



Regional District of Central Kootenay
WATER SERVICES COMMITTEE
Open Meeting Addenda

Date: Wednesday, December 4, 2024
Time: 9:00 am
Location: Hybrid Model - In-person and Remote

Directors will have the opportunity to participate in the meeting electronically. Proceedings are open to the public.

Pages

1. ZOOM REMOTE MEETING INFO

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Meeting Time:

9:00 am PST

10:00 am MST

Join by Video:

<https://rdck-bc-ca.zoom.us/j/99933833432?pwd=0qkOmfaBvaAjvgurpORab9PLhEQfQv.1&from=addon>

Join by Phone:

- +1 778 907 2071 Canada
- 833 958 1164 Canada Toll-free

Meeting ID: 999 3383 3432

Passcode: 711410

In-Person Location: RDCK Board Room, 202 Lakeside Drive, Nelson, BC

2. CALL TO ORDER & WELCOME

Chair Newell to call the meeting to order at _____ a.m.

2.1 TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

2.2 ADOPTION OF THE AGENDA

RECOMMENDATION:

The agenda for the December 4, 2024 Water Services Committee meeting be adopted as circulated.

2.3 RECEIPT OF MINUTES

5 - 9

The October 23, 2024 Water Services Committee minutes, have been received.

**3. STATUTORY RIGHTS OF WAY - CHALLENGES REPORT
[All Areas]**

10 - 15

The November 22, 2024 Committee Report from Chris Gainham, Utility Services Manager providing an update and highlighting challenges that the Utility Services department has in securing Statutory Rights of Way (SRWs) for utility infrastructure, has been received.

**4. SERVICE AREA BYLAW AMENDMENT, NORTH SANCA
[Area A]**

16 - 24

The November 22, 2024 Committee Report from Chris Gainham, Utility Services Manager regarding the North Sanca Service Area Bylaw Amendment, has been received.

NOTE: Attachment A will be added to the addenda.

RECOMMENDATION:

That Sanca Park Water Supply and Distribution System Specified Area Amendment Bylaw No. 2665, 2019 be read a THIRD time by content.

**5. PARCEL TAX BYLAW AMENDMENTS AND SERVICE ESTABLISHMENT BYLAW
AMENDMENTS
[Area A, D, E, F, K]**

25 - 39

The November 22, 2024 Board Report from Eileen Senyk, Water Services Liaison regarding Parcel Tax Bylaws for water systems in Balfour, Duhamel Creek, Burton and Woodbury Village and, additionally, an amendment to a Frontage Bylaw Tax bylaw is requested for Riondel, has been received for information.

NOTE: Staff report will be added to the addenda.

**6. WATER OPERATIONS AND CAPITAL PROJECT UPDATE
[All Areas]**

40 - 46

The November 22, 2024 Committee Report from Alexandra Divlakovski, Water Operations Manager providing an update on the larger maintenance and capital projects completed to date in 2024, has been received.

7. **2025 DRAFT 5-YEAR CAPITAL PLAN** 47 - 48
The 2025 Draft 5-Year Capital Plan has been received.

8. **WATER WEST OPERATIONS STAFF CHANGE** 49 - 52
[Area D, E, F, G, H, J, K]

The November 25, 2024 Committee Report from Alexandra Divlakovski, Water Operations Manager outlining the additional FTE required for the proposed Water West operations staff changes/increase to accommodate a permanent certified water/wastewater operator position, has been received.

RECOMMENDATION:

That the Water Services Committee recommend to the Board to increase Water West Operations staffing FTE from 3.28 to 3.44 by the addition of one (1) full-time Level 1 Operator position, and the reduction of two (2) existing Level 2 Operator positions to 0.72 FTE and the elimination of the seasonal operator position.

9. **STAFF VERBAL REPORTS**

9.1 **Creston Alternative Water Supply Study Project Update**

Chris Gainham, Utility Services Manager will provide a verbal update on the Creston Alternative Water Supply Study Project.

9.2 **Septage Strategy - Slow Transition to Utilities**

Uli Wolf, General Manager of Environmental Services will provide a verbal report on the Septage Strategy - Slow Transition to Utilities.

9.3 **Provincial Medical Health Officer Meeting**

Uli Wolf, General Manager of Environmental Services will provide a verbal report on the Provincial Medical Health Officer meeting based on their demand for filtration in Balfour.

10. **2025 COMMITTEE MEETING SCHEDULE**

The 2025 Water Services Committee meeting schedule is proposed as follows:

- February 12, 2025
- April 2, 2025
- June 4, 2025
- August 6, 2025
- October 1, 2025
- December 3, 2025

11. **PUBLIC TIME**

The Chair will call for questions from the public and members of the media at _____ a.m.

12. ADJOURNMENT

RECOMMENDATION:

The Water Services Committee meeting adjourn at _____ a.m.



WATER SERVICES COMMITTEE Open Meeting **MINUTES**

A Water Services Committee meeting was held on Wednesday, October 23, 2024 at 1:00 p.m. PST through a hybrid meeting model.

Quorum was maintained throughout the meeting.

ELECTED OFFICIALS PRESENT:	Director G. Jackman	Area A	
	Director R. Tierney	Area B	
	Director K. Vandenberghe	Area C	
	Director A. Watson	Area D (Interim Chair)	
	Director C. Graham	Area E	In-Person
	Director H. Cunningham	Area G	
	Director W. Popoff	Area H	
	Director H. Hanegraaf	Area J	
	Director T. Weatherhead	Area K	
	Councillor D. Dumas	Town of Creston	
ELECTED OFFICIALS ABSENT:	Director T. Newell	Area F (2024 Committee Chair)	
STAFF PRESENT:	U. Wolf	GM – Environmental Services	In-Person
	C. Gainham	Utility Services Manager	In-Person
	A. Divlakovski	Water Operations Manager	In-Person
	E. Clark	Meeting Coordinator	In-Person

1. ZOOM REMOTE MEETING INFO

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Meeting Time:
1:00 p.m.

Join by Video:
<https://rdck-bc-ca.zoom.us/j/93253102569?pwd=Z2RH0H0aaKsanVJ0C3dEWws0OscJzu.1&from=addon>

Join by Phone:

- +1 778 907 2071 Canada
- 833 958 1164 Canada Toll-free

Meeting ID: 932 5310 2569

Passcode: 986419

In-Person Location: RDCK Board Room, 202 Lakeside Drive, Nelson, BC

2. CALL TO ORDER & WELCOME

General Manager Wolf assumed the Chair and called the meeting to order at 1:00 p.m.

3. ELECTION OF INTERIM CHAIR

Committee to elect an Interim Chair for the October 23, 2024 Water Services Committee Meeting.

3.1 Call for Nominations (3 Times)

Director Popoff nominated Director Watson.

Director Watson nominated Director Graham.

Director Graham nominated Director Watson.

3.2 Opportunity for Candidates to Address the Committee

No address.

3.3 Vote by Secret Ballot

No votes.

3.4 Declaration of Elected or Acclaimed Interim Chair

General Manager Wolf declared Director Watson acclaimed Interim Chair for the October 23, 2024 Water Services Committee meeting.

3.5 Destroy Ballots

No ballots.

4. COMMENCEMENT OF THE REGULAR COMMITTEE MEETING

The Water Services Committee Interim Chair assumes the Chair.

4.1 Traditional Lands Acknowledgement Statement

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

4.2 Adoption of the Agenda

Moved and seconded,

And resolved that:

The Agenda for the October 23, 2024 Water Services Committee meeting be adopted as circulated.

Carried

4.3 Receipt of Minutes

The August 7, 2024 Water Services Committee minutes, have been received.

5. SANCA NORTH PROPERTIES SERVICE ESTABLISHMENT BYLAW UPDATE

The October 10, 2024 Committee Report from Eileen Senyk, Water Services Liaison providing an update on the North Sanca Service Area Amendment, has been received.

Direction to Staff - to reach out to provincial counterparts for clarification on whether a service establishment bylaw can be amended to adjust the service area boundary, allowing for the removal of parcels from a water service if those parcels do not currently have an alternative water service connection.

6. PARCEL TAX AND SERVICES ESTABLISHMENT BYLAW AMENDMENTS

The October 10, 2024 Committee Report from Eileen Senyk, Water Services Liaison proposing amendments to Parcel/Frontage Tax Bylaws and Services Establishment Bylaws, has been received.

Moved and seconded,

And resolved that it be **recommended** to the Board:

That the Board direct staff to prepare amendments to the Parcel/Frontage Tax Bylaws for Balfour, Duhamel, Riondel, Sanca and Woodbury Village, and the Service Establishment Bylaws for Duhamel, Burton, Woodbury Village, Sanca and South Slokan to build system-specific capital reserve funds for system renewal and replacement.

Carried

7. WATER SYSTEM ADVISORIES

The September 25, 2024 Committee Report from Nathalie Nick, Environmental Coordinator for Utility Services summarizing the water advisories issued from May 1, 2024 to August 31, 2024 for water systems operated by the RDCK, has been received.

8. WATER OPERATIONS AND CAPITAL PROJECT UPDATE

The October 17, 2024 Committee Report from Alexandra Divlakovski, Water Operations Manager, providing an update on the larger maintenance and capital projects completed to date in 2024, has been received.

9. STAFF VERBAL REPORTS

Chris Gainham, Utility Services Manager will provide verbal reports on the following items:

- Water and Wastewater Systems Acquisition Policy
- Creston Valley Alternate Water Supply Feasibility Study and Upcoming Stakeholder Information Session

10. WATER SYSTEM COMMUNITY ADVISORY COMMITTEES

10.1 Riondel Water & Drainage Services Community Advisory Committee

The September 13, 2024 Riondel Water & Drainage Services Community Advisory Committee meeting notes, have been received.

11. PUBLIC TIME

The Chair called for questions from the public and members of the media at 2:13 p.m.

12. IN CAMERA

12.1 Meeting Closed to the Public

The Open meeting will be adjourned after In-Camera without reconvening back into the open session unless there is business that needs to be addressed.

Moved and Seconded,
And Resolved:

In the opinion of the Board and, in accordance with Section 90 of the Community Charter the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting; AND FURTHER, in accordance with Section 90 of the Community Charter, the meeting is to be closed on the basis identified in the following Subsections:

90 (1)A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

12.2 Recess of Open Meeting

Moved and Seconded,
And Resolved:

The Open meeting be recessed at 2:14 p.m. in order to conduct the *In Camera* meeting.

