

**2025-2029
Financial Planning
Core Services
Sewage Treatment**



335 Comox Valley
Sewerage Service

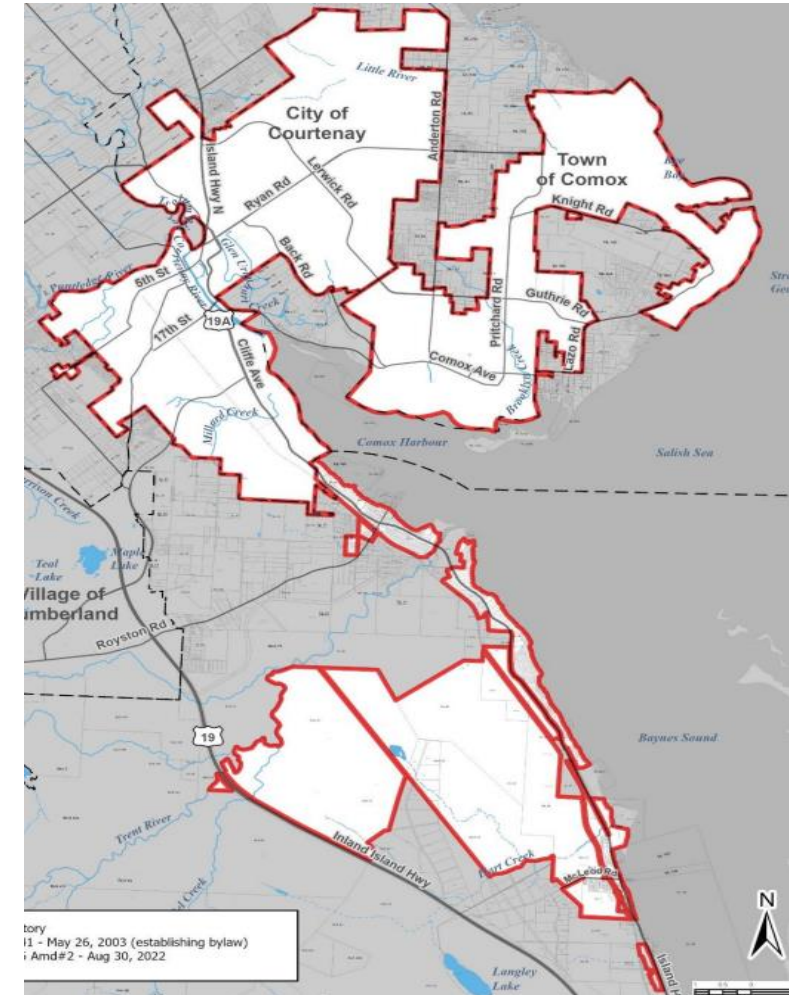




Core Service

Sewage Treatment

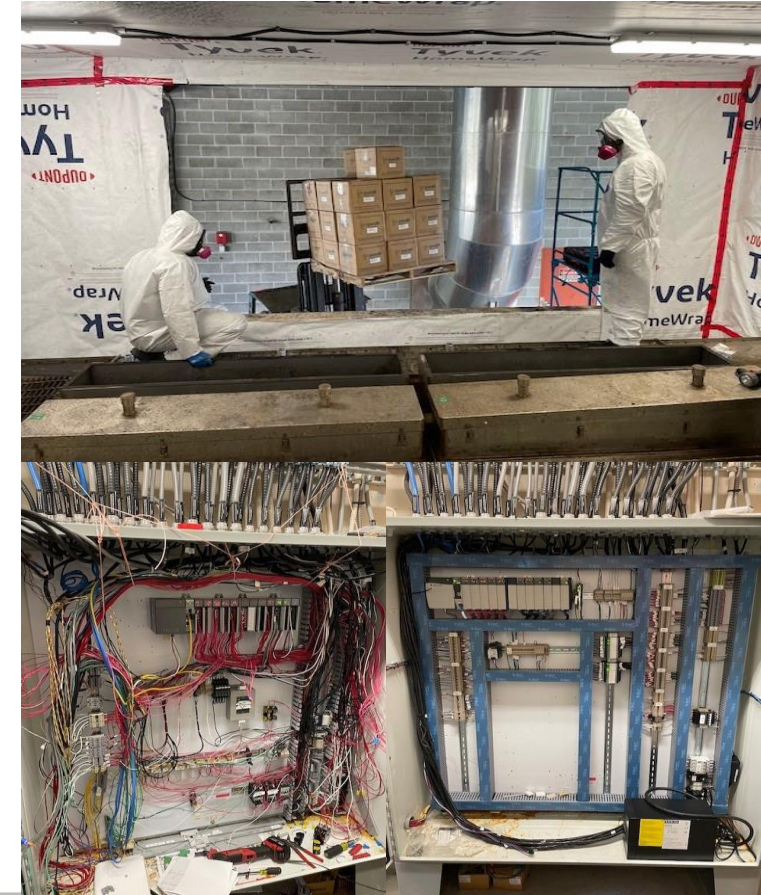
Core Service	Sewage Treatment
Service Name	Comox Valley Sewerage Service
Service Sub-functions	336 – CV Sewerage Service 337 – CV Sewerage Service – Composting 338 – CV Sewerage Service – Pump Station
Purpose	To provide sewage interception, treatment & disposal, septage disposal & biosolids composting facilities
Participants	Comox, Courtenay, K’ómoks First Nation & Department of National Defence
2025 Proposed Changes to Service	Sewer Conveyance Line





2024 Accomplishments

- Advanced final design of all aspects of conveyance project and provided operational support for sections under construction.
