Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda
Electoral Areas Committee

Wednesday, October 14, 2020 | **11:00 AM** | **6th Floor Boardroom, 625 Fisgard St. Victoria, BC V8W 1R7**

M. Hicks (Chair), D. Howe (Vice Chair), G. Holman, C. Plant (Board Chair, ex-officio)

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

20-624 Minutes of the September 9, 2020 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting of September 9, 2020 be adopted as circulated.

Attachments: Minutes - September 9, 2020

4. Chair's Remarks

5. Presentations/Delegations

6. Committee Business

20-601 2019-2022 Electoral Areas Service Planning

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: That Appendix A Community Need Summary - Electoral Areas be approved as presented and advanced to the October 28, 2020 provisional budget review process.

Attachments: Staff Report: 2019-2022 Electoral Areas Service Planning

Appendix A: Community Need Summary - Electoral Areas

Appendix B: Electoral Areas - Initiatives Progress Report

20-551 2021 Preliminary Electoral Area Budget Review

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the 2021 Electoral Area Only Services Budgets be given provisional approval as presented, and
2. That the new initiatives identified in Appendix D for January 1, 2021, implementation be approved for expenditure.

Attachments: Staff Report: 2021 Preliminary EA Budget Review
Appendix A: Juan de Fuca EA Budget Pkg
Appendix B: Salt Spring Island EA Budget Pkg
Appendix C: Southern Gulf Islands EA Budget Pkg
Appendix D: January 2021 Approvals

20-533 Bylaw No. 4365: Tax Exemption (Permissive) Bylaw, 2020

Recommendation: The Governance and Finance Committee and the Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4365, "Tax Exemption (Permissive) Bylaw, 2020" be introduced and read a first, second and third time;
2. That Bylaw No. 4365 be adopted.
(WA, 2/3rds on adoption)

Attachments: Staff Report: Bylaw 4365 Permissive Tax Exemption 2020
Appendix A: Bylaw 4365 Tax Exemption (Permissive) Bylaw 2020
Appendix B: Permissive Tax Correspondence 2020
Appendix C: BC Assessment Property Classification

20-404 Bylaw No. 1465 - Livestock Kill Compensation; Alternatives for Electoral Area Participation

Recommendation: [The following motion was tabled at the September 9, 2020 Electoral Areas Committee:]
a) That staff be directed to convert the Animal Control Service created by Letters Patent to a service operated by establishing bylaw;
b) That staff be directed to separate-out the livestock kill compensation function into three separate services, one for each electoral area; and
c) That the bylaw for each livestock kill compensation service set an annual maximum at the recommendation of the applicable Electoral Area Director.
(NWA)

Attachments: Staff Report: Bylaw 1465-Livestock Kill Comp; Alternatives for EA Participation
Appendix A: Bylaw 1465 Animal Reg & Impounding Bylaw No. 1, 1986

20-633 South Galiano Fire Society - Request for Fire Commission

Recommendation: The Electoral Area Services Committee recommends to the Capital Regional District Board:
That staff be directed to engage with the Society Board and its membership to discuss the implications and requirements of converting to commission governance, and report back to the Electoral Areas Committee if the Society wishes to proceed.
(NWA)

Attachments: Staff Report: South Galiano Fire Society - Request for Fire Commission
Appendix A: Correspondence SGVFD

20-593 Salt Spring Island - Stormwater Quality Service Bylaw Amendment

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4360, "Salt Spring Island Stormwater Quality Management Extended Service Establishment No. 1, 1996, Amendment Bylaw No. 2, 2020" be introduced and read a first, second and third time; and
2. That Bylaw 4360 be referred to the SSI Electoral Area Director for consent and upon receiving consent, be referred to the Inspector of Municipalities for approval.

(NWA)

Attachments:
- Staff Report: SSI - Stormwater Quality Service Bylaw Amendment
- Appendix A: Bylaw No. 2454 - SSI Stormwater Quality Bylaw, 1996
- Appendix B: Bylaw No. 4178 - SSI Stormwater Quality Bylaw, 2017
- Appendix C: New Bylaw No. 4360, SSI Stormwater Quality Bylaw, 2020

20-625 Union of British Columbia Municipalities Grant for Active Transportation - Motion of Support

Recommendation: That the Electoral Areas Committee recommends to the Capital Regional District Board: That the Board support an application to the Union of British Columbia Municipalities Active Transportation Planning Program for the Southern Gulf Islands Electoral Area to conduct community mapping of active transportation routes and direct staff to provide overall grant management.
(NWA)

Attachments:
- Staff Report: UBCM Grant for Active Transportation
- Appendix A: CRD Internal Grant Proposal Form

20-638 Investing in Canada Infrastructure Program (ICIP) - Rural and Northern Communities Program Grant Application: Juan de Fuca Electoral Area (Port Renfrew Water Service)

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

1. That the September 9, 2020 Board resolution recommending that a grant application through the Investing in Canada Infrastructure Program - Rural and Northern Communities Program be submitted for the Wilderness Mountain Water Service project, be rescinded; and,
2. That the Board authorize staff to submit an application for grant funding for the JDF Electoral Area: Port Renfrew Water Service Supply upgrade Project through the Investing in Canada Infrastructure Program - Rural and Northern Communities Program; and that the Board supports the project and commits to its share ($50,000) of the project.

(NWA)

Attachments:
- Report: ICIP – Rural & Northern Comm Program Grant Application JdF EA
- Appendix A: ICIP RNC Report to EAC & Board on 09-09-2020
- Appendix B: ICIP Proposal JDF Port Renfrew Water Service

20-558 Previous Minutes of Other CRD Committees and Commissions for Information

Recommendation: That the following minutes be received for information:
a) Galiano Island Parks and Recreation Commission minutes of August 6, 2020
b) Magic Lake Estates Water and Sewer Committee minutes of July 14, 2020
c) Mayne Island Parks and Recreation Commission minutes of August 13, 2020

Attachments:

Minutes: Galiano Island Parks & Rec Commission - August 6, 2020

Minutes: MLE Water & Sewer Committee - July 14, 2020

Minutes: Mayne Island Parks & Rec Commission - August 13, 2020

7. Notice(s) of Motion

8. New Business

9. Adjournment

Next Meeting: November 4, 2020

To ensure quorum, please advise Tamara Pillipow (tpillipow@crd.bc.ca) if you or your alternate cannot attend.

Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Electoral Areas Committee

Wednesday, September 9, 2020 **11:05 AM** **6th Floor Boardroom**
625 Fisgard St.
Victoria, BC V8W 1R7

PRESENT
Directors: M. Hicks (Chair), B. Mabberley (for D. Howe (Vice Chair)), G. Holman, C. Plant (Board Chair, ex-officio)

Staff: N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; S. Carby, Senior Manager, Protective Services; J. Starke, Manager, Service Delivery, SGI Planning; M. Taylor, Manager, Building Inspection; M. Lagoa, Acting Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Regrets: Director D. Howe

The meeting was called to order at 11:44 am.

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1. Territorial Acknowledgement

Chair Hicks provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Holman, SECONDED by Director Plant,
That the agenda for the September 09, 2020 Electoral Areas Committee meeting be approved.
CARRIED

3. Adoption of Minutes

3.1. 20-459 Minutes of the July 8, 2020 Electoral Areas Committee Meeting

MOVED by Director Plant, SECONDED by Director Holman,
That the minutes of the Electoral Areas Committee meeting of July 8, 2020 be adopted as circulated.
CARRIED

4. Chair's Remarks

Chair Hicks welcomed Alternate Director Mabberley to the meeting.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. 20-449 Appointment of Officers

MOVED by Alternate Director Mabberley, SECONDED by Director Holman,
That the Electoral Areas Committee recommends to the Capital Regional District Board:
That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with Capital Regional District Bylaw No. 2681, Jill Bobbitt, Amy Acheson, Nolan Tytgat, Darrelle Butler, Candice Wright, Jared Saxby, Branden Cameron and Michael Murphy be appointed as Assistant Bylaw Officers.
CARRIED

6.2. 20-450 District of Highlands Sheep Kill Compensation Claim - Munn Road

K. Lorette spoke to item 6.2.

MOVED by Director Holman, SECONDED by Director Plant,
The Electoral Areas Committee recommends to the Capital Regional District Board:
That payment be approved to Mr. John Buchanan, in the amount of $225, which is 75% of the decrease in market value of the total losses.
CARRIED

6.3. 20-404 Bylaw No. 1465 - Livestock Kill Compensation; Alternatives for Electoral Area Participation

K. Lorette spoke to item 6.3.

Discussion ensued on the following:
- funding source
- average compensation per year
- converting letters patent to establishment bylaws
- removing the compensation provision from the bylaw

MOVED by Director Plant, SECONDED by Alternate Director Mabberley,
That Bylaw No. 1465 - Livestock Kill Compensation; Alternatives for Electoral Area Participation be tabled until the October 14, 2020 Electoral Areas Committee meeting.
CARRIED

6.4. 20-378 Request for a Review and Update of Bylaw No. 3780: Notice of Motion from Commissioner St-Pierre

Discussion ensued on potable water for all residential development.

MOVED by Alternate Director Mabberley, SECONDED by Director Holman,
BE IT RESOLVED That the Regional Water Supply Commission recommends that

the Electoral Area Services Committee recommends to the CRD Board:
That staff be requested to review and update the building bylaw 3780 with respect to onsite water collection to align with the CSA B805-18 Canadian National Rainwater Harvesting Standard.

