Members By WebEx:** R. Pellerine (Chair), R. Hagkull, R. Johnston, J. Sanders

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Financial Services, S. Orr (recorder)

REGRETS: D. Howe, Southern Gulf Islands Electoral Area Director

The meeting was called to order at 10:06 am.

1. ELECTION OF CHAIR

Nominations were called for Chair of the Skana Water Service Committee for a one-year term. Rick Pellerine was nominated and agreed to stand. Nominations were called two additional times, and hearing none, Rick Pellerine was elected as Chair by acclamation.

2. APPROVAL OF AGENDA

MOVED by R. Pellerine, **SECONDED** by J. Sanders,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES OF NOVEMBER 26, 2019

MOVED by R. Pellerine, **SECONDED** by R. Johnston,
That the minutes of November 26, 2019 be adopted.

CARRIED

4. 2021 OPERATING AND CAPITAL BUDGET

M. McCrank presented the report and provided a summary of the key factors influencing the 2021 Operating and Capital Budget.

MOVED by R. Pellerine, **SECONDED** by J. Sanders,

That the Skana Water Service Committee:

1. Approve the 2021 operating and capital budget as presented, and that the 2020 actual surplus or deficit be balanced on the 2020 transfer to the Capital Reserve Fund; and,
2. Recommend that Electoral Areas Committee recommend to the CRD Board that the 2021 Operating and Capital Budget and the five year Financial Plan for the Skana Water Service be approved as presented.

CARRIED

5. CORRESPONDENCE

There was no correspondence.

6. NEW BUSINESS

Staff answered questions from the Committee regarding:

- Water conservation wording on sandwich boards.
- Annual General Meeting for 2021.

7. ADJOURNMENT

MOVED by R. Pellerine, **SECONDED** by R. Hagkull,
That the meeting be adjourned at 10:21 am.

CARRIED

Chair

Secretary



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MINUTES OF A SPECIAL MEETING OF THE SKANA WATER SERVICE COMMITTEE held Monday, June 11, 2021 in the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: **Committee Members By WebEx:** A. Dicherni, B. Hill, R. Johnston, R. Percival

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; T. Duthie (recorder)

REGRETS: D. Howe, Southern Gulf Islands Electoral Area Director

The meeting was called to order at 10:02 am.

1. CALL TO ORDER

Matthew McCrank, Senior Manager, Wastewater, Infrastructure Operations, Integrated Water Services called the meeting to order and introductions were made.

2. ELECTION OF CHAIR

Nominations were called for Chair of the Skana Water Service Committee for a one-year term. Rob Percival was nominated and agreed to stand. Nominations were called two additional times, and hearing none, Rob Percival was elected as Chair by acclamation.

3. APPROVAL OF AGENDA

MOVED by B. Hill, **SECONDED** by R. Johnston,
That the agenda be approved.

CARRIED

4. PRESENTATIONS/DELEGATIONS

There were none.

5. SPECIAL MEETING BUSINESS

5.1 Review the role and operational responsibilities of the Capital Regional District

M. McCrank advised the Committee that the day-to-day operation, maintenance and capital upgrades of the Skana Water System is the sole responsibility of the CRD. He also advised the committee that should there be a service level impact (i.e., no water due to a water main break) the CRD will enact its emergency response procedures which includes a step for public notification. Discussion ensued.

5.2 Review the role and administrative responsibilities of the Skana Water Service Committee

M. McCrank advised the committee that, pursuant to Bylaw No. 3133, the Regional Board delegates all of the administrative powers of the Regional Board with respect to the provision of the Local Service established by Bylaw No. 3089, "Skana Water Service Establishment Bylaw No. 1, 2003". He also advised the committee that the capital and operating budget for 2022 will be presented to the committee in October 2021 for review, comment and approval. He stated that he is the contact person for the Skana Water

Service Committee and that all questions should flow through the Chair to him for response. Discussion ensued.

5.3 Provide verbal status reports related to the replacement of the water storage tanks and the ground water well capping project

I. Jesney provided an update with respect to the water storage tanks and the ground water well capping project.

Storage Tank Replacement

I. Jesney advised the committee that the storage tanks have been inspected and are not currently at end of life. The tanks will continue to be monitored and the committee will be informed when they require replacement. Lacking the support of a grant program, the cost will be paid by the Skana Water Service property owners through debt servicing. Discussion ensued.

