

**DATE:** February 6, 2020

**FILE:** 1700-02/2020/330

**TO:** Chair and Directors  
Electoral Areas Services Committee

Supported by Russell Dyson  
Chief Administrative Officer

**FROM:** Russell Dyson  
Chief Administrative Officer

*R. Dyson*

**RE: 2020-2024 Financial Plan – Jackson Drive Sewer Service – Function 330**

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### **Purpose**

To provide the Electoral Areas Services Committee with the proposed 2020-2024 financial plan and work plan highlights for the Jackson Drive sewer service, function 330.

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

THAT the proposed 2020-2024 financial plan for Jackson Drive sewer service, function 330, be approved.

### **Executive Summary**

The proposed 2020-2024 financial plan for the Jackson Drive sewer service includes the following highlights:

- The 2020 parcel tax rate for the service is \$1,066 per user with a total annual revenue of \$17,056. This includes the final planned increase of \$21 per parcel included in the parcel tax bylaw adopted in 2016.
- A review of the Jackson Drive asset management plan is planned for 2020. An amendment to the parcel tax bylaw may be recommended for 2021 as an outcome of this review.
- The proposed financial plan includes \$4,056 for personnel costs required to operate the wastewater treatment plant. Resources are provided from the Comox Valley Regional District's (CVRD) pool of wastewater operators.
- Management of the service is provided by the Liquid Waste Management Planning (LWMP) service, function 340. The LWMP service is reimbursed \$500 for management fees.
- The operating budget for 2020 has decreased by approximately \$1,238 due to gains in operational efficiencies.
- Key expenditures for 2020 include contract services for system maintenance, personnel costs and a contribution to reserves.
- There are no capital projects planned for this service in 2020.
- Replacement of the disposal field is currently planned for 2023 and will be funded by a combination of reserves and the remaining \$60,223 in community works funds (CWF) allocations.
- As of December 31, 2019, the capital works reserve fund balance for the service is projected to be \$38,276. Reserve funds are not planned to be expended until replacement of the disposal field.

Prepared by:

***D. Monteith***


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 Darry Monteith  
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 Planning

Concurrence:

***M. Rutten***


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 Marc Rutten, P.Eng.  
 General Manager of  
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### Board Strategic Drivers

The CVRD Board has set four strategic drivers to guide service delivery. Not all services will be influenced by all drivers. Table 1 notes the degree of influence the drivers have on projects and work plans.

**Table 1: Strategic Drivers**

<b>Fiscal responsibility:</b> <ul style="list-style-type: none"> <li>A review of the Jackson Drive asset management plan is planned for 2020 to ensure adequate reserves are being collected to fund system replacement.</li> </ul>	<b>Climate crisis and environmental stewardship and protection:</b> <ul style="list-style-type: none"> <li>Annual inspection of the disposal field is completed to monitor system performance.</li> </ul>
<b>Community partnerships:</b> <ul style="list-style-type: none"> <li>Projects are not significantly influenced by this driver.</li> </ul>	<b>Indigenous relations:</b> <ul style="list-style-type: none"> <li>Projects are not significantly influenced by this driver.</li> </ul>

### Financial Plan Overview

The Jackson Drive sewer system was constructed by a developer in the early 1980s to service a 16 lot subdivision located adjacent to Anderton Road in Lazo North (Electoral Area B). The system was subsequently handed over to the regional district for operation and management.

The Jackson Drive sewer system is made up of a small collection system connected to an extended aeration treatment plant, discharging to a land based disposal field. In 2011, \$150,000 of CWF was allocated towards replacement of the system. Based on a condition assessment completed in 2014, a complete replacement of the system was deemed to be premature and only \$89,777 of the funding was spent on system upgrades. The remaining \$60,223 of CWF will be used to replace the disposal field, currently planned for 2023.

The 2020-2024 financial plan includes an allocation of \$1,000 under contract services in 2020 and 2021 for annual inspection of the disposal field to monitor system performance. \$4,000 is budgeted in 2022 for a more thorough condition assessment to determine if replacement is required in 2023.

The 2020-2024 proposed five-year financial plan for the Jackson Drive sewer service, function 330, including service establishment information, the requisition summary and the operating budget, is available within the full proposed budget binder, provided in both searchable PDF and e-reader formats, located on the CVRD financial plan web page at [www.comoxvalleyrd.ca/currentbudget](http://www.comoxvalleyrd.ca/currentbudget).

Table 2 summarizes the 2020 proposed budget as compared to the 2019 adopted budget.

Table 2: Financial Plan Highlights

 <b>2020 Proposed Budget</b>		<b>#330 Jackson Dr Sewer</b>		
<b>Operating</b>	<b>2019 Budget</b>	<b>2020 Proposed Budget</b>	<b>Increase (Decrease)</b>	
<b>Revenue</b>				
Frontage/Parcel Taxes	16,720	17,056	336	
Prior Years Surplus	1,782	1,782	1,782	
	<b>\$ 18,502</b>	<b>\$ 17,056</b>	<b>\$ (1,446)</b>	
<b>Expenditures</b>				
Personnel Costs	3,898	4,056	158	
Operating	7,441	6,203	(1,238)	
Contribution to Reserve	6,313	5,947	(366)	
Tsfr Other Functions	850	850	-	
	<b>\$ 18,502</b>	<b>\$ 17,056</b>	<b>\$ (1,446)</b>	