MOVED by Alternate Director Mabberley, SECONDED by Director Holman,
That the motion be amended to remove the words "...and update" after the words "to review...", remove the word "...3780" after the words "the building bylaw...", and add the words "...and report back." after the words "...Harvesting Standard".
CARRIED

MOVED by Alternate Director Mabberley, SECONDED by Director Holman,
BE IT RESOLVED That the Regional Water Supply Commission recommends that the Electoral Area Services Committee recommends to the CRD Board:
That staff be requested to review the building bylaw with respect to onsite water collection to align with the CSA B805-18 Canadian National Rainwater Harvesting Standard and report back.
CARRIED

6.5. 20-507 Parcel Tax Bylaw No. 4363 - Magic Lake Estates Wastewater System Upgrade

T. Robbins spoke to item 6.5.

MOVED by Alternate Director Mabberley, SECONDED by Director Holman,
The Magic Lake Estates Water and Sewer Committee recommends the Electoral Areas Committee recommend to the Capital Regional District Board:
1. That Bylaw No. 4363, "Magic Lake Estates Wastewater System Parcel Tax Roll Bylaw No. 1, 2020, A Bylaw to Authorize the Preparation of a Parcel Tax Roll for the Magic Lake Estates Wastewater System Upgrade" be introduced and read a first, second and third time;
2. That Bylaw No. 4363 be adopted.
CARRIED

6.6. 20-535 Investing in Canada Infrastructure Program (ICIP) - Rural and Northern Communities (RNC) Program

N. Chan spoke to item 6.6.

Discussion ensued on the following:
- seeing one grant application submitted per Electoral Area
- clarification on Funder's preference

MOVED by Director Hicks, SECONDED by Director Holman,
That the Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District submit applications for four proposals, as endorsed in the following resolutions:
1. That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for the SSI: Maliview WWTP Upgrading Project through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program; and that the Board supports the project and commits to its share ($230,000) of the project; and
2. That the Capital Regional District Board (the Board) authorize staff to submit an

application for grant funding for the JDF: Wilderness Mountain Water System Upgrades Project through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program; and that the Board supports the project and commits to its share ($50,000) of the project; and
3. That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for the JDF: Port Renfrew Water Supply Upgrade Project through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program; and that the Board supports the project and commits to its share ($50,000) of the project; and
4. That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for the SGI: Lyall Harbour Boot Cove Water System Upgrades through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program; and that the Board supports the project and commits to its share ($50,000) of the project.

MOVED by Director Hicks, SECONDED by Director Holman,
That the motion be amended to remove item number three.
CARRIED

MOVED by Director Hicks, SECONDED by Director Holman,
That the Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District submit applications for three proposals, as endorsed in the following resolutions:
1. That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for the SSI: Maliview WWTP Upgrading Project through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program; and that the Board supports the project and commits to its share ($230,000) of the project; and
2. That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for the JDF: Wilderness Mountain Water System Upgrades Project through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program; and that the Board supports the project and commits to its share ($50,000) of the project; and
4. That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for the SGI: Lyall Harbour Boot Cove Water System Upgrades through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program; and that the Board supports the project and commits to its share ($50,000) of the project.
CARRIED

6.7. 20-510 Salt Spring Island Shared Services Model - Rural Dividend Grant

MOVED by Director Holman, SECONDED by Alternate Director Mabberley,
That the Electoral Area Committee recommend the Capital Regional District Board approve the Rural Dividend amendments and authorize staff to direct award a contract in the amount of $95,000 to the Rural Islands Economic Partnership Society to perform such other tasks as to fulfill the terms of the Rural Economic Dividend Program grant.
CARRIED

6.8. 20-530 Annual General Meetings and Nomination Procedures for Commissions

Chair Hicks introduced item 6.8. K. Morley spoke to item 6.8.

Discussion ensued on holding electronic AGMs.

MOVED by Director Plant, SECONDED by Director Hicks,
The Electoral Areas Committee recommends to the Capital Regional District Board:
That for the balance of 2020, new appointments for local service area committees and commissions shall be done by the Board based on Electoral Area Director recommendation and not through the Annual General Meeting process, except for those committees and commissions that currently have a mail-in ballot process underway.
CARRIED

6.9. 20-485 Request to Transition South Galiano Volunteer Fire Service to CRD Commission

Alternate Director Mabberley spoke to Item 6.9.

MOVED by Alternate Director Mabberley, SECONDED by Director Holman,
That staff be directed to investigate options and report back to this committee.
CARRIED

6.10. 20-451 Previous Minutes of Other CRD Committees and Commissions for Information

MOVED by Director Holman, SECONDED by Director Hicks,
That the following minutes be received for information:
a) Galiano Island Parks and Recreation Commission minutes of July 2, 2020
b) Magic Lake Estates Water and Sewer Committee minutes of May 12, 2020
c) Mayne Island Parks and Recreation Commission minutes of May 14, 2020
d) Mayne Island Parks and Recreation Commission minutes of June 11, 2020
e) Mayne Island Parks and Recreation Commission minutes of July 9, 2020
f) Wilderness Mountain Water Service Commission minutes of June 15, 2020
CARRIED

7. Notice(s) of Motion

There were no Notice(s) of Motion.

8. New Business

There was no new business.

9. Adjournment

MOVED by Alternate Director Mabberley, SECONDED by Director Hicks,
That the September 09, 2020 Electoral Areas Committee meeting be adjourned at 12:25 pm.
CARRIED

_____
Chair

_____
Recorder

Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 14, 2020

SUBJECT 2019-2022 Electoral Areas Service Planning

ISSUE SUMMARY

To provide the Electoral Areas Committee with an overview of relevant initiatives undertaken by the Salt Spring Island (SSI) Administration, Southern Gulf Island (SGI) Administration and Juan de Fuca (JdF) Electoral Area Planning divisions to deliver on approved Board Priorities and the Corporate Plan. The report also highlights initiatives to be approved by other Standing Committees and Commissions that directly benefit the three Electoral Areas.

BACKGROUND

The Capital Regional District (CRD) Board completed its strategic planning early in 2019 and approved the CRD Board Strategic Priorities 2019-2022.

The four priorities are:
1. Community Well-being – Transportation & Housing;
2. Climate Action & Environmental Stewardship;
3. First Nations Reconciliation; and
4. Advocacy, Governance & Accountability.

The priorities were confirmed at the annual check-in on May 13, 2020.

The 2019-2022 CRD Corporate Plan is aligned to Board direction. It highlights the initiatives the CRD needs to deliver over the Board's four-year term to address the region's most important needs. Initiatives that directly work towards making progress on addressing the needs of the communities in the Electoral Areas have been identified across all of the Community Needs.

Appendix A *Community Need Summary - Electoral Areas 2021* is a summary of the planned activities for 2021. It contains details about core service levels and performance metrics. No new initiatives to deliver on Board or corporate priorities are proposed this year.

Appendix B *Electoral Areas - Initiatives Progress Report* provides insights into what has been delivered through the 20 initiatives approved last year, across nine Community Needs, for delivery in 2020.

The Service Planning process gathered information necessary to assemble a provisional budget for Committee and Board review. The purpose of this report is to explain how the SSI Administration, SGI Administration and JdF Electoral Area Planning divisional program of work connects to the Board Priorities, Corporate Plan and provisional budget.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:
That Appendix A Community Need Summary - Electoral Areas be approved as presented and advanced to the October 28, 2020 provisional budget review process.

Alternative 2
The Electoral Areas Committee recommends to the Capital Regional District Board:
That Appendix A Community Need Summary - Electoral Areas be approved as amended and advanced to the October 28, 2020 provisional budget review process.

IMPLICATIONS

Financial Implications
Initiatives identified in the Corporate Plan (including Board Priorities) cannot be undertaken without resourcing. The Board determines resourcing through its annual review and approval of financial plans. To support the Board's decision-making, staff, through the service planning process, provide recommendations on funding, timing and service levels.

During this year's service planning process, staff have been mindful of the fiscal challenges facing the region. No new initiatives to deliver on Board or corporate priorities are proposed this year.

Any budget changes driven by local services are reflected in the Electoral Areas' budgets.

Service Delivery Implications
The Community Need Summary found in Appendix A provides an overview of all work that needs to be undertaken in order to meet regulatory requirements, satisfy Board direction and meet the needs of the communities served by the CRD.

Alignment with Board & Corporate Priorities
Staff have not identified any new delivery initiatives for 2021.

18 of the 20 initiatives approved in 2020 have either been completed or are now part of our core services. Two will start in 2021. No additional budget impacts have been identified.

CONCLUSION

Staff have been progressing initiatives and actions identified in the Corporate Plan, including Board Priorities. The Board determines resourcing through its annual review and approval of financial plans. As per previous years, to support the Board's decision-making, staff are providing recommendations on funding, timing and service levels through the service and financial planning processes.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That Appendix A Community Need Summary - Electoral Areas be approved as presented and advanced to the October 28, 2020 provisional budget review process.

Submitted by:	Emily Sinclair, MCIP, RPP, Senior Manager, Regional and Strategic Planning
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., General Manager, Integrated Water Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Community Need Summary - Electoral Areas
Appendix B: Electoral Areas - Initiatives Progress Report

Community Need

2021 Summary

Electoral Area

Strategy

Overview

There are three Electoral Areas (EA) in the capital region: Juan de Fuca (JdF), Salt Spring Island (SSI) and the Southern Gulf Islands (SGI). An EA Director is elected every four years by the local communities to represent the area on the CRD Board. In each EA, the CRD provides some of the services of a municipal government, including water, sewage, fire protection, recreation and parks. Community planning and land use regulation services are provided in the JdF EA. In the SSI EA and the SGI EA, the Islands Trust local trust committees have land use planning authority.

Since its inception, the CRD has established many different commissions to assist with service delivery. At present, there are over 60 commissions that assist with a wide range of services, from fire protection to theatre management. Each CRD commission has a unique purpose and there is wide diversity in operational practice that stems from the role of the commission, its governance structure, its relationship to CRD staff and the service that it helps administer.

Strategic Context

Strategies

- SSI Parks Strategic Plan: provide access to quality, safe, diverse, year-round, and inclusive parks, recreation and sport facilities, trails and water access, and deliver recreational programs that enhance quality of life, promote healthy lifestyles, strengthen the sense of community, and connect all residents and visitors with nature, while following environmental best practices.
- Broaden shoulder season tourism, agriculture, food, housing, economic diversity, business efficiency, improve island business core, and build economic support through coordination, communication, and advocacy.
- Establish a Gulf Islands Shared Business Services entity to act as a “single window” point-of-access for local producers, artisans, operators and institutions to obtain information and referral to service providers; act as a “broker” to help obtain favourable rates for services.
- Optimize allocation of resources, support long term financial plans to fund infrastructure renewal/replacement as required to ensure water and sewer systems meet acceptable levels of service, regulatory requirements, and recommendations from asset management plans.