Ground Water Well Capping Project

I. Jesney stated that the capping of service wells, under the CRD's authority, will take place in 2022. The cost for this project will be funded by capital reserves. Discussion ensued.

6. ADJOURNMENT

MOVED by B. Hill, **SECONDED** by R. Johnston,
That the meeting be adjourned at 11:08 am.

CARRIED

Chair

Secretary



REPORT TO SKANA WATER SERVICE COMMITTEE MEETING OF THURSDAY, OCTOBER 28, 2021

SUBJECT **Skana Water Service 2022 Operating and Capital Budget**

ISSUE SUMMARY

To present the 2022 operating and capital budget for Committee approval, pursuant to Bylaw No 3133, "Skana Water Service Committee Bylaw No. 1, 2003".

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 Skana Water Service.

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

In preparing the Operating Budget, CRD staff considered:

- Actual expenditures incurred between 2019 and 2021
- Anticipated changes in level of service (if any)
- Maximum allowable tax requisition
- Annual Cost per taxpayer and per Single Family Equivalent (SFE)

Factors taken into consideration 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 2021 may be made in January 2022. The CRD Board will give final approval to the budget and financial plan in March 2022.

The Financial Plan for years 2023 to 2026 may be subject to change in future years.

BUDGET OVERVIEW

Operating Budget

It is projected that 2021 operating expenses will be approximately \$16,474 over budget. Factors contributing to the operating overage include emergency response and corrective maintenance primarily due to the following events:

- Well #13 water production issues resulting in emergency water delivery for the service.

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- Well #8 (back up supply) water quality issues that resulted in a boil water advisory to be issued.
- Well #13 SCADA control investigation and repairs.
- 525 Aya Reach water service line leak repairs.

It is projected that the 2021 operating revenue will be slightly over budget by approximately \$50. The additional revenue is primarily due to higher service charges/penalty.

As a result, there is an overall estimated deficit and cash flow shortage of \$16,424. In order to balance the budget, it is proposed that there will be a recovery from Operating Reserve Fund by \$8,000 and a reduction in 2021 capital reserve fund transfer approximately by \$8,424. Otherwise, the resulting deficiency in 2021 must immediately be included as an expenditure to be recovered from revenue in the 2022 financial plan as required by *Local Government Act* Section 374(11).

The 2022 core budget for regular annual operating costs has been increased by \$910 (1.8%) over 2021 core budget (excluding cyclical maintenance programs). The increase is primarily to account for core inflation.

Municipal Finance Authority (MFA) Debt

Loan Authorization Bylaw 3090 to borrow \$157,700 was approved and adopted in 2003 to construct waterworks for new CRD water supply service on Mayne Island. Two other borrowings related to this Bylaw in total of \$118,350 were paid off in 2019. Table 1 below summarizes the detailed information for existing MFA debt issue related to LA3090.

Table 1 - Existing Debt Summary

<i>MFA Issues</i>	<i>Term</i>	<i>Borrowing Year</i>	<i>Retirement Year</i>	<i>Refinance Year</i>	<i>Original Interest Rate</i>	<i>Current Interest Rate</i>	<i>Principal</i>	<i>Principal Payment</i>	<i>Interest Payment</i>	<i>Total Annual Debt Cost</i>
LA3090-102	15	2007	2022	2017	4.82%	2.25%	\$29,200	\$1,458	\$657	\$2,115

Operating Reserve Fund

The operating reserve fund is used to undertake cyclical maintenance activities that typically do not occur on an annual basis. Typical maintenance activities include hydrant maintenance, reservoir cleaning and ground water well servicing. The operating reserve also funds the procurement of equipment and supplies that are not purchased on an annual basis. Additionally, the operating reserve could be used for emergency unplanned repairs.

It is proposed that transfers to the operating reserve be set at \$7,000 in 2022 to ensure future maintenance activities are fully funded and an optimal balance in the reserve fund be maintained. There is \$10,000 of planned maintenance to be funded by the Operating Reserve Fund over the next five years.

The operating reserve fund balance at the end of 2021 is projected to be approximately \$980.