Carried

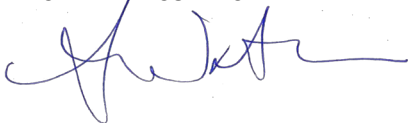
13. ADJOURNMENT

Moved and Seconded,
And Resolved:

The October 23, 2024 Water Services Committee meeting adjourned at 2:33 p.m.

Carried

CERTIFIED CORRECT



Director A. Watson
Interim Water Services Committee Chair
October 23, 2024

BOARD RECOMMENDATIONS AS ADOPTED AT THE OCTOBER 23, 2024 WATER SERVICES COMMITTEE MEETING

RECOMMENDATION #1

That the Board direct staff to prepare amendments to the Parcel/Frontage Tax Bylaws for Balfour, Duhamel, Riondel, Sanca and Woodbury Village, and the Service Establishment Bylaws for Duhamel, Burton, Woodbury Village, Sanca and South Slokan to build system-specific capital reserve funds for system renewal and replacement.



Committee Report

Date of Report: November 22, 2024
Date & Type of Meeting: December 4, 2024 - Water Services Committee
Author: Chris Gainham, Utility Services Manager
Subject: Statutory Right of Ways – Challenges – Information Report
File: 5700/11/
Electoral Area: ALL AREAS

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide an update to the Committee and highlight challenges that the Utility Services department has in securing Statutory Rights of Way (SRWs) for utility infrastructure. This report is for information only.

SECTION 2: BACKGROUND/ANALYSIS

Securing Statutory Rights of Way (SRWs) for utility infrastructure is a persistent challenge for local governments, including the RDCK. The difficulties often stem from a combination of landowner issues, legal complexities, and regulatory hurdles. In the RDCK, many water systems have infrastructure located on private properties without formalized SRWs registered when the infrastructure was initially built - often occurring decades ago. The absence of SRWs can hinder the ability to operate, maintain and upgrade critical utility infrastructure, often requiring significant staff, legal, and financial resources to resolve. Addressing these challenges is essential for the continued operation of these services.

The current mechanisms available to local governments seeking to secure SRWs for historic and new infrastructure are provided by Section 218 of the Land Title Act, which allows municipalities to register SRWs with landowner consent. When leveraging Section 218 proves ineffective, local governments may also leverage the expropriation powers provided in the Community Charter. Unfortunately, neither of these options provide local governments a way of securing SRWs in a particularly cost-effective or efficient manner.

The Union of BC Municipalities has specifically highlighted this issue in their 2019 UBCM Resolution B165 Outstanding Statutory Rights of Way (City of Delta) and 2022 Resolution EB61: Assistance to Private and Public Utilities Providers with Historical Unregistered Rights of Way (City of Nelson). Both resolutions called for provincial action to create legislation that would enable public and private utilities to retroactively register SRWs in an expeditious and cost-effective manner. The provincial response to these resolutions has acknowledged the problem and has stated that when historical infrastructure is discovered on Crown land, it remedies the situation by registering a SRW. However, for non-Crown land, the Province is not inclined to impose further enabling legislation but rather continues to encourage local governments to negotiate with the private landowners and use the existing Expropriation Act if negotiations fail.

Historical Unregistered Rights of Way

In many parts of the RDCK, including water systems such as Lister and Erickson, significant portions of water infrastructure was historically installed on private property without SRW agreements registered on the land title at the time of installation. The absence of SRWs complicates efforts to maintain, upgrade, or expand infrastructure. It also poses risks for both RDCK and landowners when legal access is required. New infrastructure works (E.g. water meters, meter pits, water mains) cannot be constructed on private property without a SRW agreement registered on the property title.

Regulatory Challenges

Road rights-of-way in agricultural areas are often narrow, resulting in insufficient space for water system infrastructure, which then needs to be located on private land. Several regulatory hurdles exist, particularly when infrastructure passes through Agricultural Land Reserve (ALR) areas. In these cases, additional steps are required, as-per the Agricultural Land Reserve General Regulation. Requirements typically include filing a "Transportation, Utility, or Recreational Trail Uses Within the ALR" application with the Agricultural Land Commission (ALC), complete with a \$1,500 application fee, notifying affected landowners (both during the application stage and again at the approval stage), addressing any utility routing, site preparation, construction and/or reclamation conditions that are imposed on the works, which may carry additional costs, and registering a 'Notice of Statutory Right of Way' with the ALC.

Subdivision does provide an opportunity for the Ministry of Transportation and Infrastructure to secure additional road allowance where the existing corridor has inadequate space for utilities or maintenance/snow clearing, however in Lister and Erickson there has not been much subdivision due to the high percentage of Agricultural Land Reserve, and this opportunity is rarely available. These regulatory constraints slow down the process of securing SRWs and add to the cost and time required for legal and survey work. Plans are often used to formally delineate the boundaries of a SRW and restrict it to the area shown on the plan. Often, these plans are legal survey plans to establish the precise location of the infrastructure, define boundaries if they are uncertain and to provide a legal description of the SRW area for registration. Obtaining a legal survey can add cost and time to this process.

Negotiations with Indigenous communities may be necessary, particularly when infrastructure crosses traditional or treaty lands and requires Indigenous land rights and First Nations' involvement when securing these SRWs.

Land Challenges

Obtaining Statutory Rights of Way (SRWs) involves engaging with landowners to secure the necessary agreements. While many landowners have been cooperative and recognize the mutual benefits, the process can sometimes present challenges. Over the past year, several landowners have successfully entered into SRW agreements, demonstrating a collaborative spirit. However, certain factors can make the process more complex.

One common consideration is ensuring landowners fully understand the purpose and benefits of an SRW agreement. The legal terminology and detailed content of these documents can sometimes seem complex, and efforts are made to explain them in straightforward terms, including a plain-language letter from RDCK staff that accompanies SRW documents packages from lawyers and provides some context and a contact information to

connect with Water Services staff. Additionally, technology access can occasionally pose a barrier, as not all landowners are comfortable with email communication or have regular access to computers or smartphones.

There are also logistical challenges in some cases. For example, some landowners may reside out of the region, or even out of the province or country, which can make coordination more complex. Others may face mobility limitations that make visiting a notary's office more difficult. In such instances, staff strive to find solutions that accommodate these needs as much as possible.

In a few cases, landowners may seek compensation or wish to negotiate specific terms before agreeing to an SRW. These situations are handled carefully to balance the needs of the landowner with the importance of ensuring the infrastructure remains accessible and protected.

By being mindful of these factors, we can continue to work effectively with landowners to secure SRWs, ensuring that both the interests of the community and the landowners are respected.

Summary

While the process of securing SRWs is resource-intensive and sometimes fraught with legal and landowner challenges, it remains essential for the long-term sustainability of utility infrastructure in the RDCK. Ongoing efforts to resolve these challenges through negotiation, legal avenues, and advocacy at the provincial level are critical. Some of the steps currently taken by staff to address issues with SRWs include continued negotiations with landowners to secure SRWs wherever possible, offering clear communication and addressing misunderstandings about documents and, for legal questions, encouraging landowners to seek professional legal advice. When landowners are engaged, staff include a letter that outlines the reasons for seeking a SRW, a brief explanation of the process and guidance on signature witnessing by a lawyer or notary with confirmation that these costs are reimbursed by the RDCK.

As a go forward strategy Utility Services staff will continue to inform and engage landowners on the necessity of SRWs for utility maintenance and to work to alleviate landowner fears or misunderstanding related to the SWR process.

The RDCK should continue working with UBCM to advocate to the provincial government for more legislative tools to facilitate the registration of SRWs, including a framework for expediting unresolved historical cases.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Financial Plan Amendment:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Debt Bylaw Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Public/Gov't Approvals Required:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

The cost of securing an SRW typically includes:

- Legal fees: \$500-\$700 per property for legal preparation of registration documents.
- Notary costs: An additional \$200 for notarizing agreements. The Erickson Metering Project, for instance, has 17 properties awaiting SROW registration, with several agreements completed earlier this year.

For new projects where securing SRWs is known or anticipated, staff include these estimated costs within a project budget.

The costs associated with land survey, if required, will be project specific but can be significant – adding cost and time to the process.

A review of RDCK Utility Services staff time dedicated to SRW work is included in section 3.7 of this report.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

Section 218 of the Land Title Act governs SRW registration with landowner consent. Under Section 218 of the Land Title Act, local governments can register SRWs on private property for infrastructure such as water, sewer, or other utility services. However, landowner consent is required before the SRW can be legally registered and this process often includes negotiation with the private landowner and may include requests for financial compensation or agreements on property use by the landowner. Once consent is obtained, the SRW is registered in the Land Title Office. This creates a permanent, legally binding record that grants the municipality the right to access, operate, and maintain utilities on that portion of private land. Registering a SRW ensures that the local government has the legal authority to access the property to perform maintenance, repairs, upgrades to and replacement of the infrastructure. It also protects the long-term interest of the local government if the land changes ownership.

Without landowner consent, which is never guaranteed, the RDCK cannot proceed with the registration under this section. In this case, the RDCK can resort to its expropriation powers under the Community Charter. Expropriation allows the municipality to legally obtain land or rights to land (such as SRWs) without the landowner's consent, but it involves a formal process and compensation.

RDCK Water Bylaw No. 2894 (2023) contains a number of provisions that relate to SRWs, specifically it requires:

- That all new water system infrastructure be located in road right of ways or parcels titled to the Regional District and the location of new water system infrastructure in easements or SRWs may only be permitted under special circumstance with Manager approval.
- Existing water mains and service connections that cross private property to service another property shall be relocated in road right of ways or parcels titled to the Regional District during new development, redevelopment or property line boundary adjustments, unless otherwise approved by the Manager, and a Statutory Right of Way or Easement Agreement is provided for existing water mains and service connections.
- Water connections that pass through private property and service any other private property without looping back to RDCK water main, and without SRW, shall be considered an Owner Water Connection

The 2024 RDCK Water and Wastewater Acquisition Policy requires that, before the final transfer of a water system to a RDCK service, all SRWs must be either transferred or established in favor of the RDCK.