Community Need

2021 Summary

Trends, Risks and Issues

- Support a regional economic development focus to achieve economies of scale by advocating for federal/provincial funding mechanisms.
- Advocate for rural designation within the EAs to ensure rural areas of the CRD qualify for the same provincial and federal grant programs that are available for other rural areas of the province.
- Help local businesses grow and thrive through economic challenges, including Covid-19, by developing entrepreneurial opportunities and establishing shared service offerings to diversify marketing and sales resources, shared labour force pool, coordinated island supply and delivery chain management, distribution and export hub for island products, access to professional services, IT and administrative services, and business skills training.
- Protect and sustain rural island culture through housing strategies and by facilitating ways to implement effective and sustainable year-round tourism destination management practices.
- Address local transportation needs by optimizing integrated transportation opportunities through coordination with BC Ferries and local entities and consideration of service establishment in the SGI EA.
- Stimulate sustainable economic growth and improve community health resilience by improving broadband connections and ensuring access to sustainable broadband networks.
- From a land planning and building inspection point of view, changes to the Building Code, seasonal and weather patterns and building activity cycles related to the economy can all affect the cost and volume of construction projects and therefore processing time for applications and permits.
- Annual changes (increase/decrease) in residential, commercial and industrial construction and the number of building permits and development permits being issued (e.g. as a result of changes in market demand for new parcels of land and changes in land use); existing staffing capacity is redirected to longer-term project work, such as OCP and land use bylaw review, during periods of lower development activity.
- Changes to federal and/or provincial legislation, including changes to public consultation procedures and bylaw enforcement action (e.g. introduction of Cannabis Retail licensing process), have resulted in additional staff time required to process applications and permits.
- Prioritized capital project improvements to water and sewer systems in the EAs.

Community Need

2021 Summary

Services

Core Services Levels	
Service	**Levels**
SSI Administration Responsible for the administration and management of the SSI Parks and Recreation Commission, Transportation and Transit Commission, Community Economic Development Commission, Fernwood dock; and in collaboration with other CRD divisions, eight local water and sewer service areas, and Liquid Waste Management Commission. The SSI Division is also responsible for planning, organizing, and delivering services for SSI and support to the EA Director through these various service Commissions and Committees.	• Implement the economic strategic development plan in areas of tourism, agriculture and food, and build economic support through communication and advocacy, economic diversification, business support, and enhancement and beautification of Ganges and Fulford villages • Assist and coordinate service delivery outcomes and capital infrastructure planning, design, procurement and project management for water, sewer, and liquid waste • Develop active and passive transportation initiatives and services (studies, construction, maintenance, and pedestrian and cycling safety) • Implement transportation infrastructure projects in coordination with outside agencies (Ministry of Transportation, Island's Trust, BC Ferries, BC Transit) • Provide optimal level of service for public transit system on the island through an annual operating agreement between the CRD, BC Transit and local contractor; construct and maintain bus stops/shelters • Manage and operate dock facility • Develop and maintain community trails, beach accesses, active and passive parks, community recreation, aquatic centre, child care centre, and SSI Saturday Market • Facility maintenance of the SSI Library • Support contribution services and use agreements for ArtSpring and SSI Library services • Manage stormwater quality and provide for a monitoring service

Community Need

2021 Summary

Core Services Levels	
Service	**Levels**
SGI Administration Responsible for the administration and management of service delivery in the SGI in the areas of Community Parks and Recreation, Commission support, the receipt and award of grant funding, and by assisting with the economic development initiatives of the SGI Community Economic Sustainability Commission. The SGI Division also provides community planning, organizing and coordination to support the goals of the EA Director.	• Support the Community Economic Sustainability Commission in coordinating local economic sustainability initiatives that contribute to the economic prosperity, social equity, and environmental quality of the SGI • Provide project management, and make recommendations for strategies that support service delivery in the region, including broadband connectivity, transportation, and affordable housing • Administer the delivery of parks and recreation services by the Galiano Island Parks and Recreation Commission, the Pender Island Parks and Recreation Commission, the Mayne Island Parks and Recreation Commission, and the Saturna Island Parks and Recreation Commission • Manage the CRD liaisons who coordinate and support CRD programs on each island
Planning & Development	
Building Inspections Oversees the construction, alteration, repair or demolition of buildings and structures in the EAs by ensuring the construction complies with the BC Building Code with respect to health, safety, fire, structural integrity, energy efficiency, and accessibility.	• Provide information on the building permit process, BC Building Code requirements and approved construction practices • Process between 800 and 1,000 building permit applications per year, including plumbing permits and permits for wood burning appliances • Provide between 6,000 and 8,000 building inspection services per year • Review all building permit applications for compliance with all applicable regulations • Manage property files and enforcement, as needed
Juan de Fuca (JdF) Community Planning Develops community plans and implements and administers land use regulations by providing professional advice and recommendations on planning processes and development services, providing for orderly growth, protection of	• Review, evaluate and process approx. 50-60 development applications annually, including zoning and OCP amendments, development variance permits, development permits, soil deposit and removal permits, Board of Variance approvals, subdivision referrals, ALR applications • Review all building permit applications for compliance with land use regulations

Community Need

2021 Summary

Core Services Levels	
Service	**Levels**
the environment, sustainable communities and resource management.	• Provide land use information in response to inquiries from the public, developers, realtors, and consultants • Review and amend land use regulation and policy documents in response to changes in the environment, community objectives, and provincial legislation • Respond to land use related bylaw complaints in coordination with Bylaw Enforcement and Building Inspection • Provide administrative and technical support to the JdF Land Use Committee and advisory commissions
Protective Services	
Fire Dispatch Operational management of fire dispatch.	• Operational management of fire dispatch for the three EAs
EA Emergency Coordination Oversight and administration of the EA Emergency Programs.	• Oversee and coordinate emergency planning and response by the EA Emergency Programs
EA Emergency Program and Search and Rescue (SAR) Operation of a community-based emergency management program, supported by the CRD EOC that meets the needs of the local community.	• Program oversight for the Juan de Fuca SAR service • Financial support to the Salt Spring Island SAR Society to cover overhead (non-operational) costs
EA Fire Services	• Oversight and support of and to Fire and Rescue Commissions and services
Bylaw Services and Animal Care Services Operational management of bylaw enforcement and animal control.	• Operation of a bylaw enforcement and animal control program that responds at municipal and CRD operations' requests

Community Need

2021 Summary

Core Services Levels	
Service	**Levels**
Parks & Environmental Resource Management	
JdF Community Parks & Recreation The JdF EA Parks & Recreation Division acquires, develops and maintains community parks and provides community recreational programming in the electoral area. Oversight of the operations and maintenance needs of the Port Renfrew Community Centre.	Inspection, maintenance and repair of: • 8.1km of trails • 23 park facilities • Two baseball fields and two tennis courts • Two playgrounds Administration of: • 4 stewardship programs and 65 volunteers • 6 recreation program contracts and events • Operating costs of Port Renfrew Community Centre through revenue
Water	
Water Systems Operations & Maintenance Wholesale water and wastewater services to the small systems in the JdF Water Distribution and electoral areas.	The following key service areas support the small water systems in the electoral areas • Water systems operations and maintenance • Emergency response/system failure • Infrastructure Planning • Capital Project Delivery & Works • Engineering Services For more detail, please refer to the Water Community Need Summary
Support Services	
Support Services The core services listed rely on the support of several corporate and support divisions to effectively operate on a daily basis. These services are reported on in the Accountability Community Need Summary.	• Services include Human Resources & Corporate Safety, Corporate Communications, Asset Management, Financial Services, Information Technology & GIS, Information Services, Legislative Services, Facility Management, Fleet Management, Legal Services, Risk & Insurance and Real Estate Services

Community Need

2021 Summary

Initiatives

Initiatives approved in prior years which have now been delivered or absorbed in Core Services:

Arts & Culture

- 12c-2 – SSI Art Spring/SSI Art Council Operating & Maintenance Recreation

Accountability

- 15a-1 – EA Strategy & Operations
- 15c-2 – CRD Liaisons*

Economic Development

- 4b-1 – Grants Dashboards for EAs
- 4b-2 – Economic Development Plans through Commissions SGI Administration

Parks & Environmental Resource Management

- 6c-1.1 – EA Community Parks – JdF Planning
- 6c-1.3 – EA Community Parks – SSI Administration

Planning & Development

- 11b-2 – Fallow Deer on SGI
- 11c-1 – Building Inspection on EAs
- 11d-1 – New Development Application Review JdF Planning

Protective Services

- 7a-10 – Jordan River Dam Breach Siren*
- 7a-12 – SSI Community Safety*
- 7c-1 – FireSmart Program for EAs

Recreation

- 13a-1.4 – Recreational Programming & Rates SGI Administration
- 13a-1.5 – Recreational Programming & Rates SSI Administration

Transportation

- 2e-1 – SSI Transit Services
- 2e-2 – SSI Cycling & Pedestrian Infrastructure
- 2e-3 – SGI Public Transportation

Water

- 10d-4 SSI Watershed Protection

*New – Initiatives not in the 2019-2022 Corporate Plan

Community Need

2021 Summary

Business Model

Funding

Who contributes

- **Building Inspection Service**: All EAs
- **JdF Community Planning Service:** JdF EA
- **SSI Administration Services**: SSI EA
- **SGI Administration Services**: SGI EA
- **Other Services, including Support Services**: varies by service

Funding Sources

- Requisitions, grants and fee-for-service (e.g. retail water rate)

Reporting Structure

Electoral Area Committee

Various Local Service Areas Commissions incl.:

- **Fire Protection and Emergency Response** (East Sooke, North Galiano, Otter Point, Port Renfrew, Shirley, and Willis Point)
- **Parks and Recreation** (Galiano Island, JdF EA, Mayne Island, Pender Islands, SSI EA, Saturna Island and, Sooke and EA)
- **Water Services** (Port Renfrew, Wilderness Mountain, Lyall Harbour/Boot Cove, Magic Lake Estates, Skana, Beddis, Cedar Lane, Cedars of Tuam, Fernwood, Fulford, Highland, Sticks Allison, Surfside Park)

- Emergency Management Committee
- Planning, Transportation and Protective Services Committee
- Traffic Safety Commission

Community Need

2021 Summary

Performance			
Definition and Source	**2019 Actual**	**2020 Forecast**	**2021 Target**
Metric 1: EA Fire departments meeting the Office of the Fire Commissioner (OFC) Playbook guidelines for Fire Services Total number of fire departments that meet the guidelines; data from fire departments and audit reports	N/A	9	9
Metric 2: Building permits in all three EAs Total number of permits issued annually; data from CRD Tempest application database	866	800	880*
Metric 3: Development application levels in the JdF EA Total number of development applications received annually; data from CRD Tempest application database	58	50	55*
Future Metric 4: Island businesses participating in Shared Business Services Number of island businesses registered with Shared Business Services; data from SSI Administration Division	N/A	N/A	N/A
Future Metric 5: Broadband connectivity – attracting Internet Service Provider (ISP) investment to the SGI community Total value of investment made by ISPs to connect the SGI community to high-speed internet; data from SGI Administration Division	N/A	N/A	N/A

Discussion

- **Metric 1**: All fire services in BC are required to meet the standards for their declared service levels as established by the OFC Playbook and WSBC.
- **Metric 2**: *This an indicator of construction level therefore a target is not appropriate. Estimated volume has been provided instead. This volume of permits results in 6,000 to 8,000 inspections per year.
- **Metric 3**: *This is an indicator of development activity therefore a target is not appropriate. Estimated volume has been provided instead.
- **Metric 4:** This is highlighted as a future metric; the CRD's intention is to report on this starting October 2021. This metric highlights the success of the Shared Business Services strategy for the gulf islands measured as the total number of participants in the project. A pilot project will be run in 2020 to validate the proposed service offering and refine before scaling up and making this service available to all businesses in the gulf islands. This initiative will be contracted out.

Community Need

2021 Summary

- **Metric 5:** This is highlighted as a future metric; the CRD's intention is to report on this from October 2021. This metric highlights the total amount of ISP investment attracted to bring high-speed broadband connection to the SGI community (high-speed defined as per the federal standard of download/upload speeds of 50/10 Mbps). Connectivity planning ensures infrastructure investments are coordinated, scalable, provide value for money, and achieve priority objectives for the region. A community-based connectivity plan is currently under development. It is hoped that it will guide Internet Service Providers in their investment decisions. The plan will help determine future KPI targets.

Community Need

Initiative Progress Report

Electoral Areas

Initiatives approved in 2020 Budget		
Ref	**Initiative**	**Progress to date**
Transportation		
2e-1	SSI Transit Services	**Progressing** – BC Transit initiating Salt Spring transit review on Salt Spring Fall 2020. Project completion anticipated in Q3 2021.
2e-2	SSI Cycling & Pedestrian Infrastructure	**Progressing** - North Ganges Transportation Plan project nearing completion in Q4 2020. **Progressing** – Baker Road to Vesuvius Bay Road pathway project nearing completion in Q4 2020. **Initiating** – Booth Canal to Baker Road pathway planned to Q4 2020.
2e-3	SGI Public Transportation	**Progressing** – the project purpose is to investigate the establishment of an integrated, multi-modal transportation service or services for the SGI EA. Work is underway to engage qualified professionals to develop and cost a service model, including the steps necessary to develop a land-based public transit system, water-based passenger service and a multi-model trail system. This work is currently being funded through Community Works Funds; applications for additional funding via external grants is also underway.
Economic Development		
4a-1	High-speed Internet Services	**Progressing** – Phase 1 report, "Connecting SGI", is complete. Based on in-depth community engagement, it documents how greater connectivity can advance each island's goals of sustainable economic development, community health, and resilience. Phase 2 involves engaging an engineering firm to complete a connectivity infrastructure design plan. This work is underway and funded through Community Works Funds and through a grant from the Province of British Columbia.
4b-1	Grants Dashboards for EAs	**Initiative planned for 2021**

Community Need

Initiative Progress Report

Initiatives approved in 2020 Budget		
Ref	**Initiative**	**Progress to date**
4b-2	Economic Development Plans through Commissions SGI Administration	**Progressing** – the 2020 work program for SGI Economic Sustainability Commission includes COVID-19 economic resiliency, an SGI affordable housing strategy, connectivity (broadband planning), food security, and transportation planning.
4b-2	Economic Development & Plans through Commissions SSI Administration	**Progressing** – Rural Dividend grant project to establish a shared business services model where local businesses, First Nations, and individuals could purchase membership shares and raise capital to benefit SSI; offer direct and indirect services to small business owners, service providers, or agencies to create economies of scale through shared purchasing power with the following offerings: branding and marketing of island made products; off-island product distribution and export hub; supply chain; business training and skill development; IT and e-commerce tools; and shared labour pool.
Parks & Environmental Resource Management		
6c-1.1	EA Community Parks – JdF Planning	**Part of core services** – maintenance for over 15 community parks in the JdF electoral area. Achievements in 2020 include removal of an abandoned building, creation of 1.2km of trails, completion of trail repairs at Seagirt Ponds Community Parks and of the Kemp Lake Foreshore access project.
6c-1.2	EA Community Parks – SGI Administration	**Part of core services** – SGI community parks services are delivered by the Mayne Island Parks and Recreation Commission, Saturna Island Parks and Recreation Commission, Galiano Island Parks and Recreation Commission, and the Pender Island Parks and Recreation Commission.
6c-1.3	EA Community Parks – SSI Administration	**Part of core services**
Protective Services		
7a-10	Jordan River Dam Breach Siren*	**Completed**
7a-12	SSI Community Safety*	**Completed** – elector assent by alternative approval process for proposed service not obtained.
7c-1	FireSmart Program for EAs	**Progressing** – Grant applications were successful. Work is ongoing.

Community Need

Initiative Progress Report

Initiatives approved in 2020 Budget		
Ref	**Initiative**	**Progress to date**
Water		
10a-7	SSI & SGI Water Operations*	**Part of core services**
10d-4	SSI Watershed Protection*	**Progressing** – subject to the recommendations from the water optimization study examining challenges in operating multiple water distribution and treatment systems on an unincorporated island EA.
Planning & Development		
11b-2	Fallow Deer on SGI	**Completed**
11c-1	Building Inspection on EAs	**Progressing** – The review is continuing. Financial implications with respect to further clarity of the needs of the three separate EA's are under review. Budget analysis is ongoing. Discussions regarding legal and legislative implications are also underway.
11d-1	New Development Application Review JdF Planning	**Completed** - through adoption of a new Development Applications Fees and Procedures bylaw at beginning of 2019.
Arts & Culture		
12c-2	SSI Art Spring/SSI Art Council Operating & Maintenance	**Completed**
Recreation		
13a-1.4	Recreational Programming & Rates SGI Administration	**Part of core services** – recreation programing delivered through SGI community parks services (Mayne Island Parks and Recreation Commission, Saturna Island Parks and Recreation Commission, Galiano Island Parks and Recreation Commission, Pender Island Parks and Recreation Commission).
13a-1.5	Recreational Programming & Rates SSI Administration	**Completed**
Accountability		
15a-1	EA Strategy & Operations – SSI Administration	**Planned for 2021** – develop a comprehensive strategy and operational review on the current rural regional district governance structure within the unique needs of Salt Spring Island.

Community Need

Initiative Progress Report

Initiatives approved in 2020 Budget		
Ref	**Initiative**	**Progress to date**
15c-2	CRD Liaisons *	**Part of core services** – SGI Liaison program continues to facilitate community support and coordination on behalf of the CRD.

* New - Initiatives not in the 2019-2022 Corporate Plan

Making a difference...together

REPORT TO THE ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 14, 2020

SUBJECT **2021 Preliminary Electoral Area Budget Review**

ISSUE SUMMARY

To present the 2021 Electoral Area budgets and obtain recommendation from the Electoral Areas Committee (EAC) to forward the budgets, along with the list of initiatives for implementation as of January 1, 2021, for preliminary approval, to the Capital Regional District Board (Board).

BACKGROUND

The Capital Regional District (CRD) provides a range of regional, sub-regional, and local services to the community. Regional services are provided to the entire region, sub-regional services are provided to groups of participating Municipalities, First Nations and Electoral Areas, and Local Services are provided to individual Municipalities, Electoral Areas or to groups of residents within local service areas. It is estimated that the CRD currently provides services to over 22,000 Electoral Area residents (2019 estimate provided by CRD Regional Planning).

Budgets herein presented for review are only for Electoral Area (EA) services: Juan de Fuca EA (JDF), Salt Spring Island EA (SSI) and Southern Gulf Islands EA (SGI).

The Electoral Area services delivered are guided by the *Local Government Act,* service establishment bylaws, the Board strategic plan, and corporate service plans.

Budget Approval Process

Under the budget direction provided by the Board, review and recommendation for approval of all Electoral Area service budgets, including local services commission budgets, is delegated to the EAC. These budgets will be included in the preliminary 2021 CRD Financial Plan to be presented to the CRD Board on October 28, 2020. Also on this date, regional and sub-regional budgets will be presented for all participants to review and approve.

Review and approval of the budgets by the CRD Commissions will take place between October and November, 2020.

Budget Planning Overview

The budgets have been prepared by CRD Staff with input and approval from the commissions and committees where applicable. The development of the budgets are based on the resources required for delivery of the core services, the impact of new initiatives, proposed capital programs, and other cost pressures such as inflation and contractual agreements.

The service budgets include operating budgets and capital plans in addition to changes in reserve funds. A detailed discussion on the main budget drivers for each EA is included in Appendices A–C.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the 2021 Electoral Area Only Services Budgets be given provisional approval as presented, and
2. That the new initiatives identified in Appendix D for January 1, 2021, implementation be approved for expenditure.