Capital Reserve Fund

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

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It is proposed that the budgeted transfer to the Capital Reserve Fund be set at \$15,000 in 2022. The reserve fund transfer planning process is influenced by the funding requirement to support the five-year capital expenditure plan and guided by Capital Reserve Funding Guidelines endorsed by the CRD Board in aiming to achieve the optimal reserve fund level to ensure long-term prudent and sustainable management of service delivery objectives through capital investments.

The capital reserve balance at the end of 2021 is projected to be approximately \$39,200.

Capital Expenditure Plan

The 5-year plan includes \$640,000 of expenditures to be funded by a combination of the service's Capital Reserve Fund and a new debt following an Alternative Approval Process (AAP) (17-03) for \$15,000 planned in 2022. The new debt will fund the newly added project of Well Protection Upgrades (23-01) for \$35,000 in 2023 and the replacement of the Water Storage Tanks (18-01) for \$560,000 in 2022 and 2023.

Subject to electoral assent, two borrowings in 2022 and 2023 are projected to cover the capital expenditures related to implementation of the above-mentioned capital projects. Table 2 below provides the future debt servicing cost simulation for analytical purposes with the indicative interest rate provided by MFA at the time of simulation.

Table 2 - Future New Debt Simulation

<i>Future Borrowing(s) Estimation</i>	<i>Term</i>	<i>Borrowing Year</i>	<i>Retirement Year</i>	<i>Refinance Year</i>	<i>Estimated Interest Rate</i>	<i>Principal</i>	<i>Principal Payment</i>	<i>Interest Payment</i>	<i>Total Annual Debt Cost</i>
	15	2022	2037	2032	2.70%	\$75,000	\$4,259	\$2,025	\$6,284
	15	2023	2038	2033	2.90%	\$520,000	\$29,530	\$15,080	\$44,610
Total						\$595,000	\$33,789	\$17,105	\$50,894

At the commencement of each loan, 1% of the gross amount borrowed is withheld and retained by MFA as Debt Reserve Fund (DRF). In order to provide the full amount to fund the capital project, this 1% DRF amount is budgeted in operating budget in the year of borrowing. However, there is no principal payment required in the year of borrowing.

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 Capital Reserve Fund (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 to its original non-CRF funding sources if required.

The Well Decommissioning project started in July 2021 and is anticipated to be complete by the end of the first quarter 2022.

User Charge and Parcel Tax

The service is funded by parcel tax and fixed user charge. Properties connected to the water system pay the annual fixed user charge and all properties within the local service area are responsible for the parcel tax. Table 3 below summarizes the 2022 over 2021 changes for parcel tax and user charge.

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Table 3 – 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
2021	\$22,885	73	\$329.95	\$44,514	48	\$927.38	\$1,257.33
2022	\$24,000	73	\$346.03	\$51,505	48	\$1,073.02	\$1,419.05
Change (\$)	\$1,115	0	\$16.08	\$6,991	0	\$145.64	\$161.72
Change (%)	4.87%	0.00%	4.87%	15.71%	0.00%	15.70%	12.86%

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

RECOMMENDATION

That the Skana Water Service Committee:

1. Approve the 2022 Operating and Capital Budget as presented, and that the 2021 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund and the recovery from the Operating Reserve Fund; and,
2. Recommends that Electoral Areas Committee recommend to the CRD Board that the 2022 Operating and Capital Budget and the five-year Financial Plan for the Skana Water Service be approved as presented.

Submitted by	Matthew McCrank, M.Sc., P.Eng., Senior Manager, Wastewater Infrastructure Operations
Submitted by	Joseph Marr, P.Eng. Acting Senior Manager, Infrastructure Engineering
Submitted by	Rianna Lachance, B.Com, CPA, CA, Senior Manager, Financial Services
Concurrence	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services
Concurrence	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: 2022 Skana Water Service Budget

CAPITAL REGIONAL DISTRICT

2022 Budget

Skana Water (Mayne)

Commission Review

OCTOBER 2021

Service: 2.642 Skana Water (Mayne)

Committee: Electoral Area

DEFINITION:

To provide for the construction of water supply and distribution facilities for Skana Water Service Area.
Bylaw No. 3090 (November 12, 2003).