3.3 Environmental Considerations

Ease of access via registered SRWs facilitates the operation, maintenance and construction of critical water utility infrastructure, helping to ensure that systems operate as intended and reduces the risk of environmental issues resulting from breaks or other failures.

3.4 Social Considerations:

Securing SRWs enhances public safety by providing access to critical water and other infrastructure, which are essential for the health of communities. The current approach to communicating and engaging with landowners also considers the needs of vulnerable populations, such as elderly landowners or those with limited mobility, who may face greater challenges in navigating legal processes or understanding the implications of SRWs.

3.5 Economic Considerations:

A source of safe and reliable water from a properly maintained system is essential to the sustainability of the RDCK water services and helps to support economic development through provision of utility services. Having SRW's that enable access for operations, maintenance and construction activities is critical to maintenance of these assets and provision of the service in a cost effective and efficient manner.

3.6 Communication Considerations:

The importance of securing SRWs for utility infrastructure will continue to be discussed at Commissions and Community Advisory Committees. Staff will continue to refine communication with landowners, including wording and content included in written/letter correspondence with a goal of providing customer focused messaging regarding SRWs.

3.7 Staffing/Departmental Workplan Considerations:

A review of staff time dedicated to SRW-related tasks in 2024 (up to early November) was conducted, incorporating an analysis of time and task tracking within the department. While this exercise may not fully account for all the time spent on SRW-related activities, it indicates that Utility Services staff devoted approximately 125 hours to this work. Although some of this time is planned and accounted for within the annual workplan and project-specific resource allocations (such as the Erickson Metering Project), a significant portion of the work has been unplanned and reactive in nature. Management will continue to assess available information, and this will be used to assess staffing and resource needs as part of annual budgeting.

3.8 Board Strategic Plan/Priorities Considerations:

Organizational Excellence – Provision of utility services is a core service provided by the RDCK and the information contained in this report addresses a number of objectives related to this strategic priority including prioritizing robust communication with residents and the effective and efficient delivery of services.

Having SRWs in place for RDCK infrastructure supports operations and maintenance, facilitates inspections, and enables renewal and replacement activities, ensuring that infrastructure performs as intended throughout its service life.

SECTION 4: OPTIONS & PROS / CONS

N/A

SECTION 5: RECOMMENDATIONS

This report is for information only at this time.

Respectfully submitted,



Chris Gainham – Utility Services Manager

CONCURRENCE

Stuart Horn – CAO

Uli Wolf – General Manager of Environmental Services - **APPROVED**



Committee Report

Date of Report: November 22, 2024
Date & Type of Meeting: December 4, 2024 Water Services Committee
Authors: Eileen Senyk, Water Services Liaison, and Chris Gainham, Utility Services Manager
Subject: Sanca Park Water Supply and Distribution System Service Area Bylaw Amendment, North Sanca
File: 5700/11/SAN/20
Electoral Area: A

SECTION 1: EXECUTIVE SUMMARY

This report recommends that Sanca Park Water Supply and Distribution System Specified Area Amendment Bylaw No. 2665, 2019 be read a THIRD time by content. Bylaw No. 2665 amends the service area, removing the two northernmost parcels from the service area. These parcels are 10917 and 10925 Highway 3A in Sanca BC, legally described as PID 016-372-514, Folio 786.04013.000, Parcel A, District Lot 913, Kootenay Land District, (REF PL 50803I) EXC PCL 1 (REF PL91334I); and PID 016-383-818, Folio 786.04014.000, PARCEL 1, District Lot 913, Kootenay Land District

For bylaws that require Inspector of Municipalities approval, the approval must come before adoption of the bylaw. Final adoption of this bylaw is dependent on approval from the Inspector and this report provides additional background information on this longstanding issue and presents updated guidance and a recommended course of action based on consultation with the province.

In the year 2019, Sanca Park Water Supply and Distribution System Specified Area Amendment Bylaw No. 2665, 2019 was given FIRST and SECOND reading. Third reading and adoption of this bylaw have been on hold for several years in order to give the owner of these properties time to explore an alternate water source.

Staff have recently received further clarification from the province regarding this matter. It has been confirmed that BC Reg 113/2007 (Regional Districts Establishing Bylaw Approval Exemption Regulation) does not apply to the proposed Bylaw 2665, 2019 because the owner of the subject properties has not submitted a petition requesting removal from the service area. As a result, and pursuant to Section 342(1) of the Local Government Act, approval from the Inspector of Municipalities is required after the Board gives the bylaw third reading and prior to proceeding with its adoption.

To pursue this option, additional supporting information must be submitted to the Inspector of Municipalities, including a Justification Report that explains and gives grounds for:

- The necessity of the bylaw amendment.
- How the removal of the properties serves the public interest.
- How the amendment aligns with the operational, financial, and health/safety objectives of the service area.

The Justification Report must provide the Inspector with sufficient information to evaluate the merits of the proposed amendment. It will include all relevant Committee/Board reports on this matter to date. Additionally, a Consultation Report documenting the chronology and record of communication with affected parties must also be submitted. This report recommends that the Board direct staff to prepare the necessary supporting information and seek approval from the Inspector of Municipalities for Sanca Park Water Supply and Distribution System Specified Area Amendment Bylaw No. 2665.

SECTION 2: BACKGROUND/ANALYSIS

At the October 23, 2024 Water Services Committee meeting, staff was directed to reach out to provincial counterparts for clarification on whether a service establishment bylaw can be amended to adjust the service area boundary, allowing for the removal of parcels from a water service if those parcels do not currently have an alternative water service connection.

Staff have communicated with a Program Analyst at the Governance and Structure Branch of the Ministry of Municipal Affairs. The comment provided by Ministry staff is as follows:

“The use of BC Reg 113/2007 (Regional Districts Establishing Bylaw Approval Exemption Regulation) to amend an establishing bylaw to add or remove parcels can only be used when:

- a) the owners of parcels to be added, parcels to be removed -- or both as the case may be -- submit a petition to the regional district to change the boundaries of the service area, and*
- b) at least 2/3 of the participants consent to the amendment.*

Given sufficient and valid petitions have not been received for the properties subject to removal, my understanding is Inspector approval of Bylaw 2665 would be required prior to adoption.”

For a bylaw that requires Inspector approval, the approval must come following third reading but before adoption of the bylaw. Regional District service establishment bylaws, and their amendment repeals, are reviewed by the Governance and Structure Branch (GSB) staff before being forwarded to the Inspector. GSB staff review the bylaws for consistency with provincial legislation but can't give legal advice. An establishing bylaw that requires Inspector approval has no effect unless, before its adoption, it receives said approval (s.342(1) Local Government Act).

When participants are being removed from a service, the Inspector will sometimes want to know the following:

- Have property owners being removed from the service been consulted? What did that consultation look like?
- Why are properties being removed (e.g., property owner request, RDCK initiative), and what are the details?
- What alternatives to the service provided by the RDCK are available to property owners?



Figure 1: Map of Subject Properties Highlighted in Blue

The legal descriptions of the subject properties are as follow:

PID	Legal Description
016-383-818	Parcel 1, District Lot 913, Reference Plan 91334I (786.04014.000)
016-372-514	Parcel A, District Lot 913, Reference Plan 50803I (786.04013.000)

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: Yes No Financial Plan Amendment: Yes No
 Debt Bylaw Required: Yes No Public/Gov't Approvals Required: Yes No

Currently, each property in the service area contributes to the system's reserve fund through an annual parcel tax contribution in the amount of \$495. Should mainline relocation construction be required to re-service these two parcels, the Sanca Water Service currently has \$\$103,583.97 in reserves that could be allocated to this work, but would likely also require additional funds from short-long term borrowing which would result in an increase to the current parcel tax.

Development or expansion in the Sanca water system is not possible while the water system remains under long term Boil Water Notice. It is hoped that enough water system reserves will be eventually accumulated in order to make a water treatment plant economically feasible. If spending is required to re-service 10917 and 10925 Highway 3A, then funding of a treatment might not be feasible for a very long time.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

BC Reg 113/2007 (Regional Districts Establishing Bylaw Approval Exemption Regulation) can not be used in this case as the property owner has not petitioned out of the water system. Seeking Inspector approval of the Sanca

Park Water Supply and Distribution System Specified Area Amendment Bylaw No. 2665 leveraging Section 342(1) of the Local Government Act is a logical option to pursue in this case.

3.3 Environmental Considerations

Source water comes from Sanca Creek - an untreated surface water source, and is therefore at risk of containing disease causing pathogens, and, as a result, operates under a long term Boil Water Notice (BWN) with lack of water user support for financing a treatment system.

Both of the subject properties are serviced via a watermain that runs through a privately owned parcel of land with no easement or statutory right of way. This private property, which is used as a recreational resort, is serviced by multiple sewer lines. Some of these sewer lines cross the watermain, which is reportedly in a very poor condition and at imminent threat of failure. These sewer lines are pressurized and have unknown, but likely insufficient, separation distance with the watermain, and therefore, create a potential added health risk to the entire system from cross-connection. Disconnection of these parcels from the system will reduce the health risk to the users of the system posed by the potential cross-connection due to inadequate separation distance from these septic lines.

3.4 Social Considerations:

A service area amendment removing the subject properties from the system requires the property owner to pursue and secure an alternate water source should the service area be amended.

3.5 Economic Considerations:

The current and previous owner(s) of the property have been paying into the service (taxation and user fees) for many years. The contribution to reserve funds from this property are therefore significant.

Due to topography, length of water line required, and not being permitted by the Province to cut asphalt, relocation of the water line to Highway 3A has been deemed not economically feasible for the Sanca water system which only has 28 water customer accounts.

Development or expansion in the Sanca water system is not possible while the water system remains under long term Boil Water Notice and the hope is that the build-up of adequate water system reserves would make a water treatment plant economically feasible for this system in the future. The feasibility of funding a future treatment system is less likely if spending is must be dedicated to re-service 10917 and 10925 Highway 3A.

3.6 Communication Considerations:

Staff had not had any communication with the owner of these properties until recently. Several attempts to communicate were made over the past three years. Recently the owner reached out to provide information. We now understand that the owner wants to continue using water from the Sanca Water Service and has not pursued an alternative water source.