- Worked with process expert to stress test treatment process and trial new chemical addition.
- Site tours, workshops and design advancement of Site master plan and phase 4 upgrades with Carollo.
- Completed Scada scrubber controls consolidation.
- First replacement of activated carbon for odour unit.





2025 Work Plan

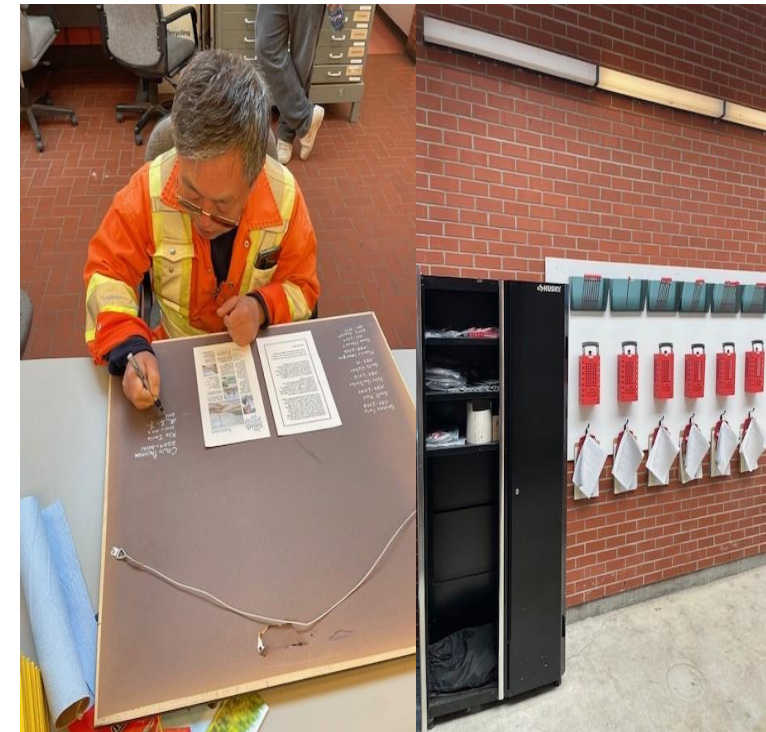
- Continue operations support for Conveyance project
- Finalize site master plan and detailed design of phase 4 upgrades
- Trunk main and siphon flushing. Improve access to siphon
- Thickener A concrete & steel rehabilitation
- Complete compost site probe relocation (probes on site and construction contract has been awarded)
- Dewatering Polymer room controls upgrade
- Refresh asset inventory, condition assessments and updated quotes for more accurate financial planning
- Procurement of 3 EV fleet vehicles and a new maintenance truck