PARTICIPATION:

Southern Gulf Islands Skana Water Service Area #47, U(764)

MAXIMUM LEVY:

Greater of \$54,100 or \$9.65 / \$1,000 to a maximum of \$205,703.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3090 (Nov. 12/03)	157,700	
BORROWED:	S.I. Bylaw No. 3154 (Apr. 22/04)	-78,850	2.40%
	S.I. Bylaw No. 3196	-39,500	2.00%
	S.I. Bylaw No. 3457 (2007)	-29,200	4.82%
	Expired Nov 2008	-10,150	
REMAINING:		<u>0</u>	

COMMISSION:

Skana Water Service committee established by Bylaw # 3133 (Dec 10, 2003).

FUNDING:

User Charge:	Annual charge per single family equivalency unit connected to the system.
Parcel Tax:	Annual charge only on properties capable of being connected to the system.
Connection Charges:	At cost or minimum of \$1,000.

RESERVE FUND:

Capital Reserve Fund, established by Bylaw # 3192 (July 14, 2004)
Operating Reserve Fund, established by Bylaw # 4144 (December 14, 2016)

APPENDIX A

2.642 - Skana Water (Mayne)	2021		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
JLB Services Contract	11,260	14,500	11,490	-	-	11,490	11,720	11,950	12,190	12,430
Repairs & Maintenance	3,180	12,140	1,210	-	-	1,210	1,240	1,270	6,300	6,330
Allocations	5,828	5,828	5,834	-	-	5,834	5,938	6,055	6,175	6,295
Water Testing	2,840	3,200	2,900	-	-	2,900	2,960	3,020	3,080	3,140
Electricity	2,540	2,540	2,590	-	-	2,590	2,640	2,690	2,740	2,790
Supplies	710	710	720	-	-	720	730	740	750	760
Labour Charges	21,526	24,000	21,960	-	-	21,960	22,400	22,850	23,310	23,780
Other Operating Expenses	3,440	4,880	3,530	-	-	3,530	3,600	3,670	3,740	3,820
TOTAL OPERATING COSTS	51,324	67,798	50,234	-	-	50,234	51,228	52,245	58,285	59,345
*Percentage Increase over prior year						-2.1%	2.0%	2.0%	11.6%	1.8%
<u>DEBT / CAPITAL /RESERVES</u>										
Transfer to Operating Reserve Fund	1,060	1,060	7,000	-	-	7,000	2,000	2,000	2,000	2,000
Transfer to Capital Reserve Fund	15,000	6,576	15,000	-	-	15,000	20,000	20,000	20,000	20,000
Asset Purchases	-	-	-	-	-	-	-	-	-	-
MFA Debt Principal	1,458	1,458	1,458	-	-	1,458	4,259	33,789	33,789	33,789
MFA Debt Interest	657	657	1,163	-	-	1,163	5,795	17,105	17,105	17,105
MFA Debt Reserve Fund	10	10	760	-	-	760	5,210	10	10	10
TOTAL DEBT / RESERVES	18,185	9,761	25,381	-	-	25,381	37,264	72,904	72,904	72,904
TOTAL COSTS	69,509	77,559	75,615	-	-	75,615	88,492	125,149	131,189	132,249
<u>FUNDING SOURCES (REVENUE)</u>										
Transfer from Operating Reserve Fund	(2,000)	(10,000)	-	-	-	-	-	-	(5,000)	(5,000)
User Charges	(44,514)	(44,514)	(51,505)	-	-	(51,505)	(53,118)	(54,135)	(55,175)	(56,235)
Other Revenue	(110)	(160)	(110)	-	-	(110)	(110)	(110)	(110)	(110)
TOTAL REVENUE	(46,624)	(54,674)	(51,615)	-	-	(51,615)	(53,228)	(54,245)	(60,285)	(61,345)
REQUISITION - PARCEL TAX	(22,885)	(22,885)	(24,000)	-	-	(24,000)	(35,264)	(70,904)	(70,904)	(70,904)
*Percentage increase over prior year										
User Fees						15.7%	3.1%	1.9%	1.9%	1.9%
Requisition						4.9%	46.9%	101.1%	0.0%	0.0%
Combined						12.0%	17.1%	41.5%	0.8%	0.8%