3.7 Staffing/Departmental Workplan Considerations:

Workplan considerations will be made as a new course of action is determined.

3.8 Board Strategic Plan/Priorities Considerations:

Removal of the subject properties from the Sanca Water Service Area aligns with the Board's strategic priority to manage assets and service delivery in a fiscally responsible manner. Without a petition to the RDCK from the affected owner of the properties in support of the removal and change of the boundaries of the service area, the logical course of action is to address the requirements of Section 342(1) of the Local Government Act, and seek

approval from the Inspector of Municipalities. If approval is granted, the Board can then proceed with adoption of Bylaw 2665. Provincial approval following this legislative pathway is likely still contingent on ensuring that the property has an alternative water supply, and this will likely entail providing the owner with financial and administrative support to secure this alternative source of water.

SECTION 4: OPTIONS & PROS / CONS

Option 1. That Sanca Park Water Supply and Distribution System Specified Area Amendment Bylaw No. 2665, 2019 be read a THIRD time by content.

Advantages:

- Following a THIRD reading, it is recommended that the Board direct staff to prepare and submit a package to the Inspector of Municipalities for review and consideration, complete with: 1) Sanca Park Water Supply and Distribution System Specified Area Amendment Bylaw No. 2665, 2019; 2) Justification Report; 3) Consultation Report. If approved, the bylaw could proceed to adoption by the Board.
- If approval is granted, the parcels can be disconnected from the system thereby reducing the health risk posed to all users of the system from this potential cross-connection.

Disadvantages:

- Approval of Sanca Park Water Supply and Distribution System Specified Area Amendment Bylaw No. 2665 by the Inspector of Municipalities is not guaranteed.

Option 2. That staff be directed to take no further action regarding Sanca Park Water Supply and Distribution System Specified Area Amendment Bylaw No. 2665, 2019.

Advantages:

- None

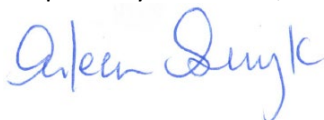
Disadvantages:

- If these two parcels cannot be removed from the service area the water line will have to be replaced/rerouted at significant cost

SECTION 5: RECOMMENDATIONS

Option 1. That Sanca Park Water Supply and Distribution System Specified Area Amendment Bylaw No. 2665, 2019 be read a THIRD time by content.

Respectfully submitted,



Eileen Senyk
Water Services Liaison



Chris Gainham
Manager of Utility Services

CONCURRENCE

General Manager, Environmental Services- Uli Wolf – **APPROVED**

Stuart Horn – Chief Administrative Officer

ATTACHMENTS:

Attachment A - Sanca Park Water Supply and Distribution System Specified Area Amendment Bylaw No. 2665, 2019

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2665

A Bylaw to amend Bylaw No. 268, being the "Sanca Park Water Supply and Distributions System Specified Area Establishment Bylaw No. 268, 1979"

WHEREAS a service has been established by the Regional District of Central Kootenay by Bylaw No. 268, being the "Sanca Park Water Supply and Distributions System Specified Area Establishment Bylaw No. 268, 1979";

AND WHEREAS the Board of the Regional District of Central Kootenay deems it expedient to further amend Bylaw No. 268 to exclude two properties from the service area boundaries;

AND WHEREAS pursuant to the Local Government Act, consent on behalf of the electoral area electors has been received;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

1 The "Sanca Park Water Supply and Distribution System Specified Area Establishment Bylaw No. 268, 1979", is hereby amended as follows:

(1) By reduce the service area boundaries to exclude the following properties:

PID: 016-383-818
Legal: Parcel 1, DL 913, Reference Plan 91334I, Kootenay Land District

PID: 016-372-514
Legal: Parcel A, DL 913, Reference Plan 50803I (excluding Parcel 1, Reference Plan 91334I), Kootenay Land District

as shown on Schedule 'A' attached hereto and forming part of this bylaw.

2 This Bylaw may be cited as "Sanca Park Water Supply and Distribution System Specified Area Amendment Bylaw No. 2665, 2019."

READ A FIRST TIME this 21st day of March, 2019.

READ A SECOND TIME this 21st day of March, 2019.

READ A THIRD TIME this day of

I hereby certify that this is a true and correct copy of the **“Sanca Park Water Supply and Distribution System Specified Area Amendment Bylaw No, 2665, 2019”** as read a third time by the Regional District of Central Kootenay Board on the _____ day of _____, 2024.

Mike Morrison, Corporate Officer

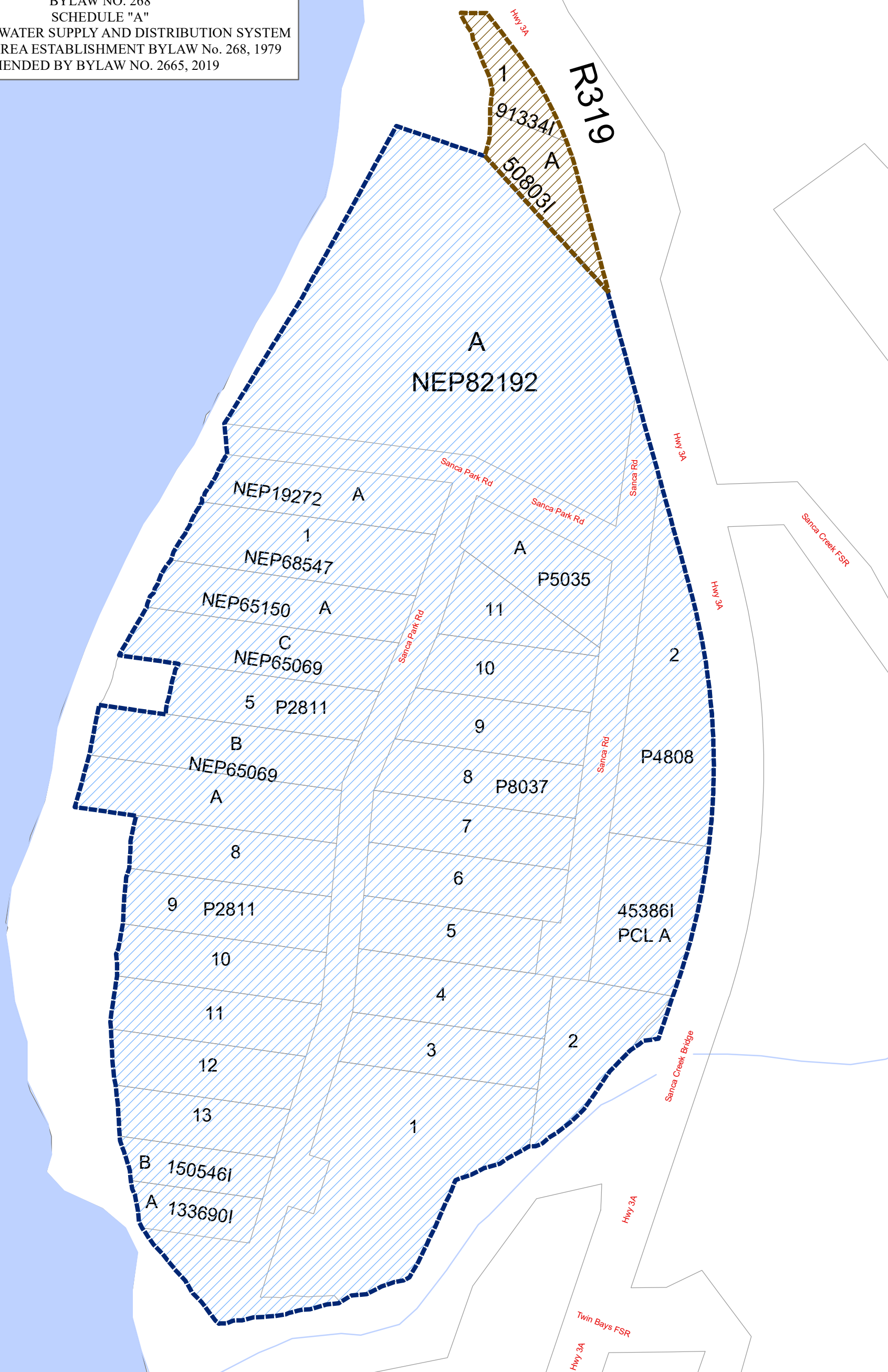
CONSENTED to on behalf of the Electors in the Sanca Park Specified Area in accordance with the *Local Government Act*.

ADOPTED this _____ day of _____, 2024.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

REGIONAL DISTRICT OF CENTRAL KOOTENAY
 BYLAW NO. 268
 SCHEDULE "A"
 SANCA PARK WATER SUPPLY AND DISTRIBUTION SYSTEM
 SPECIFIED AREA ESTABLISHMENT BYLAW No. 268, 1979
 AS AMENDED BY BYLAW NO. 2665, 2019





REGIONAL DISTRICT OF CENTRAL KOOTENAY

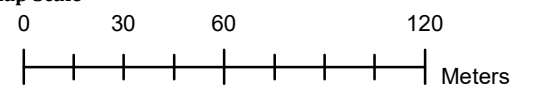
The mapping information shown are approximate representations and should only be used for reference purposes. The Regional District of Central Kootenay is not responsible for any errors or omissions on this map.

Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4
 Phone: (250) 352-6665 Toll-Free 1-800-268-7325 (BC)
 Fax: (250) 352-9300 Internet: www.rdck.bc.ca

SCHEDULE A - 2665

-  Removed - Properties
-  Amended - Service Area

Map Scale



Map Projection: UTM Zone 11 Map Datum: NAD83
 Date Plotted: Tuesday, March 5, 2019

Data Sources

The following sources of data are updated as changes occur:
 Cadastral Lot - Surveyed lots/parcels of land;
 Sources: Crown Land Registry Services and RDCK
 District Lot: Source: Crown Land Registry Services, Integrated Cadastral Initiative (ICI) and RDCK
 TRIM Data - Planimetry, Unsurveyed Roads, Contours: Source: Ministry of Water,
 Land & Air Protection ALR - Agricultural Land Reserve; Source: BC Land Reserve Commission
 Zoning - Rural Land Use, Land Use, Zoning Bylaws, where bylaws are in place; Source: RDCK
 Roads - Road centerline compiled 2003; Source: RDCK



Board Report

Date of Report: 11, 22, 2024
Date & Type of Meeting: 12, 12, 2024, Regular Open Board
Author: Eileen Senyk, Water Services Liaison
Subject: Parcel Tax Bylaw Amendments and Service Establishment Bylaw Amendments
File: 11-5700-20-47
Electoral Area/Municipality: Electoral Areas A, D, E, F, K

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to seek Board approval to amend Parcel Tax Bylaws for water systems in Balfour (Area E), Duhamel Creek (Area F), Burton (Area K), and Woodbury Village (Area D) and, additionally, an amendment to a Frontage Bylaw Tax bylaw is requested for Riondel (Area A).