Alternative 2
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the 2021 Electoral Area Services Budgets be given provisional approval with specific direction on amendments; and
2. That the new initiatives identified in Appendix D for January 1, 2021, implementation be approved with specific direction on amendments.

IMPLICATIONS

Financial Implications

Tax Requisition

Table 1 summarizes the total increase in the 2021 preliminary tax requisition over 2020 final requisition for each EA.

Table 1: 2021 Preliminary vs 2020 Final Requisition

	2021 Provisional Requisition		2020 Final Requisition		$ Change		% Change
	($000)	$ Per HH	($000)	$ Per HH	($000)	$ Per HH	Per HH
Juan de Fuca	2,431	570	2,427	569	4	0.97	0.17%
Salt Spring Island	6,838	1,025	6,773	1,015	65	9.86	0.97%
Southern Gulf Island	3,207	468	3,130	457	77	11.24	2.46%

The requisition increase includes the changes in regional, sub-regional, Joint EA, individual EA services and Capital Regional Hospital District (CRHD) assessments, but it excludes the changes in the local/specified/defined area services versus the EA as a whole, as only participants in each service are impacted.

The actual change in the tax rates resident will see on their annual bill will vary depending on the other local/specified/defined areas service in which they participate and their individual 2021 assessment values. The 2021 preliminary requisition impact shown above in Table 1 reflects the 2020 assessment values; new assessment information will be updated when assessment data is released in early February and will be updated for final budget deliberations.

Detailed requisition summaries by service areas for each EA are included in Appendix A-1 (JDF), Appendix B-1(SSI), and Appendix C-1(SGI).

Operating Budget Overview–Gross Expenditure

Table 2 summarizes the increase in total operating expenditures for each EA in the 2021 preliminary budget compared to the 2020 final budget, for EA budgets only.

Table 2: Summary of Operating Budget (in $ 000's) by EA

Electoral Area	2021 Financial Plan $	2020 Financial Plan $*	$ Change	% Change
Juan de Fuca	4,863	4,823	40	0.8%
Salt Spring Island	10,089	9,721	368	3.8%
Southern Gulf Islands	7,563	7,416	147	2.0%
Total	**22,515**	**21,960**	**555**	**2.5%**

*Based on Amendment Financial Plan (Bylaw No. 4366)

The increase in overall expenditures is primarily attributable to core service delivery, contractual agreements and inflationary pressure. Staff have reviewed and rebalanced the ongoing service delivery to mitigate inflationary impacts.

The following tables show the year over year changes by expenditure type for each EA for EA budgets only (excluding Regional, Sub-regional and CRHD services)

Table 2a: Summary of JDF Operating Budget (in $ 000's)

Expenditure Type	2021 Financial Plan $	2020 Financial Plan $	$ Change	% Change
Operations	3,937	3,854	83	2.2%
Capital Funding	26	26	0	0.0%
Debt Servicing	336	336	0	0.0%
Transfer to Reserves	564	607	(43)	(7.1%)
Total	**4,863**	**4,823**	**40**	**0.8%**

The total increase of $40 thousand in JDF is due primarily to increases in operation expenditures with the transfers to reserves offsetting the increases. The main budget drivers in operation expenditure increase include salary and wages, contact for services and program development. There are no changes to capital funding initiatives and debt serving cost. Operating budget highlights for JDF services is in Appendix A-2 (JDF).

Table 2b: Summary of SSI Operating Budget (in $ 000's)

Expenditure Type	2021 Financial Plan $	2020 Financial Plan $	$ Change	% Change
Operations	8,534	8,064	470	5.8%
Capital Funding	3	43	(40)	(93.0%)
Debt Servicing	788	1,014	(226)	(22.3%)
Transfer to Reserves	764	600	164	27.3%
Total	**10,089**	**9,721**	**368**	**3.8%**

The total increase of $368 thousand in SSI is due primarily to increases in operation expenditures and transfers to reserves. The main budget drivers in operation expenditure increase include salary and wages, contact for services and maintenance and repairs. Transfers to fund capital initiatives and debt servicing offset increases. The reduction of debt servicing cost is mainly due to debt retirement (SSI Pool Service) and lower debt refinancing rate (SSI Liquid Waste Service). Operating budget highlights for SSI services is in Appendix B-2 (SSI).

Table 2c: Summary of SGI Operating Budget (in $ 000's)

Expenditure Type	2021 Financial Plan $	2020 Financial Plan $	$ Change	% Change
Operations	5,978	5,870	108	1.8%
Capital Funding	18	31	(13)	(41.9%)
Debt Servicing	755	755	0	0.0%
Transfer to Reserves	812	760	52	6.8%
Total	**7,563**	**7,416**	**147**	**2.0%**

The total increase of $147 thousand in SGI is due primarily to increases in operation expenditures and transfer to reserves. The main budget drivers in operation expenditure increase include salary and wages, contact for services, grant-in aid funding and program development. Transfers to fund capital initiatives offsets the increases. There is no change for debt servicing cost in SGI. Operating budget highlights for SGI services is in Appendix C-2 (SGI).

Capital Budget Overview

The capital plan highlights for major capital projects over $100,000 for each EA are shown in Appendix A-3 (JDF), Appendix B-3 (SSI) and Appendix C-3 (SGI).

Capital plans are developed through a process of reviewing:

- Projects already in progress
- Condition of existing assets and infrastructure
- Regulatory, environmental, risk, and health and safety factors
- New or renewal projects prioritized by the communities

The following Table 3 summarizes the capital plan by Electoral Area.

Table 3 - Summary of Capital Plan by Electoral Area (in $ millions)

Electoral Area	2021 Capital Plan $	2020 Capital Plan $ *	$ Change	% Change
Juan de Fuca	0.6	1.1	(0.5)	(45.5%)
Salt Spring Island	5.0	6.3	(1.3)	(20.6%)
Southern Gulf Islands	8.2	10.9	(2.7)	(24.8%)
Total	**13.8**	**18.3**	**(4.5)**	**(24.6%)**

*Based on Amendment Financial Plan (Bylaw No. 4366)

- JDF: The provisional 2021 capital plan is $0.6 million, a decrease of $0.5 million from 2020. The decrease is primarily due to substantial completion of expenditures planned in 2020 for Otter Point Fire service including the Fire Hall Expansion project ($165K) and fire truck replacement ($400K)

- SSI: The provisional 2021 capital plan is $5 million, a decrease of $1.3 million from 2020. The decrease is primarily due to the decrease in the SSI transportation function as the major project of North Ganges Transportation Plan ($2M) is anticipated to be substantially completed by the end of 2020. This decrease is offset by some increases in capital expenditures planned in 2021 for multiple water and sewer services.

- SGI: The provisional 2021 capital plan is $8.2 million, a decrease of $2.7 million from 2020. The decrease is primarily due to expenditures in 2020, including land donation to Pender Island Parks ($516K), and Fire Truck replacement in Pender Island Fire service (695K). The decrease is also driven by lower capital expenditures related to the South Galiano Fire Hall project as the peak construction period was in 2020, and Gardom Pond Dam Remediation project as the project will be completed in 2020.

The 2021 Capital Plan Summary overview for each EA is shown in Appendix A-4 (JDF), Appendix B-4 (SSI) and Appendix C-4 (SGI).

Capital projects are typically funded by annual contributions from operating, grant, reserves and/or long term debt. Grant funding can have a significant impact on the implementation of the plan as grant application results are unknown.

Advanced Approvals

Advanced approval is requested in specific situations where the commencement of work before March 2021 is considered necessary to address operational needs for meeting work plans or efficiency of work plans. These are often related to items that have regulatory compliance implications, grant deadlines and capital projects for which tenders have to be issued and where a delay in commencement of work can have negative impact on service delivery timing and effectiveness. Items identified as necessary activities to begin in advance of the March deadline are listed in Appendix D.

SUMMARY

The attached 2021 EA budget packages in Appendix A (JDF), Appendix B (SSI) and Appendix C (SGI), which include operating and capital, are provided for preliminary approval. Appendix D contains the items that, as a result of business requirements, need to be implemented as early as January 1, 2021, in advance of the March final budget approval.

The provisional budget is subject to change as a result of the final 2020 surplus/deficits, receipt of revised assessment and any adjustments recommended by the respective Commissions and the Electoral Area directors prior to final approval of the Financial Plan Bylaw by March 31, as outlined in the *Local Government Act.*

CONCLUSION

The 2021 Electoral Area budgets have been delegated to the EAC by the CRD Board for review and preliminary approval.

Overall, the 2021 Electoral Area preliminary budget has been prepared based on the service plans and provide ongoing CRD services that respond to the varying needs of the three Electoral Area communities.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the 2021 Electoral Area Only Services Budgets be given provisional approval as presented, and
2. That the new initiatives identified in Appendix D for January 1, 2021, implementation be approved for expenditure.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Budget Packages – Juan de Fuca
Appendix B: Budget Packages – Salt Spring Island
Appendix C: Budget Packages – Southern Gulf Islands
Appendix D: January 2021 Approvals

Appendix A-1: Requisition Summary (JDF)

