

**DATE:** July 23, 2021

**FILE:** 1700-02/2021/308

**TO:** Chair and Directors  
Comox Valley Regional District Board

**FROM:** Russell Dyson  
Chief Administrative Officer

Supported by Russell Dyson  
Chief Administrative Officer

*J. Warren for R. Dyson*

**RE: Union Bay Water Service Budget Amendment**

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### **Purpose**

To present an amendment to the 2021 adopted budget for the Union Bay Water service to enable two priority capital projects to move forward as soon as possible in 2021.

### **Recommendation from the Chief Administrative Officer:**

THAT the 2021 approved budget for the Union Bay Water service, function 308, be amended to include building improvement expenditures of up to \$100,000 for the installation of a permanent office / washroom facility, and a further \$40,000 in information technology infrastructure expenditures to support fibre optic connectivity improvements, both at the Union Bay water treatment plant site.

AND FURTHER THAT these projects be funded by a transfer of \$140,000 from the capital works reserve upon formal establishment of both the service and the reserve on August 10, 2021.

### **Executive Summary**

- The conversion of the Union Bay Improvement District (UBID) to the Comox Valley Regional District (CVRD) became effective on July 1, 2021 as per Order in Council No. 221.
- Bylaws No. 660 and 666 which will establish the Union Bay Water Service and capital reserve fund respectively were recently given first, second and third reading by the CVRD Board on July 13, 2021 with fourth reading and final adoption scheduled for August 10, 2021.
- As mentioned in the July 9, 2021 staff report titled “Union Bay Local Service Areas Financial Overview” ([link](#)), three priority projects have been identified that are required to be undertaken in the second half of 2021 to ensure sustainable water service delivery can be achieved.
  - The completion of a Water Master Plan to assess the Union Bay Water Service water supply and distribution infrastructure;
  - The installation of a permanent office for Union Bay water treatment plant; and
  - Fibre optic connectivity improvements to the water treatment plant to ensure reliable management of the system.
- At this time, it is anticipated that the Water Master Plan will be funded by way of a provincial grant; therefore, capital works reserve funds are only required for the installation of the water treatment plant office and for the fibre optic connectivity improvements.
- A draft of this report has been presented to the Union Bay Conversion Working Group on July 22, 2021.

**Background**Union Bay Water Treatment Plant Office

The Union Bay Water Treatment Plant, commissioned in March 2020, was constructed without a washroom or office being included in the facility. To date, staff have been operating out of a recreational vehicle that is being rented on a temporary month-by-month arrangement. The installation of a small permanent structure for operational staff to complete their work and to provide an on-site washroom facility will reduce long-term operational expenses and eliminate the ongoing risk of the owner cancelling the agreement. The cost to construct the permanent office and washroom is estimated to be approximately \$100,000.

Fibre Optic Connectivity

To ensure reliable service, CVRD Water Services constantly monitors their existing infrastructure via a network connection. The Union Bay water treatment plant currently has no internet access and is presently unable to connect to the CVRD network. To complete the required network connection, a new fibre optic line will need to be trenched to the facility from the nearest buried line. The cost to complete this connection is estimated to be approximately \$40,000 and Shaw requires the funds upon project initiation to start the planning and permitting necessary. As the project is anticipated to take six months to complete, time is of the essence to minimize the operational burden.

Prepared by:

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Concurrence:

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