Service Establishment Bylaw amendments are also requested for all of the above listed water distribution services in order to support parcel tax changes.

SECTION 2: BACKGROUND/ANALYSIS

The majority of RDCK water services utilize a parcel tax to recover an annual contribution for system asset renewal. In some cases a frontage tax is used for the same purpose. In general, parcel or frontage tax contributions are used to build system-specific capital reserve funds that the RDCK will draw from when a water system requires upgrade or replacement.

Asset Managements Plans (AMP) have been developed for the infrastructure in all 18 RDCK water systems. Infrastructure includes pipes, pumps, hydrants, equipment, buildings, water treatment facilities and SCADA systems. The AMPs summarize the infrastructure and identify the Annual Cost of Sustainable Ownership (ACSO) for the water system, and present a funding scenario for long-term sustainable renewal of the system. The Annual Cost of Sustainable Ownership (ACSO) is the average annual cost of replacing infrastructure over a long time period (in our asset management models we typically leverage 25 and 100 year periods). As presented here, ACSO is given in today's dollars and therefore does not consider inflation. ACSO therefore increases over time and should be recalculated periodically. The ASCO 25-year horizon highlights immediate and medium-term financial obligations, providing insight into the affordability of near-term priorities while the ACSO 100-year horizon captures multiple renewal cycles, emphasizing intergenerational equity, the sustainability of funding, and the avoidance of deferred maintenance. ACSO provides a framework for financial planning, enabling RDCK water staff to balance short-term costs with long-term infrastructure sustainability.

Each AMP provides a financial model and associated asset replacement schedule. Each piece of infrastructure (asset) is itemized along with their specific Estimated Service Life (ESL). In doing so, the replacement timeframe

for each asset can be accounted for separately. This approach enables a risk-based approach to determining replacement time frames.

Based on the AMPs, staff have determined that, for several systems, insufficient contributions to reserves for required future capital upgrades are being made. In order to better plan and prepare for the future, increases in some parcel tax levies are required, with the proposed requisition amount increases directly tied to the findings found in each respective AMP.

At this time, staff are recommending that four proposed parcel tax bylaws and one frontage tax bylaw be amended and further, that the Balfour, Duhamel, Burton, Riondel and Woodbury Village Service Area Establishment Bylaws be amended to increase the permitted annual requisition amount. Upon approval of the amendments to the service area establishment bylaws, parcel tax amendment bylaws for Balfour, Duhamel, Burton and Woodbury Village Parcel Tax bylaws, and Riondel Frontage Tax bylaw will be presented at the January, 2025 Board meeting for your consideration.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: Yes No Financial Plan Amendment: Yes No
 Debt Bylaw Required: Yes No Public/Gov't Approvals Required: Yes No

Table 1 summarizes the Annual Cost of Sustainable Ownership (ACSO) for the water systems considered in this report. It also presents current and proposed Annual Contributions for Asset Replacement (ACFAR) and associated current and proposed parcel and frontage tax amounts - ACFAR refers to the amount of funds allocated annually towards asset replacement spent on projects that year, put away into reserve; or used to service debt associated with past asset replacement projects.

Table 1 – Annual Cost of Sustainable Ownership (ACSO) and Annual Contributions to Asset Replacement

Water System	ACSO 100 year projection, not considering inflation or debt servicing	ACSO 25 year projection, not considering inflation or debt servicing	Annual Contribution for Asset Replacement (ACFAR) Current	Annual Contribution for Asset Replacement (ACFAR) Draft Proposed	Existing Maximum Parcel Tax or Frontage Tax	Proposed Maximum Parcel Tax or Frontage Tax
Balfour	\$241,459	\$125,172	\$183,000	\$228,750	\$369/parcel	\$505/parcel
Duhamel	\$68,251	\$89,086	\$30,000	\$37,500	\$265/parcel	\$390/parcel
Burton	\$112,109	\$149,445	\$45,000	\$56,250	\$633/parcel	\$815/parcel
Riondel	\$114,744	\$91,715	\$55,000	\$68,750	\$2.98/foot	\$3.72/foot
Woodbury	\$45,058	\$34,102	\$17,500	\$21,875	\$426/parcel	\$532.00/parcel

Taxation limits can generally only be increased a maximum of 25% every five years without public approval. The proposed taxation bylaw amendments identify potential maximum taxation limits considering the allowable 25%

increase. Actual annual taxation amounts are typically planned to be increased over time and require annual Board Financial Plan approvals.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

The proposed parcel tax increases which are directly tied to the findings of the Asset Management Plans will be included in the Financial Plan.

These amendments are consistent with the RDCK's Regional Water Management Plan, which recommends that the taxation component of each water system's annual cost recoveries are used to maintain an infrastructure renewal fund. In addition, this aligns with the legislative requirement that all water systems are completely self-sufficient and funded by the users of the service.

The Regional District Establishing Bylaw Approval Exemption Regulation defines when increases are allowed without public approval, and when increases require public approval.

3.3 Environmental Considerations

None anticipated.

3.4 Social Considerations:

While the proposed increases may create some hardship for individuals on a fixed income, qualified BC homeowners may enroll in the BC Property Tax Deferral Program. This low interest loan program helps owners pay their annual property taxes on their principal residence. Eligibility is possible via two different tax deferral programs; one for seniors or people with disabilities, and one for parents or stepparents that are financially supporting a child.

3.5 Economic Considerations:

A source of safe and reliable water from a properly maintained system is essential to the sustainability of the RDCK water services and is required in order to support and secure a stable environment for economic development in these communities.

3.6 Communication Considerations:

The requested amendments have been and will continue to be discussed at Commissions and Community Advisory Committees at annual budget meetings.

3.7 Staffing/Departmental Workplace Considerations:

Upon consent by the Electoral Area Director and approval of the Balfour, Duhamel, Burton, Riondel and Woodbury Village Service Establishment Amendment Bylaws, staff will bring forward the associated parcel/frontage tax bylaws for formal consideration and approval. This timeline is necessary in order to meet the Parcel Tax deadline.

3.8 Board Strategic Plan/Priorities Considerations:

This project is aligned with the Board's strategic priority to manage assets and service delivery in a fiscally responsible manner.

SECTION 4: OPTIONS & PROS / CONS

OPTIONS

1. That the Board amend the Service Establishment bylaws in Balfour, Duhamel, Burton, Riondel and Woodbury in support of future parcel/ frontage tax increases.

PROS: Increasing the parcel/frontage tax will enable the services to adequately build their reserve funds over time to fund ongoing long-term asset replacement and renewal.

CONS: Increased taxation to residents within the water systems.

2. That the Board direct staff to take no further action with respect to service establishment bylaw amendments and parcel/frontage tax bylaw amendments.

PROS: Taxation rates for current landowners are maintained.

CONS: Services will be unable to build sufficient reserves in preparation for future capital infrastructure upgrades and the cost and burden of failing water systems will be deferred to future generations.

SECTION 5: RECOMMENDATIONS

That Balfour Water Service Establishment Amendment Bylaw No. 2989, 2024 be read a FIRST, SECOND and THIRD time by content.

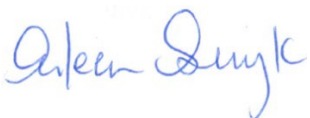
That Duhamel Water Service Establishment Amendment Bylaw No. 2991, 2024 be read a FIRST, SECOND and THIRD time by content.

That Burton Water Service Establishment Amendment Bylaw No. 2993, 2024 be read a FIRST, SECOND and THIRD time by content.

That Riondel Water Supply and Distribution System Local Service Establishment Amendment Bylaw No. 2995, 2024 be read a FIRST, SECOND and THIRD time by content.

That Woodbury Water Service Establishment Amendment Bylaw No. 3000, 2024 be read a FIRST, SECOND and THIRD time by content.

Respectfully submitted,



Eileen Senyk, Water Services Liaison

CONCURRENCE

Chief Administrative Officer – Stuart Horn

General Manager Environmental Services and Engineering – Uli Wolf - **APPROVED**

Manager Utility Services – Chris Gainham - **APPROVED**

ATTACHMENTS:

Attachment A – Draft Bylaws –

Balfour Water Service Establishment Amendment Bylaw No. 2989, 2024

Duhamel Water Service Establishment Amendment Bylaw No. 2991, 2024

Burton Water Service Establishment Amendment Bylaw No. 2993, 2024

Riondel Water Supply and Distribution System Local Service Establishment Amendment Bylaw No. 2995, 2024

Woodbury Water Service Establishment Amendment Bylaw No. 3000, 2024

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2989, 2024

A Bylaw to amend Balfour Water Service Establishment Bylaw No. 2142, 2010 for the purpose of increasing the requisition limit.

WHEREAS the regional district may, by bylaw, establish service under the provisions of the Local Government Act.

AND WHEREAS the Board of the Regional District of Central Kootenay established a service for the purpose of operating and maintaining a water system within Balfour by adopting the Balfour Water Service Establishment Bylaw No. 2142, 2010;

AND WHEREAS pursuant to the Regional District Establishment Bylaw Approval Exemption Regulation, a regional district may increase a maximum requisition in service establishment bylaws by 25% or less every five years without inspector approval;

AND WHEREAS consent has been received from the Director of Electoral Area E to increase the requisition limit of said service;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

- 1 Section 5 shall be deleted in its entirety and replaced with the following:
(5) The amount of money that can be requisitioned annually under the Local Government Act shall not exceed \$228,750 (two hundred twenty eight thousand seven hundred fifty).
2 This Bylaw may be cited as "Balfour Water Service Establishment Bylaw No. 2989, 2024."

READ A FIRST TIME this 12th day of December, 2024.

READ A SECOND TIME this 12th day of December, 2024.