Skana Water Reserves
Summary Schedule
2022 - 2026 Financial Plan

Reserve/Fund Summary						
	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Operating Reserve Fund	980	7,980	9,980	11,980	8,980	5,980
Capital Reserve Fund	39,200	9,200	29,200	49,200	69,200	89,200
Total	40,180	17,180	39,180	61,180	78,180	95,180

Reserve Schedule

Reserve Fund: 2.642 Skana Water (Mayne) - Operating Reserve Fund

Bylaw 4144

Reserve Cash Flow

Fund: 1500 Fund Centre: 105214	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	9,820	980	7,980	9,980	11,980	8,980
Transfer from Ops Budget	1,060	7,000	2,000	2,000	2,000	2,000
Transfer to Ops Budget	(2,000)	-	-	-	(5,000)	(5,000)
Planned Maintenance Activity	Reservoir cleaning & inspection				Well inspection	Reservoir cleaning and inspection
Deficit Recovery	(8,000)					
Interest Income	100					
Ending Balance \$	980	7,980	9,980	11,980	8,980	5,980

<u>Assumptions/Backgrounds:</u>
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Reserve Schedule

Reserve Fund: 2.642 Skana Water (Mayne) - Capital Reserve Fund

Bylaw 3192

Reserve Cash Flow

Fund: 1067 Fund Centre: 101849	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	82,024	39,200	9,200	29,200	49,200	69,200
Transfer from Ops Budget	6,576	15,000	20,000	20,000	20,000	20,000
Transfer to Cap Fund	(50,000)	(45,000)	-	-	-	-
Transfer from Cap Fund	-	-	-	-	-	-
Interest Income*	600					
Ending Balance \$	39,200	9,200	29,200	49,200	69,200	89,200

<u>Assumptions/Backgrounds:</u>
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Transfer whatever the operating budget will allow

*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
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	2.642 Skana Water (Mayne)	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
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EXPENDITURE

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$75,000	\$485,000	\$0	\$0	\$0	\$0	\$560,000
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$0	\$45,000	\$35,000	\$0	\$0	\$0	\$0	\$80,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$120,000	\$520,000	\$0	\$0	\$0	\$0	\$640,000

SOURCE OF FUNDS

Capital Funds on Hand	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debenture Debt (New Debt Only)	\$0	\$75,000	\$520,000	\$0	\$0	\$0	\$0	\$595,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000
	\$0	\$120,000	\$520,000	\$0	\$0	\$0	\$0	\$640,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

<p>Project Number</p> <p>Project number format is "yy-#"</p> <p>"yy" is the last two digits of the year the project is planned to start.</p> <p>"#" is a numerical value. For example, 22-01 is a project planned to start in 2022.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>Capital Project Description</p> <p>Briefly describe project scope and service benefits.</p> <p>For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i></p>	<p>Carryforward from 2021</p> <p>Input the carryforward amount from ftye 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.</p>	<p>Project Drivers</p> <p>Maintain Level of Service = Project maintains existing or improved level of service.</p> <p>Advance Board or Corporate Priority = Project is a Board or Corporate priority.</p> <p>Emergency = Project is required for health or safety reasons.</p> <p>Cost Benefit = Economic benefit to the organization.</p>
<p>Capital Expenditure Type</p> <p>Study - Expenditure for feasibility and business case report.</p> <p>New - Expenditure for new asset only</p> <p>Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service</p> <p>Replacement - Expenditure replaces an existing asset</p>	<p>Total Project Budget</p> <p>Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>Funding Source Codes</p> <p>Debt = Debenture Debt (new debt only)</p> <p>ERF = Equipment Replacement Fund</p> <p>Grant = Grants (Federal, Provincial)</p> <p>Cap = Capital Funds on Hand</p> <p>Other = Donations / Third Party Funding</p> <p>Res = Reserve Fund</p> <p>STLoan = Short Term Loans</p> <p>WU = Water Utility</p> <p>If there is more than one funding source, use additional rows for the project.</p>	<p>Long-term Planning</p> <p>Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.</p> <p>Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts.</p> <p>Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.</p> <p>Condition Assessment = Assessment that identifies asset replacements based on asset condition.</p>
<p>Capital Project Title</p> <p>Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class</p> <p>L - Land</p> <p>S - Engineering Structure</p> <p>B - Buildings</p> <p>V - Vehicles</p>		<p>Cost Estimate Class</p> <p>Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.</p> <p>Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.</p> <p>Class C (±25-40%) = Estimate based on limited site information; used for program planning.</p> <p>Class D (±50%) = Estimate based on little/no site information; used for long-term planning.</p>