Trends, Challenges & Opportunities

- Inflow & infiltration (I&I) continues to be a challenge, flows can quickly double at the plant during a storm
- Onboarding and training new staff across multiple operating platforms. Several senior staff have retired over the last year
- Aging infrastructure driving asset management push to decrease reactive maintenance
- Safety in focus – Continue to assess and refine safety procedures to ensure crew safety is always top priority





Strategic Priorities & Initiatives

Type	Initiative	Comment
Board	Complete Comox Valley Sewer Conveyance Project	Conveyance project proceeding well with substantial completion expected in early 2026
Board	Complete Liquid Waste Management Planning for Core and South addendum	TACPAC re-engaged in late 2024 and will help guide completion of the stage 3 LWMP prior to submittal currently expected in early 2026



Human Resource

	2025	2026	2027-2029
Opening FTE Balance	16.73	17.06	18.06
Addition Request			
Full time	0.33	1.00	1.00
Part Time			
Temporary /Casual			
Adjustments			
Total Change	0.33	1.00	1.00
Ending FTE Balance	17.06	18.06	19.06

- One third funding for new Health and Safety Coordinator in 2025
- New operator timed with completion of conveyance project
- New administrative position in 2028



Expenses

Year over Year Change

Category	2024 Approved Budget	2025 Proposed Budget	Increase (Decrease)	
			(\$)	(%)
Support Services	\$670,849	\$737,493	\$66,644	9.9%
Personnel Costs	2,076,901	2,284,918	208,017	10.0%
Materials, Supplies & Utilities	1,236,595	1,252,533	15,938	1.3%
Contract & General Services	1,471,428	1,402,838	(68,590)	(4.7%)
Debt Charges	1,686,274	2,937,857	1,251,583	74.2%
Transfer to Reserve	4,384,912	1,993,827	(2,391,085)	(54.5%)
Transfer to Other Services	534,137	65,810	(468,327)	(87.7%)
Transfer to Other Governments	-	20,000	20,000	-
Minor Capital	168,000	223,000	55,000	32.7%
Total Expenses	\$12,229,096	\$10,918,276	(\$1,310,820)	(10.7%)

Key Notes

- Transfer to PMO [467K]
- Short term debt for project 1045 increases



Revenue

Year over Year Change

Category	2024 Approved Budget	2025 Proposed Budget	Increase (Decrease)	
			(\$)	(%)
Requisition	\$9,000,000	\$9,500,000	\$500,000	5.6%
Sale of Services	1,354,358	1,417,576	63,218	4.7%
Prior Year Surplus	1,499,038	-	(1,499,038)	(100.0%)
Transfers from Reserve	375,000	-	(375,000)	(100.0%)
Recoveries from Other Functions	700	700	-	-
Total Revenue	\$12,229,096	\$10,918,276	(\$1,310,820)	(10.7%)

Key Notes

- Requisition increase in 2025 as approved in 2024-2028 financial plan
- Increases from DND and KFN approximately proportional to requisition
- Surplus projected to be less than that of 2023



Operating Revenue : 2025 – 2029 Projections

	2025	2026	2027	2028	2029
Municipal Partners (Requisition based on 2023 Actual Sewer Flows)					
City of Courtenay	\$6,563,550	\$6,909,000	\$7,254,450	\$7,254,450	\$7,254,450
Town of Comox	2,936,450	3,091,000	\$3,245,550	\$3,245,550	\$3,245,550
Subtotal	9,500,000	10,000,000	10,500,000	10,500,000	10,500,000
Other Partners (User Rates/Operating Contract)					
Department of National Defense	591,096	591,096	668,978	668,978	668,978
K'omoks First Nation	74,980	74,980	76,480	76,480	76,480
Subtotal	666,076	666,076	745,458	745,458	745,458
Other Revenue (User Fees)					
Septage Disposal/Compost Sales	751,500	751,500	751,500	751,500	751,500
Recoveries from Other Functions	700	700	700	700	700
Total Revenue	\$10,918,276	\$11,497,658	\$11,497,658	\$11,997,658	\$11,997,658