READ A THIRD TIME this 12th day of December, 2024.

I hereby certify that this is a true and correct copy of the "Balfour Water Service Establishment Bylaw No. 2989, 2024" as read a third time by the Regional District of Central Kootenay Board on the day of , 20XX.

[Name of Corporate Officer], Corporate Officer

APPROVE by the Inspector of Municipalities on the day of , 2022.

ASSENT RECEIVED as per the *Local Government Act – consent on behalf of electoral participating area.*

ADOPTED this day of , 20XX.

[Name of Board Chair], Board Chair

[Name of Corporate Officer], Corporate Officer

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2991, 2024

A Bylaw to amend Duhamel Water Service Establishment Bylaw No. 805, 1990 for the purpose of increasing the requisition limit.

WHEREAS the regional district may, by bylaw, establish service under the provisions of the Local Government Act.

AND WHEREAS the Board of the Regional District of Central Kootenay established a service for the purpose of operating and maintaining a water system within Balfour by adopting the Duhamel Water Service Establishment Bylaw No. 805, 1990

AND WHEREAS pursuant to the Regional District Establishment Bylaw Approval Exemption Regulation, a regional district may increase a maximum requisition in service establishment bylaws by 25% or less every five years without inspector approval;

AND WHEREAS consent has been received from the Director of Electoral Area F to increase the requisition limit of said service;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

- 1 Section 2 shall be deleted in its entirety and replaced with the following:
(2) The amount of money that can be requisitioned annually under the Local Government Act shall not exceed \$37,500 (thirty seven thousand five hundred).
2 This Bylaw may be cited as "Duhamel Water Service Establishment Bylaw No. 2991, 2024."

READ A FIRST TIME this 12th day of December, 2024.

READ A SECOND TIME this 12th day of December, 2024.

READ A THIRD TIME this 12th day of December, 2024.

I hereby certify that this is a true and correct copy of the "Duhamel Water Service Establishment Bylaw No. 2991, 2024" as read a third time by the Regional District of Central Kootenay Board on the day of , 20XX.

[Name of Corporate Officer], Corporate Officer

APPROVE by the Inspector of Municipalities on the day of , 2022.

ASSENT RECEIVED as per the *Local Government Act – consent on behalf of electoral participating area.*

ADOPTED this day of , 20XX.

[Name of Board Chair], Board Chair

[Name of Corporate Officer], Corporate Officer

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2993, 2024

A Bylaw to amend **Burton Water Service Establishment Bylaw, No. 2143, 2010** for the purpose of increasing the requisition limit.

WHEREAS the regional district may, by bylaw, establish service under the provisions of the *Local Government Act*.

AND WHEREAS the Board of the Regional District of Central Kootenay established a service for the purpose of operating and maintaining a water system within Balfour by adopting the **Burton Water Service Establishment Bylaw, No. 2143, 2010**

AND WHEREAS pursuant to the **Regional District Establishment Bylaw Approval Exemption Regulation**, a regional district may increase a maximum requisition in service establishment bylaws by 25% or less every five years without inspector approval;

AND WHEREAS consent has been received from the Director of Electoral Area K to increase the requisition limit of said service;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

- 1 Section 5 shall be deleted in its entirety and replaced with the following:
 - (5) The amount of money that can be requisitioned annually under the Local Government Act shall not exceed \$56,250 (fifty six thousand two hundred fifty).
- 2 This Bylaw may be cited as **“Burton Water Service Establishment Bylaw No. 2993, 2024.”**

READ A FIRST TIME this 12th day of December, 2024.

READ A SECOND TIME this 12th day of December, 2024.

READ A THIRD TIME this 12th day of December, 2024.

I hereby certify that this is a true and correct copy of the **“Burton Water Service Establishment Bylaw No. 2993, 2024.”** as read a third time by the Regional District of Central Kootenay Board on the day of , 20XX.

[Name of Corporate Officer], Corporate Officer

APPROVE by the Inspector of Municipalities on the day of , 2022.

ASSENT RECEIVED as per the *Local Government Act – consent on behalf of electoral participating area.*

ADOPTED this day of , 20XX.

[Name of Board Chair], Board Chair

[Name of Corporate Officer], Corporate Officer

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2995, 2024

A Bylaw to amend Riondel Water Supply and Distribution System Local Service Establishment Bylaw No. 1201, 1996 for the purpose of increasing the requisition limit.

WHEREAS the regional district may, by bylaw, establish service under the provisions of the Local Government Act.

AND WHEREAS the Board of the Regional District of Central Kootenay established a service for the purpose of operating and maintaining a water system within Riondel by adopting the Riondel Water Supply and Distribution System Local Service Establishment Bylaw No. 1201, 1996.

AND WHEREAS pursuant to the Regional District Establishment Bylaw Approval Exemption Regulation, a regional district may increase a maximum requisition in service establishment bylaws by 25% or less every five years without inspector approval;

AND WHEREAS consent has been received from the Director of Electoral Area A to increase the requisition limit of said service;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

- 1 Section 4 shall be deleted in its entirety and replaced with the following:
(4) The amount of money that can be requisitioned annually under the Local Government Act shall not exceed \$68,750 (sixty eight thousand seven hundred fifty).
2 This Bylaw may be cited as "Riondel Water Supply and Distribution System Local Service Establishment Amendment Bylaw No. 2995, 2024."

READ A FIRST TIME this 12th day of December, 2024.

READ A SECOND TIME this 12th day of December, 2024.

READ A THIRD TIME this 12th day of December, 2024.

I hereby certify that this is a true and correct copy of the "[Bylaw Name] Bylaw No. XXXX, 20XX" as read a third time by the Regional District of Central Kootenay Board on the day of, 20XX.

[Name of Corporate Officer], Corporate Officer

APPROVE by the Inspector of Municipalities on the _____ day of _____, 2022.

ASSENT RECEIVED as per the *Local Government Act – consent on behalf of electoral participating area.*

ADOPTED this _____ day of _____, 20XX.

[Name of Board Chair], Board Chair

[Name of Corporate Officer], Corporate Officer

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 3000, 2024

A Bylaw to amend Woodbury Water Service Establishment Bylaw No. 2289, 2012 for the purpose of increasing the requisition limit.

WHEREAS the regional district may, by bylaw, establish service under the provisions of the Local Government Act.

AND WHEREAS the Board of the Regional District of Central Kootenay established a service for the purpose of operating and maintaining a water system within Woodbury by adopting the Woodbury Water Service Establishment Bylaw No. 2289, 2012

AND WHEREAS pursuant to the Regional District Establishment Bylaw Approval Exemption Regulation, a regional district may increase a maximum requisition in service establishment bylaws by 25% or less every five years without inspector approval;

AND WHEREAS consent has been received from the Director of Electoral Area D to increase the requisition limit of said service;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

- 1 Section 5 shall be deleted in its entirety and replaced with the following: (5) The amount of money that can be requisitioned annually under the Local Government Act shall not exceed \$21,875 (twenty one thousand eight hundred and seventy five).
2 This Bylaw may be cited as "Woodbury Water Service Establishment Bylaw No. 3000, 2024"

READ A FIRST TIME this 12th day of December, 2024.

READ A SECOND TIME this 12th day of December, 2024.

READ A THIRD TIME this 12th day of December, 2024.

I hereby certify that this is a true and correct copy of the "Woodbury Water Service Establishment Bylaw, 3000, 2024." as read a third time by the Regional District of Central Kootenay Board on the day of , 20XX.

[Name of Corporate Officer], Corporate Officer

APPROVE by the Inspector of Municipalities on the _____ day of _____, 2022.

ASSENT RECEIVED as per the *Local Government Act – consent on behalf of electoral participating area.*

ADOPTED this _____ day of _____, 20XX.

[Name of Board Chair], Board Chair

[Name of Corporate Officer], Corporate Officer



Committee Report

Date of Report: November 22, 2024
Date & Type of Meeting: December 4, 2024, Water Services Committee
Author: Alexandra Divlakovski, Water Operations Manager
Subject: OPERATIONS MAINTENANCE AND CAPITAL UPDATE
File: 11-5700-01-2024
Electoral Area/Municipality All Areas

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide an update to the Committee and highlight the larger maintenance and capital projects completed to date in 2024.

SECTION 2: BACKGROUND/ANALYSIS

This report does not necessarily include annual preventative maintenance. Examples of preventative maintenance include; equipment oil changes, distribution system flushing, distribution valve exercising, daily/weekly system checks, hydrant inspections, vegetation care and fleet management.

Abbreviations:

HMI – Human Machine Interface
MIT – Membrane Integrity Testing
PLC – Programmable Logic Controllers
SCADA – Supervisory Control And Data Acquisition
SRoW – Statutory Right-of-Way
WTP – Water Treatment Plant

WATER EAST

Arrow Creek

Operations and Maintenance

- Membrane Filter Trains 1, 2 & 4 are currently not passing MITs. Train 3 fibre repairs have been completed, it is back in production and passing MITs, Train 2 fibre repairs are almost completed.
- Identified a crack in the flange of the back pulse tank and have leakage at the PVC joints and out the stem of the valve on top of the tank due to the back pulse valve causing the header to shudder when the valve closes under high flow pressures (now under low flow conditions). Comfort Welding has installed extra bracing and containment of the header. Also getting various quotes on new PVC and stainless steel pipe, fittings and a new valve and a new Polyethylene tank if a complete replacement of all works is needed.
- Replaced out-of-date fire extinguishers and batteries in the door entry safety lights.
- Replaced leaking piping from the chlorine bulk tank pump to the chlorine day tank used for membrane clean.

- Annual furnace, heaters and roof air exchange units to be inspected and maintenance done by All Elements.

Capital

- New UV Reactors #1 and #2 have been commissioned, controls scaled and graphics updated in local SCADA. Both units are on line.

Ongoing Considerations

The Arrow Creek water treatment plant has historically reached maximum emergency rated capacity in high demand months (July-August).

Erickson

Operations and Maintenance

- Repaired or replaced several old gate service valves

Capital

- All 146 water meters, 146 Endpoints and the 15 - ¾"; 28 - 1"; 40 – 1.5" and 41 – 2" tandem meter pits required for the Phase 1 metering program have been received and are in storage, with 9 meter pits back ordered and not yet received. Also received 98% of the pit lids, lid frames, insulating pads, clips, extension rings.
- The SRoW's have been received from the 2 properties for the project for replacing line PN95 along Erickson Road. Awaiting consultants tender documents to proceed with RFP.