	Electoral Area Juan de Fuca	2021	Cost per Avg. Res Asst/ Parcel	2020	Cost per Avg. Res Asst/ Parcel	Difference Increase/ (Decrease)	Change in cost per avg household/Parcel $	%
1.010	Legislative & General Government	140,927	32.98	135,196	31.64	5,731	1.34	4.24%
1.101	G.I.S.	1,056	0.25	1,038	0.24	18	0.00	1.74%
1.224	Community Health - Homeless Sec.	9,998	2.34	10,012	2.34	(14)	(0.00)	-0.14%
1.280	Regional Parks	179,691	42.05	176,647	41.34	3,044	0.71	1.72%
1.280A	Regional Parks - Land Acquisition	62,896	14.72	62,896	14.72	-	-	0.00%
1.309	Climate Action and Adaptation	6,723	1.57	6,610	1.55	112	0.03	1.70%
1.310	Land Banking & Housing	21,795	5.10	20,897	4.89	898	0.21	4.30%
1.324	Regional Planning Service	19,360	4.53	19,036	4.45	324	0.08	1.70%
1.335	Geo-Spatial Referencing System	2,653	0.62	2,642	0.62	12	0.00	0.44%
1.374	Regional Emergency Program Support	1,896	0.44	1,896	0.44	-	-	0.00%
1.375	Hazardous Material Incident Response	4,649	1.09	4,586	1.07	64	0.01	1.39%
1.911	Call Answer	1,999	0.47	1,968	0.46	31	0.01	1.55%
1.921	Regional CREST Contribution	21,235	4.97	20,893	4.89	342	0.08	1.64%
21.ALL	Feasibility Study Reserve Fund - ALL	-	-	654	0.15	(654)	(0.15)	-100.00%
	Total Regional	**$474,877**	**$111.13**	**$464,970**	**$108.82**	**$9,907**	**$2.32**	**2.13%**
1.126	Victoria Family Court Committee	224	0.05	224	0.05	-	-	0.00%
1.128	Greater Victoria Police Victim Services	708	1.55	691	1.51	17	0.04	2.44%
1.230	Traffic Safety Commission	1,209	0.28	1,209	0.28	-	-	0.00%
1.313	Animal Care Services	64,622	15.12	63,755	14.92	867	0.20	1.36%
1.330	Regional Growth Strategy	5,101	1.19	5,078	1.19	23	0.01	0.46%
1.912A	Call Answer - RCMP	-	-	(824)	(0.19)	824	0.19	-100.00%
1.913	Fire Dispatch	44,571	10.43	43,462	10.17	1,109	0.26	2.55%
3.701	Millstream Remediation	7,237	1.69	13,086	3.06	(5,849)	(1.37)	-44.70%
	Total Sub-Regional	**$123,672**	**$30.33**	**$126,681**	**$31.00**	**($3,009)**	**($0.67)**	**-2.16%**
1.103	Elections	5,686	1.33	4,549	1.06	1,137	0.27	25.00%
1.104	U.B.C.M.	2,055	0.48	3,215	0.75	(1,161)	(0.27)	-36.10%
1.318	Building Inspection	101,282	23.70	94,657	22.15	6,625	1.55	7.00%
1.320	Noise Control	9,017	2.11	8,875	2.08	141	0.03	1.59%
1.322	Nuisances & Unsightly Premises	11,976	2.80	11,773	2.76	203	0.05	1.72%
1.372	Electoral Area Emergency Program	33,575	7.86	33,053	7.74	522	0.12	1.58%
	Total Joint Electoral Area	**$163,590**	**$38.28**	**$156,123**	**$36.54**	**$7,468**	**$1.75**	**4.78%**
1.109	Electoral Area Admin Exp-JDF	56,695	13.27	58,034	13.58	(1,339)	(0.31)	-2.31%
1.114	Grants in Aid - Juan de Fuca	-	-	9,859	2.31	(9,859)	(2.31)	-100.00%
1.317	JDF Building Numbering	12,850	3.01	12,639	2.96	211	0.05	1.67%
1.319	Soil Deposit Removal	5,621	1.32	5,534	1.30	87	0.02	1.57%
1.325	Electoral Area Services - Planning	684,090	160.10	672,654	157.42	11,436	2.68	1.70%
1.370	Juan de Fuca Emergency Program	86,605	20.27	85,204	19.94	1,401	0.33	1.64%
1.377	JDF Search and Rescue	64,579	15.11	63,603	14.88	976	0.23	1.53%
1.405	JDF EA - Community Parks	190,193	44.51	186,996	43.76	3,197	0.75	1.71%
1.924	Emergency Comm - Crest - J.D.F.	106,974	25.03	105,475	24.68	1,499	0.35	1.42%
	Total JDF Electoral Area	**$1,207,607**	**$282.61**	**$1,199,998**	**$280.83**	**$7,609**	**$1.78**	**0.63%**
	Total Capital Regional District	**$1,969,747**	**$462.36**	**$1,947,772**	**$457.18**	**$21,975** **1.1%**	**$5.18**	**1.13%**
	Cost/average residential property	$462.36		$457.18		$5.18		
CRHD	Capital Regional Hospital District	460,822	107.84	478,790	112.05	(17,968)	(4.21)	-3.75%
	Total CRD and CRHD	**$2,430,569**	**$570.20**	**$2,426,562**	**$569.23**	**$4,007**	**$0.97**	**0.17%**
	Average residential assessment (2019/2020)	**$571,443**		**$571,443**				

Major Impacts

Change in Cost per Average Household

	$ Change	% of Total Increase
REGIONAL		
Legislative & General Government	1.34	0.24%
Regional Parks	0.71	0.13%
SUB-REGIONAL		
Millstream Remediation	(1.37)	-0.24%
JOINT EA		
Building Inspection	1.55	0.27%
JDF EA		
Grants in Aid - Juan de Fuca	(2.31)	-0.41%
Electoral Area Services - Planning	2.68	0.47%
Juan de Fuca Emergency Program	0.33	0.06%
JDF EA - Community Parks	0.75	0.13%
Emergency Comm - Crest - J.D.F.	0.35	0.06%
Capital Regional Hospital District	(4.21)	-0.74%
Other	1.14	0.20%
Total	**$0.97**	**0.17%**

	Juan de Fuca Local/Specified/Defined Services	2021	Cost per Avg. Res Asst/ Parcel	2020	Cost per Avg. Res Asst/ Parcel	Difference Increase/ (Decrease)	Change in cost per avg household/Parcel $	%
1.119	Vancouver Island Regional Library	308,702	80.66	304,078	79.45	4,624	1.21	1.52%
1.121	Sooke Regional Museum	73,158	19.12	71,925	18.79	1,234	0.32	1.72%
1.133	Langford E.A. - Greater Victoria Public Library	31,006	67.89	30,589	66.98	417	0.91	1.36%
1.232	Port Renfrew Street Lighting	3,825	45.75	3,763	45.01	62	0.74	1.65%
1.350	Willis Point Fire Protection	136,394	586.46	132,660	570.41	3,734	16.06	2.81%
1.353	Otter Point Fire Protection	485,161	394.67	520,563	423.47	(35,402)	(28.80)	-6.80%
1.354	Malahat Fire Protection	62,872	683.05	61,430	667.38	1,442	15.67	2.35%
1.355	Durrance Road Fire Protection	2,990	349.66	2,939	343.70	51	5.96	1.74%
1.357	East Sooke Fire Protection	435,783	502.19	430,286	495.86	5,497	6.33	1.28%
1.358	Port Renfrew Fire Protection	93,219	243.76	91,513	239.30	1,706	4.46	1.86%
1.360	Shirley Fire Protection	164,964	499.69	161,440	489.01	3,524	10.67	2.18%
1.40X	SEAPARC	700,855	183.12	700,197	182.95	658	0.17	0.09%
1.408	JDF EA - Community Recreation	68,316	17.85	67,301	17.58	1,015	0.27	1.51%
1.523	Port Renfrew Refuse Disposal	33,438	87.25	32,855	85.73	583	1.52	1.77%
2.650	Port Renfrew Water	59,209	316.21	58,327	311.50	882	4.71	1.51%
2.655	Snuggery Cove Water	-	-	(8,034)	(43.36)	8,034	43.36	-100.00%
2.691	Wilderness Mountain	68,150	874.73	63,859	819.65	4,291	55.08	6.72%
3.700	Septage Disposal - JDF Service Area	394	0.10	388	0.10	7	0.00	1.70%
3.755	Regional Source Control - Port Renfrew Sewer	735	7.93	722	7.80	12	0.13	1.70%
3.850	Port Renfrew Sewer	57,309	686.17	48,210	577.23	9,099	108.94	18.87%
	Total JDF Local/Specified/Defined Requisition	**$2,786,481**		**$2,775,011**		**$11,470**		
	Average residential assessment (2019/2020)	**$571,443**		**$571,443**				

Appendix A-2

Juan de Fuca - Operating Budget Highlights - Gross Expenditure (+/- 1.7% and +/- $20,000)

JDF Services +/- 1.7% and +/- $20,000	Gross Expenditure 2021	Gross Expenditure 2020	Changes $	Changes %	Main Budget Driver
1.325 Juan de Fuca Community Planning	854,606	782,922	71,684	9.2%	• 50k one-time cost for Port Renfrew OCP funded by CWF grant • 10k air photos (done every other year) funded by operating reserve fund • 13k for core inflationary increase
Total Juan de Fuca Electoral Area	**854,606**	**782,922**	**71,684**	**9.2%**	
1.350 - Willis Point Fire Protect & Recreation	161,817	204,256	(42,439)	-21%	• (46k) reduction in surplus carryforward in 2020, pending for 2020 YE result and final budget submission by the fire commission
1.353 - Otter Point Fire Protection	462,245	497,637	(35,392)	-7.1%	• (40k) reduction in one time capital reserve transfer in 2020, pending for final budget submission by the fire commission
Total Local/Specified/Defined Area	**624,062**	**701,893**	**(77,831)**	**-11.1%**	
Other (Services not meeting criteria above)	3,384,471.50	3,338,249.77	46,222	1.4%	
Total Juan de Fuca	**4,863,139**	**4,823,065**	**40,075**	**0.8%**	

Appendix A-3

Juan de Fuca 2021 Major Capital Projects ≥ $100,000

SERVICE AREA	$('000)	FUNDING SOURCE
Protective Services		
1.357 East Sooke Fire Protection		
Squad Car Replacement	160	Reserves

Total Projects ≥ $100K	160
Total Projects < $100K	463
Total 2021 Capital Projects	623

