



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** December 15, 2023  
**MEETING TYPE & DATE** Electoral Area Services Committee of January 17, 2024  
**FROM:** Utilities Department  
Operations Department  
**SUBJECT:** Establishment Bylaw for Cowichan Bay Sewer Forcemain Reserve Fund  
**FILE:** 3900-30

## **PURPOSE/INTRODUCTION**

The purpose of this report is to request that a Cowichan Bay Forcemain Reserve Bylaw be prepared in order to create a reserve fund specifically for the pumpstation and forcemain to be shared by any First Nations or other sewer service areas joining the Cowichan Bay Sewer System.

## **RECOMMENDED RESOLUTION**

That it be recommended to the Board that a Cowichan Bay Forcemain Reserve Bylaw be prepared and be forwarded to the Board for consideration of three readings and adoption.

## **BACKGROUND**

In 2003, "CVRD Bylaw No. 2456 – Eagle Heights Sewer System Capital Reserve Fund (Forcemain Replacement) Establishment Bylaw" was established in order to charge funds for the eventual replacement of the Christopher Road - Joint Utility Board (JUB) forcemain. This enabled contributions from Cowichan Bay, Cowichan Tribes and City of Duncan, who all use this forcemain for wastewater pumping to JUB. A financial contribution of \$12,000 was chosen as the annual payment and each participant paid a portion based on the percentage of overall usage (Capacity Units).

A sewer agreement with Cowichan Tribes was completed in 2019, and have since started to contribute.

## **ANALYSIS**

The CVRD is currently negotiating a sewer agreement with Cowichan Tribes for connection to the Cowichan Bay Sewer System, and as part of the agreement, a Capital Reserve Fund for the Cowichan Bay Forcemain from Hecate Road to Christopher Road is now required.

## **FINANCIAL CONSIDERATIONS**

As the Asset Management plan for financial contribution to systems has not yet been approved, CVRD is suggesting a \$6,000 contribution per year into this specific reserve fund.

For the purposes for the forthcoming Cowichan Bay and Cowichan Tribes sewer agreement, this \$6,000 annual contribution would be based on Cowichan Tribes and Cowichan Bay contributing, based on capacity of usage.

**COMMUNICATION CONSIDERATIONS**

Liaise with Cowichan Tribes.

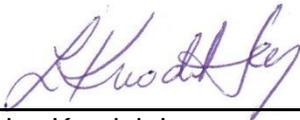
**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

\*Insert strategic/business plan considerations\*

Referred to (upon completion):

- Community Services (*Cowichan Community Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Information Technology, Legislative Services*)
- Operations (*Utilities, Parks & Trails, Recycling & Waste Management*)
- Land Use Services (*Community Planning, Strategic Initiatives, Development Services, Building Inspection & Bylaw Enforcement*)
- Strategic Services (*Communications & Engagement, Economic Development, Emergency Management, Environmental Services*)

Prepared by:



Louise Knodel-Joy  
Senior Engineering Technologist

Reviewed by:



(Acting Manager for)  
Vanessa Thomson, P. Eng.  
Utilities Division



Darcy Mooney  
Operations General Manager

Reviewed for form and content and approved for submission to the Committee:

Resolution:

Corporate Officer

Financial Considerations:

Chief Financial Officer