Operating Budget: 2026-2029 Projections

Category	2026	2027	2028	2029
Requisition	\$10,000,000	\$10,500,000	\$10,500,000	\$10,500,000
Sale of Services	1,496,958	1,496,958	1,496,958	1,126,106
Recoveries from Other Functions	700	700	700	700
Total Revenue	\$11,497,658	\$11,997,658	\$11,997,658	\$11,626,806
Support Services	\$737,493	\$737,493	\$737,493	\$737,493
Personnel Costs	2,380,790	2,466,448	2,555,438	2,647,912
Materials, Supplies & Utilities	1,467,731	1,516,619	1,587,402	1,769,105
Contract & General Services	762,183	751,066	862,156	684,428
Debt Charges	2,970,141	2,965,884	4,303,458	5,382,536
Transfer to Reserve	2,905,233	3,391,368	1,756,024	301,144
Transfer to Other Services	65,087	62,780	61,687	52,188
Minor Capital	209,000	106,000	134,000	52,000
Total Expenses	\$11,497,658	\$11,997,658	\$11,997,658	\$11,626,806

**335 Comox Valley
Sewerage Service
2025-2034 Capital Planning**





Asset Management Update

- Asset inventory/replacement schedule
- Support corporate AM program development
- Development of condition assessment program
- Risk/criticality assessment
- Plan implementation of CMMS
- Select and start implementation of DSS software





2025-2029 Capital Plan

	2025	2026	2027	2028	2029
1025 – Annual Capital Equipment	\$366,000	\$450,000	\$450,000	\$40,000	\$360,000
1045 – Sewer Conveyance Upgrades	26,302,116	7,050,000	52,898,525	-	-
1047 – Asset Mgmt Capital Projects	410,000	345,000	445,000	170,000	100,000
1076 – Annual Capital Projects	335,000	1,638,036	100,000	1,337,691	100,000
1101 – CVWPCC Phase 1 Upgrades	-	-	10,000,000	26,000,000	10,000,000
1102 – Vehicle Capital Purchase	240,000	80,000	80,000	-	-
Total	\$27,653,116	\$9,563,036	\$63,973,525	\$27,547,691	\$10,560,000



2029-2033 Long Term Capital Plan

	2030	2031	2032	2033	2034
1025 – Annual Capital Equipment	-	-	-	\$280,000	\$280,000
1045 – Sewer Conveyance Upgrades	-	-	-	-	-
1047 – Asset Mgmt Capital Projects	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
1076 – Annual Capital Projects	100,000	100,000	100,000	100,000	\$100,000
1101 – CVEPCC Phase 1 Upgrades	-	-	-	-	-
1102 – Vehicle Capital Purchase	-	-	160,000	50,000	-
Total	\$200,000	\$200,000	\$360,000	\$530,000	\$480,000