Appendix A-4

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - JDF

2021

Schedule B - Extract

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.318	Building Inspection	2,320	10,440				**12,760**			12,760				**12,760**
1.325	Community Planning	11,830					**11,830**			11,830				**11,830**
1.350	Willis Point Fire	65,000		18,000			**83,000**			65,000		18,000		**83,000**
1.353	Otter Point Fire	40,000					**40,000**			10,000		30,000		**40,000**
1.357	East Sooke Fire	13,800	160,000				**173,800**			173,800				**173,800**
1.358	Port Renfrew Fire	28,000					**28,000**			28,000				**28,000**
1.360	Shirley Fire Department	10,000					**10,000**			10,000				**10,000**
1.369	Electoral Area Fire Services	73,461					**73,461**					73,461		**73,461**
1.370	JDF Emergency Program	4,970					**4,970**			4,970				**4,970**
1.372	Emergency Planning Coordination	580					**580**			580				**580**
1.405	JDF EA Community Parks & Recreation					100,000	**100,000**				100,000			**100,000**
2.650	Port Renfrew Water	10,000					**10,000**					10,000		**10,000**
2.691	Wilderness Mountain Water Service				25,000		**25,000**					25,000		**25,000**
3.850	Port Renfrew Sewer				50,000		**50,000**				30,000	20,000		**50,000**
TOTAL		**259,961**	**170,440**	**18,000**	**75,000**	**100,000**	**623,401**	**-**	**-**	**316,940**	**130,000**	**176,461**	**-**	**623,401**

Appendix A-5: JDF Service Budgets

JOINTLY FUNDED SERVICES

1.103 Elections

1.104 UBCM

1.318 Building Inspection

1.320 Noise Control

1.322 Nuisance & Unsightly Premises

1.369 Electoral Area Fire Services

1.372 EA Emergency Coordination

JUAN DE FUCA

1.109 Administration

1.114 Grants in Aid

1.119 Vancouver Island Regional Library

1.121 Sooke Museum

1.133 Greater Victoria Public Library

1.232 Port Renfrew Street Lighting

1.317 JDF Building Numbering

1.319 Soil Deposit and Removal

1.325 Community Planning

Appendix A-5: JDF Service Budgets

1.350 Willis Point Fire

1.353 Otter Point Fire

1.354 Malahat Fire

1.355 Durrance Road Fire

1.357 East Sooke Fire

1.358 Port Renfrew Fire

1.360 Shirley Fire

1.370 Emergency Program

1.377 Search and Rescue

1.405 Community Parks

1.408 Community Recreation

1.523 Port Renfrew Refuse Disposal

1.924 Emergency Communications – CREST

2.650 Port Renfrew Water

2.691 Wilderness Mountain Water

3.850 Port Renfrew Sewer

CAPITAL REGIONAL DISTRICT

2021 Budget

Elections

EAC Review

Service: 1.103 Elections **Committee:** Electoral Area

DEFINITION:

To maintain voters lists for electoral areas and to undertake elections as required (Sec. 787(b) Municipal Act - SLP February 1, 1966).

PARTICIPATION:

All electoral areas on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

No limit

FUNDING:

Requisition and contribution from Islands Trust.

1.103 - Elections	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	BUDGET REQUEST 2021 ONGOING	BUDGET REQUEST 2021 ONE-TIME	BUDGET REQUEST 2021 TOTAL	FUTURE PROJECTIONS 2022	FUTURE PROJECTIONS 2023	FUTURE PROJECTIONS 2024	FUTURE PROJECTIONS 2025
OPERATING COSTS										
Electoral Area Elections	-	520	-	-	-	-	122,500	-	-	-
Islands Trust	-	-	-	-	-	-	74,900	-	-	-
Allocations and Insurance	166	166	37	-	-	37	38	39	39	39
TOTAL OPERATING COSTS	**166**	**686**	**37**	**-**	**-**	**37**	**197,438**	**39**	**39**	**39**
*Percentage Increase over prior year						-77.7%	533516.2%	-100.0%	0.0%	0.0%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	19,992	19,902	25,033	-	-	25,033	29,863	32,031	34,031	36,031
TOTAL COSTS	**20,158**	**20,588**	**25,070**	**-**	**-**	**25,070**	**227,301**	**32,070**	**34,070**	**36,070**
FUNDING SOURCES (REVENUE)										
Recovery from Islands Trust	-	(500)	-	-	-	-	(74,900)	-	-	-
Transfer from Operating Reserve Fund	-	-	-	-	-	-	(122,331)	-	-	-
Other Income	(158)	(88)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
TOTAL REVENUE	**(158)**	**(588)**	**(70)**	**-**	**-**	**(70)**	**(197,301)**	**(70)**	**(70)**	**(70)**
REQUISITION	**(20,000)**	**(20,000)**	**(25,000)**	**-**	**-**	**(25,000)**	**(30,000)**	**(32,000)**	**(34,000)**	**(36,000)**
*Percentage increase over prior year Requisition						25.0%	20.0%	6.7%	6.3%	5.9%

Reserve Schedule

Reserve Fund: 1.103 Elections - Operating Reserve Fund

To stabilize requisition for Electoral Area Elections held every 4th year

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105515	2020	2021	2022	2023	2024	2025
Beginning Balance		46,620	76,493	101,526	9,058	41,089	75,120
Transfer from Op Budget		19,992	25,033	29,863	32,031	34,031	36,031
Transfer from ERF		9,170					
Planned Spending		-	-	(122,331)	-	-	-
Interest Income		710	-	-	-	-	-
Ending Balance $		**76,493**	**101,526**	**9,058**	**41,089**	**75,120**	**111,151**

Assumptions/Background:

Budgeted transfers to reserve will provide funding for elections in 2022 at an estimated cost of $120,000 - $140,000

CAPITAL REGIONAL DISTRICT

2021 Budget

UBCM

EAC Review

Service: 1.104 Union of B.C. Municipalities **Committee: Electoral Area**

DEFINITION:

To provide for membership dues and convention expenses. Section 787 (b) - SLP - February 1, 1966.

PARTICIPATION:

All electoral areas and those municipalities not maintaining their own membership (currently electoral areas only) on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

No limit

FUNDING:

Requisition

GENERAL INFORMATION:

Association of Vancouver Island and Coastal Communities (AVICC)

Commencing 1982 costs relating to AVICC, which are incurred solely on behalf of the electoral areas, are included in the UBCM budget rather than Legislative and General Government.

1.104 - UBCM	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Convention Expenses	16,805	12,875	12,893	-	-	12,893	13,157	13,414	13,682	13,950
TOTAL COSTS	**16,805**	**12,875**	**12,893**	**-**	**-**	**12,893**	**13,157**	**13,414**	**13,682**	**13,950**
*Percentage Increase over prior year						-23.3%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	3,930	(3,930)	-	-	(3,930)	-	-	-	-
Balance c/fwd from 2019 to 2020	(2,832)	(2,832)	-	-	-	-	-	-	-	-
Other Revenue	(87)	(87)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
TOTAL REVENUE	**(2,919)**	**1,011**	**(4,020)**	**-**	**-**	**(4,020)**	**(90)**	**(90)**	**(90)**	**(90)**
REQUISITION	**(13,886)**	**(13,886)**	**(8,873)**	**-**	**-**	**(8,873)**	**(13,067)**	**(13,324)**	**(13,592)**	**(13,860)**
*Percentage increase over prior year Requisition						-36.1%	47.3%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Building Inspection

EAC Review

Service: 1.318 **Building Inspection** **Committee: Electoral Area**

DEFINITION:

To carry out the Building Regulations function as specified by Section 818 of the Local Government Act (Letters Patent - January 1, 1970).

SERVICE DESCRIPTION:

The building inspection department provides building inspection services to homeowners, builders and contractors in compliance with both the BC Building Code and CRD Building Bylaw 3741 (2010) and 3780 Amendment (2011). The Building inspection service includes receiving, reviewing and advising on building permit applications, processing of the applications including code analysis and referrals to other agencies, issuing building permits and verifying conditional requirements, arranging and carrying out site and construction inspections and granting final approval for occupancy. Staff also provides inspection services to other CRD departments on a cost recovery basis.

PARTICIPATION:

All Electoral Areas on the basis of converted hospital assessments.

MAXIMUM LEVY:

None stated.

FUNDING:

Fees and charges and requisition to all Electoral Areas

Change in Budget 2020 to 2021
Service: 1.318 Building Inspection

	Total Expenditure	Comments
2020 Budget	**1,561,459**	
Change in Salaries:		
Base salary change	20,370	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(3,384)	New hires at lower pay step
Other (explain as necessary)	7,993	Vacant 0.1 FTE (Admin Clerk) salary added in 2021 budget (not in 2020)
Total Change in Salaries	24,979	
Other Changes:		
Allocations	21,360	Standard OH Allocation increase is the combination of 2020 operating cost increase and 3rd year new model implementation. Increases also are in HR and Building Occupancy allocations.
Vehicles / Travel Costs	16,203	Cost associated with travel to Eas and vehicle operating and maintenance costs
Real Estate Labour Charge	14,720	In alignment with historical actual costs
Other	14,569	Staff training, membership fees, courier
Total Other Changes	66,852	
2021 Budget	**1,653,290**	
% expense increase from 2020:	***5.9%***	
% Requisition increase from 2020 (if applicable):	***7.0%***	*Requisition funding is 28% of service revenue.*

Overall 2020 Budget Performance
(expected variance to budget and surplus treatment)

Fee revenues are projected at 117K (11.7%) lower than budget as we experience low permit fee revenue since May. The total expenditures are projected at 115K(7.4%) lower than budget manily due to the vacancies and lower pay step for new hire. The estimated overall deficit of 2K will be covered by operating reserve fund.

