

**REPORT TO ELECTORAL AREAS COMMITTEE  
MEETING OF WEDNESDAY, DECEMBER 10, 2025**

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**SUBJECT**     **Bylaw Nos. 4735 and 4736: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas**

**ISSUE SUMMARY**

To update the utility rates for the three electoral areas as recommended by the respective commissions and committees, and as included in the 2026 Financial Plan.

**BACKGROUND**

Amendments to the Electoral Area utilities fees and charges bylaws are recommended annually to reflect the rates included in the service budgets and financial plan for the forthcoming year. All local service commissions and committees have recommended their respective 2026 budgets, inclusive of the changes to fees and charges except Sticks Allison Water Local Service Committee.

Budget reviews were conducted with the Sticks Allison Water Local Service Committee on October 30, 2025 resulting in the committee not recommending the presented 2026 Operating and Capital Budget with a 20% increase in user fees and parcel tax, which received provisional approval from the Capital Regional District (CRD) Board on October 29, 2025. The committee passed several motions recommending deferral of capital projects and reduced reserve transfers to arrive at a 10% fee increase for 2026. Taking consideration of committee's recommendation and in consultation with the Electoral Area Director, staff are proceeding with the 20% CRD Board approved provisional increase to maintain the reserve transfers. The fees and charges included in Bylaw No.4736 reflects 20% increase in 2026. The committee will be engaged in further discussion regarding sustainable service delivery and prudent financial planning for future years

The proposed fee and charges amendments are intended to cover the projected net cost of service delivery inclusive of reserve contributions for the upcoming year. Board approval is required in advance of the effective billing period January 1 through December 31, 2026.

With final surplus and deficits not yet completed for 2025, results will be monitored to identify any material impact. If required, the material impact would be incorporated into a rate adjustment and bylaw amendment after final year end results.

Appendix C contains a comparison of changes to rates contained in each of the two bylaws: Bylaw No. 4735 (Appendix A) and Bylaw No. 4736 (Appendix B).

Bylaw No. 4735 covers all Salt Spring Island Electoral Area Sewer, Water and Liquid Waste Disposal Fees and Charges. Bylaw No. 4736 covers all Southern Gulf Islands and Juan de Fuca Electoral Areas Sewer, Water and Street Lighting Fees and Charges.

## **ALTERNATIVES**

### *Alternative 1*

The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4735, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 19, 2025", be introduced and read a first, second and third time; and
2. That Bylaw No. 4735 be adopted.
3. That Bylaw No. 4736, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 14, 2025", be introduced and read a first, second and third time; and
4. That Bylaw No. 4736 be adopted.

### *Alternative 2*

That this report be referred back to staff for additional information.

## **IMPLICATIONS**

### *Financial Implications*

Changes in fees and charges are required for local utility services in the three Electoral Areas to maintain adequate levels of funding for annual operating costs inclusive of reserve contributions and debt servicing. The recommended rates are effective January 1 through December 31, 2026 and reflect estimates of the 2025 surpluses and/or deficits.

## **CONCLUSION**

Utilities within the Electoral Areas require changes to fees and charges to fund operating and capital budgets. Amendments to the Electoral Area utilities fees and charges bylaws are recommended annually to reflect the rates included in the service budgets and financial plan for the forthcoming year. The Fees and Charges Bylaws are required approval prior to January 1, 2026, to attain the revenue targets specified in the 2026 service budgets.

## **RECOMMENDATION**

The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4735, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 19, 2025", be introduced and read a first, second and third time; and
2. That Bylaw No. 4735 be adopted.
3. That Bylaw No. 4736, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 14, 2025", be introduced and read a first, second and third time; and
4. That Bylaw No. 4736 be adopted.

Submitted by:	Varinia Somosan, CPA, CGA, Senior Manager, Financial Services & Deputy Chief Financial Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

- Appendix A: Bylaw No. 4735, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 19, 2025", and Schedules B and C
- Appendix B: Bylaw No. 4736, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 14, 2025", and Schedule C
- Appendix C: Changes to Fees and Charges Summary
- Appendix D: Bylaw No. 3864 Consolidated Redline Version December 2025 – Bylaw No. 4735
- Appendix E: Bylaw No. 3847 Consolidated Redline Version December 2025 – Bylaw No. 4736