Ongoing Considerations

Asbestos cement and steel pipe sections of distribution system require replacement and/or relocation off private land.

Lister

Operations and Maintenance

- Reservoir and front gate were tagged with Graffiti, graffiti on lower section of reservoir was removed with cleaner and a pressure washer; front gate was re-painted.

Capital

- The hook up of power and automatic transfer switch to the generator and gas line from the propane tank to the generator has been completed. Commissioning tentatively scheduled for the first week in December.
- Construction on replacement of water main PN13 along Crestview Road has been completed.
- Replacement of 50mm water main PN27 at 14th St and Hagey Rd has been completed and a standpipe for flushing installed as well.
- Installation of new 15HP, 3 phase Variable Frequency Drive (VFD) well motor and pump.

Ongoing Considerations

No irrigation privileges beyond 1 acre of domestic irrigation is allowed in Lister due to the existing high water demand of the system as compared to what the groundwater well can produce.

Riondel

Operations and Maintenance

- Residential complaint of storm sewer grate being too high and run off going into driveway rather than the storm sewer, corrective actions were started by the local YRB crew to better direct water off road towards storm basin.
- Service line on Russel Ave leaking under the road, line replaced from main to curb stop.
- Yard Hydrant installed to replace the PVC standpipe at the outdoor rink to mitigate water hammer that caused a shattered line last winter.

Capital

- The hook up of power and automatic transfer switch to the generator and gas line from the propane tank to the generator has been completed. Commissioning tentatively scheduled for the first week in December.
- Reservoir isolation and drain valves replaced, also old metal and wood stave pipe replaced with new PVC.
- Post-reservoir flow meter installed.

Ongoing Considerations

The golf course is a large water consumer, and the system would benefit from the golf course securing a separate water source.

Sanca

Operations and Maintenance

- New Boil Water Notice sign for entrance to water system is installed.

Capital

- No capital projects completed in the reporting period.

Ongoing Considerations

This system remains on a long term Boil Water Notice. Proposed borrowing for a water treatment plant was presented to the community in 2016, however, it was not approved.

WATER WEST

Balfour

Operations and Maintenance

- Lake intake screen replaced by diving team, additional work required to secure intake line.

Capital

- No capital projects work completed in the reporting period.

Ongoing Considerations

Metering has reduced consumption and identified customer leakage that was repaired, leading to an overall conservation of approximately 25% from 2019 - 2021. There remains system leakage that requires location and repair work.

Burton

Operations and Maintenance

- Nothing significant in the reporting period.

Capital

- Preliminary design for 2025/2026 water main replacement presented.
- Well rehab completed, new pump installed.

Ongoing Considerations

The system is on a long term Water Quality Advisory due to historical water quality concerns. The groundwater source may be considered Groundwater at Risk of Containing Pathogens (GARP) virus only as it is within the 300m setback from a source of probable viral contamination. GARP virus only wells are identified as requiring 4-log reduction of viruses (disinfection) and zero total and fecal coliforms per Provincial treatment guidelines.

Duhamel

Operations and Maintenance

- Reservoir cleaned and inspected

Capital

- No capital projects work completed in the reporting period.

Ongoing Considerations

A significant portion of the distribution system is located on private land. Asbestos cement pipe within the distribution system requires replacement.

Edgewood

Operations and Maintenance

- Nothing significant for reporting period.

Capital

- Generator installed for back-up power, awaiting commissioning.

Ongoing Considerations

Old well abandonment or usage conversion to fire protection completed.

Fauquier

Operations and Maintenance

- Propane tank for backup generator replaced with new unit from new supplier

Capital

- Consultant selected for design work of remaining water main to be installed along Oak Street.

Ongoing Considerations

Asbestos cement pipe within the distribution system requires replacement. UV disinfection was required by Interior Health at the time of treatment plant construction but at a later date. Piloting required to assess potential UV transmittance improvement before a UV system can be chosen.

Grandview

Operations and Maintenance

- Major PVC header repair made in WTP, ongoing repairs may be necessary due to the poor design of the WTP

Capital

- No capital projects work completed in the reporting period.

Ongoing Considerations

A higher occupancy rate for this system would improve financial sustainability.

Rosebery

Operations and Maintenance

- Nothing significant in the reporting period.

Capital

- No capital projects work completed in the reporting period.

Ongoing Considerations

A higher occupancy rate for this system would improve financial sustainability.

South Slovan

Operations and Maintenance

- Service shut-off and temporary overland service provided to residence while private side leak repaired.

Capital

- No capital projects work completed in the reporting period.

Ongoing Considerations

The distribution system is comprised of aged materials, and likely has significant leakage.

Woodland Heights

Operations and Maintenance

- Nothing significant in the reporting period.

Capital

- No capital projects work completed in the reporting period.

Ongoing Considerations

Per capita consumption during summer months is highest in this system, and repeated reminders of adherence to Water Conservation Measures are necessary.

Woodbury

Operations and Maintenance

- Water Quality Advisory rescinded.
- Reservoir cleaned and inspected, partial repairs attempted to seal the cold joints between the concrete sections on sides.

Capital

- No capital projects work completed in the reporting period.

Ongoing Considerations

Community members wish to have non-(FUS) rated fire hydrants installed for increased capability of fire departments to fight fires in this remote location.

West Robson

Operations and Maintenance

- Biannual flushing and valve exercising completed.
- Reservoir cleaned and inspected

Capital

- Issued for Tender drawings completed for water main replacement next year.

Ongoing Considerations

Asbestos cement pipe in the distribution system requires replacement.

Ymir

Operations and Maintenance

- Nothing significant in the reporting period.

Capital

- No capital projects work completed in the reporting period.

Ongoing Considerations

ATCO is planning a logging development in the Ymir Water System watershed. The RDCK is working with ATCO and the Ymir community on this issue.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: Yes No Financial Plan Amendment: Yes No
Debt Bylaw Required: Yes No Public/Gov't Approvals Required: Yes No

All items mentioned in the body of the report are included in the 2022 financial plan.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

Some items listed in the body of the report require regulatory approval.

3.3 Environmental Considerations

N/A

3.4 Social Considerations:

The items in the body of the report benefit the water system users by providing safe, reliable water sources.

3.5 Economic Considerations:

Several items in the body of the report help reduced water system leakage which help with capacity issues making water available for other potential users.

3.6 Communication Considerations:

The public will be notified before planned service interruptions or water quality impacts.

3.7 Staffing/Departmental Workplace Considerations:

N/A

3.8 Board Strategic Plan/Priorities Considerations:

Organizational excellence - Continue to focus on our core services to ensure effective and efficient delivery through our Region.

SECTION 4: OPTIONS & PROS / CONS

None.

SECTION 5: RECOMMENDATIONS

None. For information only.



Respectfully submitted,

Alexandra Divlakovski, Water Operations Manager

CONCURRENCE

ATTACHMENTS: NONE

Water Projects 2025-2030

Account	Work Order	Project	2025 Budget	Est. PM Costs	2025 Actual	2026	2027	2028	2029	2030
East Water Systems										
Arrow S251			525,000	15,000	0	600,000	600,000	600,000	600,000	
60000	CAP1032-100	ACK W - 2019 ERK Reservoir Overflow	5,000							
60000	None	ACK W - 2025 Ongoing Equipment Replacement	50,000							
60000	CAP1072-100	ACK W - Membrane Replacement				600,000	600,000	600,000	600,000	
60000	No Code Yet	ACK W - Pilot Study Filtration	50,000							
60000	CAP1195-100	ACK W -Intake Erosion Protection	25,000							
60000	No Code Yet	ACK W - Backwash Pond Rehabilitation	60,000	3,000						
60000	CAP1395-100	ACK W - HMI Controls WTP	35,000							
60000	CAP1387-100	ACK W - Heating/Energy Upgrades	300,000	12,000						
Erickson S250			1,050,000	42,500	0	820,000	500,000	900,000	500,000	
60000	CAP1083-100	ERK W- Distribution System Replacement (PN95 Erickson Road)	250,000	12,500						
60000	CAP1080-100	ERK W - Hydrant Infill					150,000			
60000	CAP1081-100	ERK W- Universal Metering-Phase 1	750,000	30,000						
60000	CAP1082-100	ERK W- Universal Metering-Phase 2								
60000	CAP1209-100	ERK W - Distribution System Replacemtn (PN26-52-24-155-23-27-126)	50,000			800,000				
60000	CAP1208-100	ERK W - Distribution System Replacement (Goat River Bridge Water Line)				20,000	300,000			
60000	CAP1210-100	ERK W - Distribution System Replacement (PN58)					50,000	900,000		
60000	No Code Yet	ERK W - Distribution System Replacement							500,000	
Lister S243			0	0	0	0	25,000	500,000	70,000	
60000	CAP1448-100	LIS W - Secondary Source							70,000	
60000	CAP1215-100	LIS W - Distribution System Replacement					25,000	500,000		
Sanca S242			100,000	0	0	0	0	0	0	
60000	CAP1006-100	SAN W - North Water Line Relocation	100,000							
Riondel Drainage S165			99,000	3,960	0	63,000	0	0	27,000	
60000	CAP1443-100	RIO W - Ainsworth South Drain Line Replacement	99,000	3,960	0	63,000				
60000	CAP1445-100	RIO W - Future Upgrades							27,000	
Riondel Water S241			75,000	0	75,000	0	0	900,000	0	0
60000	CAP1092-100	RIO W - WTP Membrane Replacement & Capacity Upgrade			75,000					
60000	No Code Yet	RIO W - Ainsworth Ave. Servicing	50,000							
60000	CAP1217-100	RIO W - Intake Repairs	25,000							
60000	CAP1449-100	Rio W - Twinning reservoir						900,000		
Total East			1,849,000	61,460	75,000	1,483,000	1,125,000	2,900,000	1,197,000	0
West Water Systems										
Account	Work Order	Project	2025 Budget	Est. PM Costs	2025 Actual	2026	2027	2028	2029	2030
Balfour S255			375,000	7,500	0	0	300,000	400,000	0	
60000	CAP1437-100	BAL W - Secondary Water Source	125,000							
60000	No Code Yet	BAL W - Intake Repair/upgrades								100,000
60000	CAP1076-100	BAL W - Distribution System Replacement (Upper Bal PN19)	250,000	7,500						
60000	CAP1200-100	BAL W - Distribution Upgrades	0				300,000	400,000	0	
Burton S252			520,000	10,400	0	330,000	330,000	0	0	
60000	CAP1203-100	BUR W - Distribution System Replacement	520,000	10,400		330,000				
Duhamel S248			20,000	10,400	0	0	0	0	0	
60001	CAP1447-101	DUH W - Well Assessment and Feasibility Report	20,000							
Edgewood S253			50,000	1,500	0	50,000	300,000	0	300,000	
60000	CAP1440-100	EDG W - Old Reservoir Removal	50,000	1,500						
60000	CAP1205-100	EDG W - Distribution System Replacement (PN11-12-13)				50,000	300,000			
60000	No Code Yet	EDW W - Distribution System Replacement							300,000	
Fauquier S254			5,000	0	0	305,000	80,000	200,000	300,000	
60000	CAP913-100	FAU W-Treatment Pilots	5,000		0	5,000				
60000	CAP1001-100	FAU W - Standby Power, Pump Upgrade, Abandon/Reline Upper reservoir					80,000			
60000	CAP1002-100	FAU W - UV Disinfection						200,000		
60000	CAP1213-100	FAU W - Distribution System Replacement (PN04)				300,000				
60000	No Code Yet	FAU W - Distribution System Replacement							300,000	
Grandview S258			10,000	0	0	0	0	0	0	
54030	NOT CAP	Intake inspection	10,000							
Lucas Road S247			0	0	0	0	0	0	0	
McDonald Creek S246			20,000	0	0	0	0	0	0	
60000	CAP1090-100	MCD W - 2021 Intake Weir Removal	20,000							
Rosebery S260			0	0	0	0	0	0	0	
South Slocan S245			120,000	3,000	0	15,000	0	0	0	
60000	CAP1093-100	SSL W - Valve Replacements & PRV Box Improvements	15,000			15,000				
55010	NOT CAP	Standby booster pump	5,000							
60000	CAP1007-100	SSL W - Distribution System Upgrades	100,000	3,000						
West Robson S256			250,000	10,000	0	25,000	500,000	15,000	300,000	
60000	CAP1094-100	WRO W - Distribution System Replacement (PN02)	250,000	10,000						
60000	CAP1095-100	WRO W - Distribution System Replacement				25,000	500,000			
60000	CAP1311-100	WRO W - Distribution System Replacement						15,000	300,000	
Woodbury S259			50,000	0	0	0	0	0	0	
60000	not yet	WDV W - Hydrants	50,000							
Woodland S257			176,000	0	0	176,000	0	0	0	

