

<b>Policy Title:</b> Financial Fairness For Capital Assets Policy – Comox Valley Water Distribution Services	<b>Policy Number:</b> P66
<b>Policy Category:</b> Engineering	
<b>Approval Date:</b> June 26, 2018	<b>Policy Owner:</b> Engineering Services
<b>Approved by:</b> Board	<b>File Reference:</b> 0340-50

### Purpose

This policy directs that reserve funds for the Comox Valley Water Distribution Services all achieve a ‘per connection’ equitable level by December 31, 2023, with the exception of the Sandwick service, which will achieve an equitable level by December 31, 2028.

### Scope

This policy applies to the following services as they existed in 2018 and relates to the Comox Valley Water Distribution Services Merger Project:

- Comox Valley (function 305)
- Sandwick (function 306)
- Greaves Crescent (function 309)
- Arden (function 311)
- England Road (function 314) and
- Marsden/Camco (function 317)

### Guiding Principle

This policy respects the fairness principle associated with geographic areas raising funds and using those funds for the area in which they are collected. Implementing this policy allows for all distribution service areas to contribute to capital assets in an equitable manner.

This policy does not consider the infrastructure condition assessment for each individual service. Determining infrastructure condition may impact the rates and charges for water systems, which is beyond the scope of this policy.

### Policy Statement

1. Table 1 illustrates the parcels eligible for parcel taxes, current reserves and annual parcel tax (for five years ending in 2023) for each original service to achieve equalization.
2. Table 2 illustrates the parcels eligible for parcel taxes, current reserves and annual parcel tax (for ten years ending in 2028) for the Sandwick service to achieve equalization
3. Each original service will target a per connection value of \$1550.
4. For the existing Comox Valley, Arden and Marsden/Camco services, no equalization rate is required.
5. Through the merger project, Arden and Marsden/Camco have already contributed towards the capital, operating and reserve funds for the Greater Comox Valley Water Distribution Service. Therefore, the properties in Arden and Marsden/Camco areas are exempt from the

Greater Comox Valley parcel tax until equity is achieved. Arden and Marsden / Camco will begin paying the parcel tax, by bylaw, in 2027 and 2024 respectively.

6. As of December 31, 2018, funds in the existing capital works and future expenditure reserves as approximately shown in table 1 and table 2 are deemed greater than required for the purpose for which the funds were established and therefore are to be transferred to the Greater Comox Valley Water Distribution Service capital works and future expenditure reserve accounts.
7. As parcel taxes are collected each year under the Sandwick service, a portion of those funds will be used to repay the City of Courtenay for the Veteran’s Memorial Parkway water main (repayment to conclude in 2023), with the balance of parcel tax funds in each year to contribute towards the per connection value target for Sandwick.
8. Each year as parcel taxes are collected for each original service, those funds are to be transferred to the Greater Comox Valley Water Distribution Service for operating, capital and reserve contribution purposes as necessary and defined in each year’s financial plans.

Table 1 - 2018 Greater Comox Valley Water Distribution Services, Connections and Reserve Funds

Water LSA	Parcels Eligible for Parcel Taxes	Capital Works Reserve	Future Expenditure Reserve	Capital Development Charges Reserve	Total per Connection (All Reserves)	Target per Connection (All reserves)	Annual Equalization Rate (2019 - 2023)	Proposed Rate
	x	A	B	C	D = (A + B + C) / x	E	F = (E - D) / 5	
Comox Valley	1498	\$2,169,254	\$144,929	n/a	\$1,544.85	\$1,550	\$1	\$0
Greaves Crescent	29	\$41,993	\$1,000	n/a	\$1,482.52	\$1,550	\$13	\$13
Arden Road	235	\$419,092	\$62,986	n/a	\$2,051.40	\$1,550	(\$100)	\$0
England Road	26	\$28,860	n/a	n/a	\$1,110.00	\$1,550	\$88	\$88
Marsden / Camco	103	\$153,204	\$35,905	n/a	\$1,836.01	\$1,550	(\$57)	\$0

**Note: All reserve fund balances are estimates as at December 31st, 2018 based on 2018 - 2022 recommended financial plan.**

Table 2 - 2018 Sandwick Water Service Equitable Rate Calculations

Water LSA	Parcels Eligible for Parcel Taxes	All reserve funds	Total per Connection (All Reserves)	VMP main repayment to Courtenay per connection	Target per Connection (All reserves)	Annual Equalization Rate (2019 - 2028)	Parcel Tax
	x	A	D = A / x	E	F	G = (F + E - D) / 10	
Sandwick	428	\$189,065	\$442	\$ 858	\$1,550	\$197	\$197

**Note: All reserve fund balances are estimates as at December 31st, 2018 based on 2018 - 2022 recommended financial plan.**

### Revision History

Approval Date	Approved By	Description of Change
August 11, 2020	Board	Housekeeping