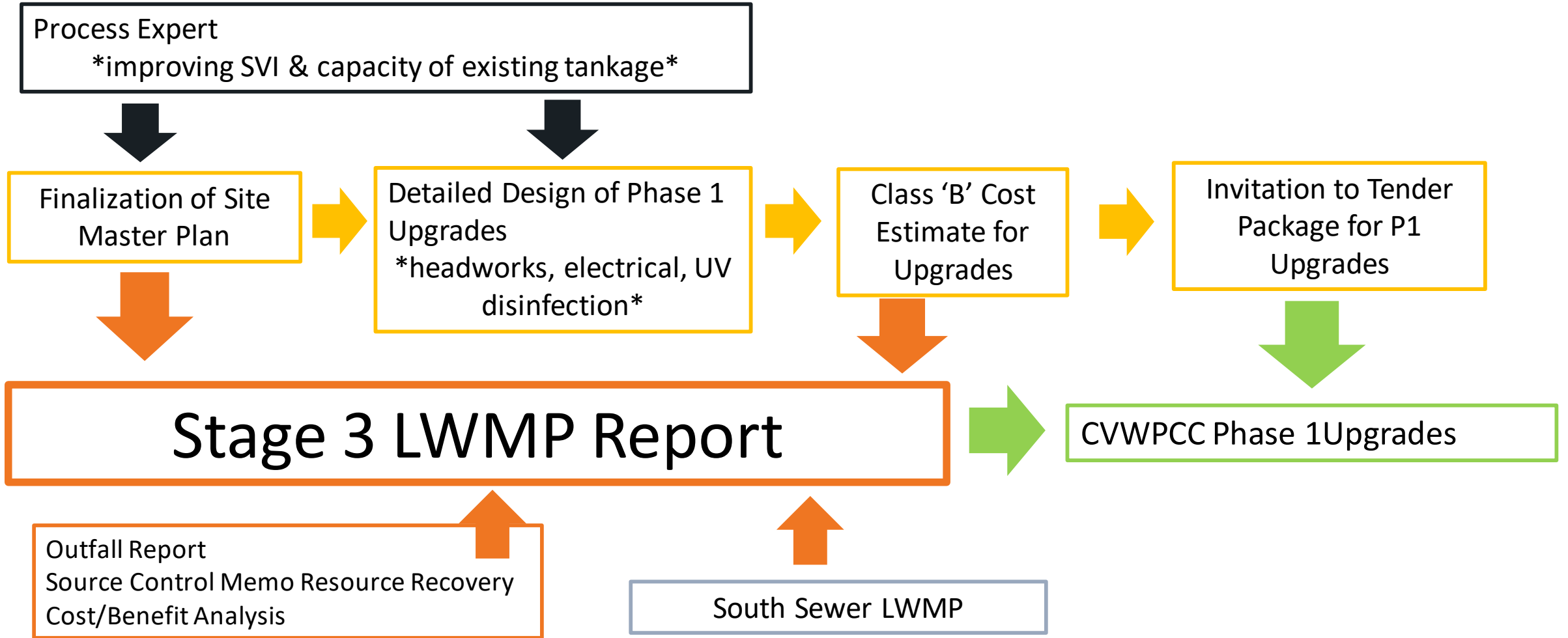
Sewer Conveyance Project

	Budget	Spent/ Allocated to Date	Remaining
Design-Build Contract	\$55.9	\$16.4	\$39.5
Design-Bid-Build Contract (CVRD portion + transfers to Town of Comox)	\$19.9	\$10.0	\$9.9
Indirects (Engineering/Land/Legal/Other)	\$13.3	\$10.9	\$2.4
Project Management Office Costs	\$0.77	\$0.10	\$0.67
Real-time leak detection	\$0.76	\$0.54	\$0.22
CVRD Construction Contingency	\$5.4	\$0.63	\$4.77
Total (\$M)	\$96.0	\$38.5	ON BUDGET \$57.5



CVWPCC Upgrades Project

Core Service
Sewage Treatment





Reserves

Projected Balances

Reserve	2024 Ending Balance
335 – Future Expenditure Reserve	\$831,655
846 – Capital Works & Machinery Reserve	4,714,841
896 – Development Cost Charges Reserve	8,391,375
Total	\$13,937,871



Future Expenditure Reserve (335)

Projected Balances

	2025	2026	2027	2028	2029
Opening Balance	\$831,655	\$1,031,655	\$1,231,655	\$1,463,723	\$1,663,723
Add: Contributions to Reserve	200,000	200,000	232,068	200,000	-
Less: Transfers from Reserve	-	-	-	-	-
Ending Balance	\$1,031,655	\$1,231,655	\$1,463,723	\$1,663,723	\$1,663,723



Capital Works & Machinery Reserve (846)

Projected Balances

	2025	2026	2027	2028	2029
Opening Balance	\$4,714,841	\$3,565,767	\$2,257,964	\$3,266,264	\$3,274,597
Add: Contributions to Reserve	1,793,827	2,705,233	3,159,300	1,556,024	301,144
Less: Transfers from Reserve	2,942,901	4,013,036	2,151,000	1,547,691	560,000
Ending Balance	\$3,565,767	\$2,257,964	\$3,266,264	\$3,274,597	\$3,015,741



Capital Works & Machinery Reserve (846)