60000	Not yet	WDH W - Universal metering				176,000				
Ymir S244			0	0	0	0	60,000	0	0	0
60000	CAP1446-100	YMR W - UV Unit replacment					60,000			
Total West			1,596,000	42,800	75,000	964,000	1,570,000	1,515,000	927,000	0
Total Water			3,445,000							



Committee Report

Date of Report: November 25, 2024
Date & Type of Meeting: December 4, 2024, Water Services Committee
Author: Alex Divlakovski, Water Operations Manager
Subject: WATER WEST OPERATIONS STAFF CHANGE/INCREASE
File: 01-0515-20
Electoral Area/Municipality AREA D, E, F, G, H, J, K

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to outline the additional FTE required for the proposed Water West operations staff changes/increase to accommodate a permanent certified water/wastewater operator position.

SECTION 2: BACKGROUND/ANALYSIS

In July 2024, the RDCK Board of Directors rescinded the moratorium on the acquisition of water and wastewater systems within the Regional District and adopted the new 2024 Water & Wastewater System Acquisition Plan. In August 2024, the former Water and Wastewater System Acquisition Policy (600-03-04) was repealed and replaced with a new Water and Wastewater System Acquisition Policy (600-03-09). Both the Plan and the Policy reference additional operator time for System Inspection (as part of the application phase) and System Operation and Maintenance (as part of the system transfer).

Water West operations currently oversees Operations and Maintenance (O&M) of 13 RDCK water systems. The Water West Operations staff currently consists of one (1) full-time supervisor/certified operator, one (1) full-time certified operator (currently a term employee for parental leave coverage), one (1) part-time certified operator (0.76 FTE), and one (1) seasonal worker. On-call duties (24/7) are shared between the 2 certified operators and the supervisor via weekly rotations.

Requests have been submitted by one full-time operator (after return from parental leave) and the part-time operator to reduce hours to 0.72 FTE. Although the RDCK is not required to accommodate these requests, considerations could be made in offering some flexibility to operations staff in order to retain certified operators (hiring of certified operators has proven to be a challenge in both Water East and Water West for the past 4 years, and the RDCK now offers training positions in lieu of certification).

The proposed change/increase to the Water West operations staff would include:

- Retaining one full-time supervisor/operator position,
- Retaining one full-time operator position (currently a term employee);
- Reducing one full-time operator position to 0.72 FTE (returning from parental leave),
- Reducing one part-time certified operator to 0.72 FTE
- No seasonal worker hire

These changes would increase overall FTE from 3.28 to 3.44.

The elimination of a Seasonal Worker position would result in:

- Expanded scope-of-work for that position as a certified operator under the Environmental Operator Certification Program (EOCP)
- Additional coverage for on-call duties (4 instead of 3 persons available for on-call services)
- No training by operations staff for general orientation and familiarizing with 13 water systems
- No ineffective operator time for training period (up to \$7,000 equivalent cost)
- No HR time for hiring/onboarding, IT time for email/fob set-up, and Payroll time for new employee set-up

The additional FTE of a certified operator also addresses staff demands that may occur in 2025 as a result of System Inspections of potential candidates for water/wastewater acquisition. Given the acquisition process timeline, it is anticipated that additional operator time for new system O&M would not occur until 2026.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: Yes X No Financial Plan Amendment: Yes X No
 Debt Bylaw Required: Yes X No Public/Gov't Approvals Required: Yes X No

Below is a comparison of salaries and costs for the current Operator configuration alongside the proposed Operator configuration:

Current Operator Configuration							
Water West							
Position	FTE	Annual Hours	Annual Salary 2024	Benefits	Overtime	Training	Total Employee
				29%	3%		
Utility Supervisor Nelson	1	1872	\$ 93,718.31	\$ 27,178.31	\$ 2,342.96	2,811.55	\$123,239.58
Utility Tech 2 Nelson	1	1872	\$ 68,315.64	\$ 19,811.54	\$ 1,707.89	\$ 1,366.31	\$ 89,835.07
Utility Tech 2 Nelson	0.78	1460.16	\$ 53,286.20	\$ 15,453.00	\$ 1,332.16	\$ 1,065.72	\$ 70,071.36
Seasonal Utility Technician Nelson	0.5	910	\$ 26,371.80	\$ 1,054.87	\$ -		\$ 27,426.67
	3.28	6114.16					\$310,572.68

Operator Configuration - Level 1 (HAY4-4)							
Water West							
Position	FTE	Annual Hours	Annual Salary 2024	Benefits	Overtime	Training	Total Employee
				29%	3%		
Utility Supervisor Nelson	1	1872	\$ 93,718.31	\$ 27,178.31	\$ 2,342.96	2,811.55	\$123,239.58
Utility Tech 1 Nelson	1	1872	\$ 61,663.68	\$ 17,882.47	\$ 1,541.59	\$ 616.64	\$ 81,087.74
Utility Tech 2 Nelson	0.72	1347.84	\$ 49,187.26	\$ 14,264.31	\$ 1,229.68	\$ 983.75	\$ 64,681.25
Utility Tech 2 Nelson	0.72	1347.84	\$ 49,187.26	\$ 14,264.31	\$ 1,229.68	\$ 983.75	\$ 64,681.25
	3.44	6439.68					\$333,689.82

The proposed Operator configuration considers the highest rate of pay for a Level 1 operator to provide some contingency. It would be expected that the Level 1 operator achieve their Level 2 certification within a 2-year timeframe.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

None

3.3 Environmental Considerations

None

3.4 Social Considerations:

None

3.5 Economic Considerations:

The increase of 0.16 FTE would incur a cost of \$23,117.00. This cost would be incorporated into individual water system budgets as direct operator time and as a portion of allocated Environmental Services Fees.

3.6 Communication Considerations:

None

3.7 Staffing/Departmental Workplace Considerations:

Although initially an increased cost, the addition of a permanent operator position offers less staff time for hiring, onboarding, training, and IT/Payroll set-up. It also promotes succession planning for future supervisory roles and strengthens the group to sustain on-call services and emergency response.

3.8 Board Strategic Plan/Priorities Considerations:

None

SECTION 4: OPTIONS & PROS / CONS

Option 1: No change to the current Operator configuration

Pros

- No increase to water system budgets for staff addition

Cons

- No accommodations for staff requests
- Increased time for hiring, training, and onboarding of seasonal worker
- Reduced available operator time for new system acquisition assessments
- Continued strain on existing operators and supervisor to provide on-call services

Option 2: That the Water Services Committee recommend to the Board to increase Water West Operations staffing FTE in the 2025 Financial Plan from 3.28 to 3.44 by the addition of one (1) full-time Level 1 Operator position, and the reduction of two (2) existing Level 2 Operator positions to 0.72 FTE and elimination of the seasonal operator position

Pros

- Increased Operator availability for new system acquisition assessments
- Increased EOCP certified operator expertise
- Increased capacity for succession planning for future supervisory roles
- Additional coverage for on-call duties

Cons

- Increased cost to Water West systems

SECTION 5: RECOMMENDATIONS

That the Water Services Committee recommend to the Board to increase Water West Operations staffing FTE from 3.28 to 3.44 by the addition of one (1) full-time Level 1 Operator position, and the reduction of two (2) existing Level 2 Operator positions to 0.72 FTE and the elimination of the seasonal operator position

Respectfully submitted,



Alex Divlakovski

CONCURRENCE

General Manager of Environmental Services – Uli Wolf
Chief Administrative Officer - Stuart Horn

ATTACHMENTS:

None