Service #:	2.642
Service Name:	Skana Water (Mayne)

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
17-03	New	Alternative Approval Process	Conduct an alternative approval process (AAP) to seek elector assent to borrow funds for storage tank replacement and well protection upgrades.	\$15,000	S	Res	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
17-04	Renewal	Well #8 Upgrade	Conduct well improvements including new well liner, replacement of well seal and SCADA automation; relocate first customer service line to achieve proper CT.	\$30,000	S	Res	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
18-01	Replacement	Storage Tank Replacement	Replace the existing storage tanks.	\$560,000	E	Debt	\$0	\$75,000	\$485,000	\$0	\$0	\$0	\$560,000
23-01	Renewal	Well Protection Upgrades	Carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity	\$35,000	S	Debt	\$0	\$0	\$35,000	\$0	\$0	\$0	\$35,000
			GRAND TOTAL	\$640,000			\$0	\$120,000	\$520,000	\$0	\$0	\$0	\$640,000

Service: 2.642 Skana Water (Mayne)			
Project Number	17-03	Capital Project Title	Alternative Approval Process
Capital Project Description	Conduct an alternative approval process (AAP) to seek elector assent to borrow funds for storage tank replacement and well protection upgrades.		
Project Rationale	A loan will be required to fund the storage tank replacement any other capital work which will not be included under the capital reserve fund. The proposed loan will required public engagement and a referendum.		
Project Number	17-04	Capital Project Title	Well #8 Upgrade
Capital Project Description	Conduct well improvements including new well liner, replacement of well seal and SCADA automation; relocate first customer service line to achieve proper CT.		
Project Rationale	A recent inspection of Well #8 identified a number of deficiencies. Recommended improvements include the installation of new well liner, replacement of the well seal, and other associated minor improvements to protect it from surface runoff.		
Project Number	18-01	Capital Project Title	Storage Tank Replacement
Capital Project Description	Replace the existing storage tanks.		
Project Rationale	The existing storage tanks are at the end of their design life and do not meet seismic requirements. It is proposed to replace the existing tanks with a bolted steel tank.		
Project Number	23-01	Capital Project Title	Well Protection Upgrades
Capital Project Description	Carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity to septic fields.		
Project Rationale	Funds are required to carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity to septic fields.		

2.642 - Skana Water (Mayne)

Capital Projects

Updated @ Sep 8th, 2021

Year	Project#	Status	Capital Project Description	Total Project Budget	Expenditure Actuals	Remaining Funds
2021	20-02	OPEN	Well Decommissioning	50,000	1,190	48,810
						-
						-
			Total	50,000	1,190	48,810

Service: 2.642 Skana Water (Mayne)

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>
2011	72	\$279.00	41	\$789.22	\$1,068.22	3778	16,030.40
2012	73	\$279.00	42	\$813.00	\$1,092.00	3823	14,232.80
2013	73	\$279.00	42	\$813.00	\$1,092.00	3892	13,153.20
2014	73	\$279.00	43	\$813.00	\$1,092.00	3924	12,466.40
2015	73	\$278.99	44	\$812.95	\$1,091.94	3987	11,521.40
2016	73	\$278.98	45	\$812.95	\$1,091.93	4074	11,521.40
2017	73	\$278.98	46	\$949.78	\$1,228.76	4170	13,844.20
2018	73	\$332.62	47	\$905.43	\$1,238.05	4233	15,306.80
2019	73	\$332.62	47	\$905.00	\$1,237.62	4311	18,322.20
2020	73	\$332.62	48	\$909.38	\$1,242.00	4337	19,309.80
2021	73	\$329.95	48	\$927.38	\$1,257.33	4389	21,316.40
2022	73	\$346.03	48	\$1,073.02	\$1,419.05		

Change from 2021 to 2022

\$16.08
4.87%

\$145.64
15.70%

\$161.72
12.86%