Projected Balances

	2030	2031	2032	2033	2034
Opening Balance	\$3,015,741	\$5,017,985	\$6,919,408	\$8,398,697	\$8,108,197
Add: Contributions to Reserve	2,202,244	2,101,423	1,839,289	239,500	-
Less: Transfers from Reserve	200,000	200,000	360,000	530,000	480,000
Ending Balance	\$5,017,985	\$6,919,408	\$8,398,697	\$8,108,197	\$7,628,197








Development Cost Charges Reserve (896)

Projected Balances

	2025	2026	2027	2028	2029
Opening Balance	\$8,391,374	\$8,915,819	\$6,996,564	\$434,924	\$34,924
Add: Contributions to Reserve	2,824,260	2,880,745	2,938,360	2,600,000	2,600,000
Less: Transfers from Reserve	2,299,815	4,800,000	9,500,000	3,000,000	-
Ending Balance	\$8,915,819	\$6,996,564	\$434,924	\$34,924	\$2,634,924

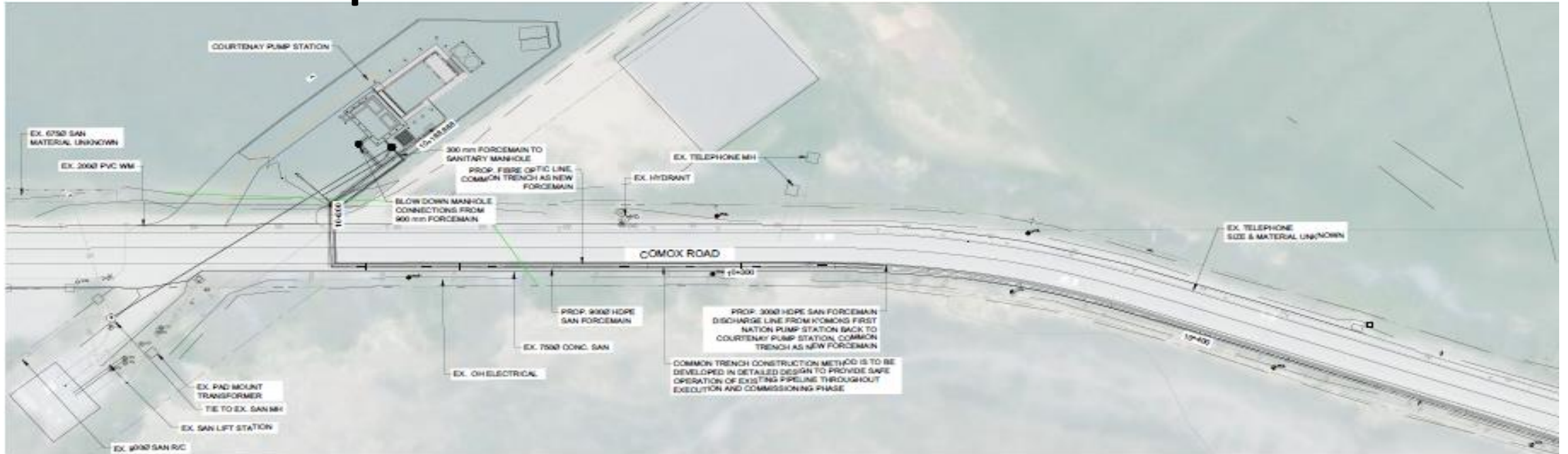


Summary

Fiscal Responsibility 	Climate Crisis & Environmental Stewardship & Protection 	Community Partnerships 	Indigenous Relations 	Accessibility, Diversity, Equity & Inclusion 
<p>CVSS in period of intense capital spending</p> <p>Strategy strives to spread impact out over existing & future users</p>	<p>Primary driver of LWMP is to reduce environmental risk</p> <p>New infrastructure considers flood construction levels in design & construction of new infrastructure</p>	<p>LWMP process includes intensive consultation with stakeholders</p> <p>Service is a collaboration between service participants</p>	<p>Signed CBA in 2020</p> <p>Adherence to cultural heritage policy for conveyance project and operations</p>	<p>Service provided to member municipalities & service participants</p> <p>Expansion of regional service to south</p>



Options & Recommendations



That the proposed 2025-2029 financial plan for the Service 335 Comox Valley Sewerage Service be approved.



Questions?