1.318 - Building Inspection	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Salaries & Wages	1,124,275	989,600	1,151,316	-	-	1,151,316	1,156,103	1,180,806	1,206,044	1,231,829
Telecommunications	35,290	34,455	35,890	-	-	35,890	36,610	37,340	38,090	38,850
Legal Expenses	10,220	4,327	10,390	-	-	10,390	10,600	10,810	11,030	11,250
Building Rent	33,706	33,706	34,450	-	-	34,450	35,210	35,980	36,770	37,510
Supplies	16,108	13,832	16,380	-	-	16,380	16,700	17,040	17,380	17,720
Allocations	188,554	209,518	225,494	-	-	225,494	240,721	245,480	250,332	255,284
Other Operating Expenses	120,006	127,138	146,070	-	-	146,070	149,210	152,160	155,160	158,229
TOTAL OPERATING COSTS	**1,528,159**	**1,412,576**	**1,619,990**	**-**	**-**	**1,619,990**	**1,645,154**	**1,679,616**	**1,714,806**	**1,750,672**
*Percentage Increase over prior year						6.0%	1.6%	2.1%	2.1%	2.1%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	**10,000**	**10,000**	**10,000**	**-**	**-**	**10,000**	**10,000**	**10,000**	**10,000**	**10,000**
Building Borrowing Repayment to Facilities Reserve	23,300	23,300	23,300	-	-	23,300	23,300	23,300	23,300	23,300
TOTAL COSTS	**1,561,459**	**1,445,876**	**1,653,290**	**-**	**-**	**1,653,290**	**1,678,454**	**1,712,916**	**1,748,106**	**1,783,972**
Internal Recoveries	(29,362)	(29,362)	(29,486)	-	-	(29,486)	(30,076)	(30,677)	(31,291)	(31,920)
TOTAL COSTS LESS INTERNAL RECOVERIES	**1,532,097**	**1,416,514**	**1,623,804**	**-**	**-**	**1,623,804**	**1,648,378**	**1,682,239**	**1,716,815**	**1,752,052**
FUNDING SOURCES (REVENUE)						6.0%	1.5%	2.1%	2.1%	2.1%
Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Fees Charged	(970,610)	(857,905)	(1,019,141)	-	-	(1,019,141)	(1,067,671)	(1,089,030)	(1,110,810)	(1,133,030)
Contract Revenue	(35,000)	(30,000)	(36,781)	-	-	(36,781)	(37,510)	(38,250)	(39,020)	(39,800)
Transfer from Operating Reserve	(114,247)	(116,369)	(126,400)	-	-	(126,400)	(37,409)	(4,000)	-	-
Grants in Lieu of Taxes	(1,443)	(1,443)	(1,510)	-	-	(1,510)	(1,540)	(1,570)	(1,600)	(1,630)
Revenue - Other	(2,000)	(2,000)	(2,562)	-	-	(2,562)	(2,672)	(2,796)	(2,921)	(2,880)
TOTAL REVENUE	**(1,123,300)**	**(1,007,717)**	**(1,186,394)**	**-**	**-**	**(1,186,394)**	**(1,146,802)**	**(1,135,646)**	**(1,154,351)**	**(1,177,340)**
REQUISITION	**(408,797)**	**(408,797)**	**(437,411)**	**-**	**-**	**(437,411)**	**(501,576)**	**(546,593)**	**(562,464)**	**(574,712)**
*Percentage increase over prior year Requisition						7.0%	14.7%	9.0%	2.9%	2.2%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No. 1.318 Building Inspection	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$10,000	$0	$5,000	$0	$0	$15,000
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$0	$0	$0	$0	$0
Vehicles	$0	$45,000	$0	$0	$45,000	$0	$90,000
	$0	**$55,000**	**$0**	**$5,000**	**$45,000**	**$0**	**$105,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$0	$55,000	$0	$5,000	$45,000	$0	$105,000
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$0	$0	$0	$0	$0	$0
	$0	**$55,000**	**$0**	**$5,000**	**$45,000**	**$0**	**$105,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.318
Service Name: Building Inspection

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	$90,000	V	ERF	$0	$45,000	$0	$0	$45,000	$0	$90,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	$5,000	E	ERF	$0	$0	$0	$5,000	$0	$0	$5,000
21-01	Replacement	Furniture Replacement	Salt Spring Island furniture replacement	$10,000	E	ERF	$0	$10,000	$0	$0	$0	$0	$10,000
			GRAND TOTAL	**$105,000**			**$0**	**$55,000**	**$0**	**$5,000**	**$45,000**	**$0**	**$105,000**

Building Inspection
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	168,538	42,138	4,729	729	729	729
Equipment Replacement Fund	73,457	28,457	38,457	43,457	8,457	18,457
Total	**241,995**	**70,595**	**43,186**	**44,186**	**9,186**	**19,186**

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Operating Reserve Fund

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For requisition rate stabilization during periods of fluctuating permit fee revenues.

Reserve Cash Flow

Fund:	**1500**	**Estimated**	**Budget**				
Fund Centre:	to be created	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		281,907	168,538	42,138	4,729	729	729
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		(116,369)	(126,400)	(37,409)	(4,000)	-	-
Interest Income		3,000	-	-	-	-	-
Ending Balance $		**168,538**	**42,138**	**4,729**	**729**	**729**	**729**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Equipment Replacement Fund

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ERF Group: BLDINS.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101425	2020	2021	2022	2023	2024	2025
Beginning Balance		148,457	73,457	28,457	38,457	43,457	8,457
Transfer from Ops Budget		10,000	10,000	10,000	10,000	10,000	10,000
Planned Purchase		(85,000)	(55,000)	-	(5,000)	(45,000)	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**73,457**	**28,457**	**38,457**	**43,457**	**8,457**	**18,457**

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2021 Budget

Noise control

EAC Review

Service: 1.320 **Noise Control** **Committee: Electoral Area**

DEFINITION:

To provide noise control to member electoral areas of the Capital Regional District (Letter Patent - September 3, 1981; amended January 18, 1984; Supplementary Letters Patent - January 22, 1987). This function is performed by Bylaw officers from the CRD's Langford and Salt Spring Island offices.

SERVICE DESCRIPTION:

Administration and enforcement of the Noise Bylaws for the three Electoral Areas.

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

$ 0.50 / $1,000

Total such functions of 1.320 (Noise Control) and 1.322 (Nuisance & Unsightly Premises) not to exceed $1.00 / $1,000 overall.

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

FUNDING:

Requisition

1.320 - NOISE CONTROL	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Legal	7,340	7,340	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Allocations	1,953	1,953	2,304	-	-	2,304	2,607	2,656	2,706	2,757
Internal Time Charges	29,208	29,208	29,876	-	-	29,876	30,047	30,614	31,208	31,814
Other Operating Expenses	60	60	60	-	-	60	60	60	60	60
TOTAL OPERATING COSTS	**38,561**	**38,561**	**39,140**	**-**	**-**	**39,140**	**39,754**	**40,510**	**41,294**	**42,101**
*Percentage Increase over prior year						1.5%	1.6%	1.9%	1.9%	2.0%
FUNDING SOURCES (REVENUE)										
Revenue - Other	(231)	(231)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	**(231)**	**(231)**	**(200)**	**-**	**-**	**(200)**	**(200)**	**(200)**	**(200)**	**(200)**
REQUISITION	**(38,330)**	**(38,330)**	**(38,940)**	**-**	**-**	**(38,940)**	**(39,554)**	**(40,310)**	**(41,094)**	**(41,901)**
*Percentage increase over prior year Requisition						1.6%	1.6%	1.9%	1.9%	2.0%

Reserve Schedule

Reserve Fund: 1.320 Noise Control - Operating Reserve Fund - Bylaw 4146

- Capital Regional District Operating Reserve Fund was established in 2016 under Bylaw No. 4146. The funds in this reserve shall be expended for unforeseen legal expense or other operating costs. Monies set aside shall be deposited under separate account in the bank and until required to be used may be invested in the manner provided by Section 364(2) of the Municipal Act.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105406	2020	2021	2022	2023	2024	2025
Beginning Balance		2,494	2,532	2,532	2,532	2,532	2,532
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income*		38	-	-	-	-	-
Ending Balance $		**2,532**	**2,532**	**2,532**	**2,532**	**2,532**	**2,532**

Assumptions/Background:

Maintain balance at reasonable level to cover unexpected operating expenses such as legal.

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Nuisance & Unsightly Premises

EAC Review

Service: 1.322 Nuisance & Unsightly Premises **Committee: Electoral Area**

DEFINITION:

To provide regulation of nuisances and unsightly premises to the participating electoral areas (Letters Patent - May 19, 1977). This function is performed by Bylaw Officers from the CRD's Langford and Salt Spring Island offices.

SERVICE DESCRIPTION:

Enforce the Nuisance and Unsightly Premises Bylaw for the three Electoral Areas as in accordance with procedures and provisions of the Local Government Act.

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

$ 0.50 / $1,000

Total such functions of 1.320 (Noise Control) and 1.322 (Nuisance & Unsightly Premises) not to exceed $1.00 / $1,000 overall.

FUNDING:

Requisition

1.322 - Nuisance & Unsightly Premises	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Legal	2,152	2,152	2,085	-	-	2,085	2,130	2,170	2,210	2,250
Allocations	2,384	2,384	2,825	-	-	2,825	3,247	3,309	3,373	3,437
Internal Time Charges	46,257	46,257	46,750	-	-	46,750	47,017	47,905	48,835	49,782
Other Operating Expenses	330	330	330	-	-	330	340	350	360	370
TOTAL OPERATING COSTS	**51,123**	**51,123**	**51,990**	**-**	**-**	**51,990**	**52,734**	**53,734**	**54,778**	**55,839**
*Percentage Increase over prior year						1.7%	1.4%	1.9%	1.9%	1.9%
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(178)	(178)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(278)**	**(278)**	**(270)**	**-**	**-**	**(270)**	**(270)**	**(270)**	**(270)**	**(270)**
REQUISITION	**(50,845)**	**(50,845)**	**(51,720)**	**-**	**-**	**(51,720)**	**(52,464)**	**(53,464)**	**(54,508)**	**(55,569)**
*Percentage increase over prior year Requisition						1.7%	1.4%	1.9%	2.0%	1.9%

Reserve Schedule

Reserve Fund: 1.322 Nuisances & Unsightly Premises - Operating Reserve Fund

For unforeseen legal expenses

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105403	2020	2021	2022	2023	2024	2025
Beginning Balance		15,264	15,494	15,494	15,494	15,494	15,494
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		230	-	-	-	-	-
Ending Balance $		**15,494**	**15,494**	**15,494**	**15,494**	**15,494**	**15,494**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Electoral Area Fire Services

EAC Review

Service: 1.369 **Electoral Area Fire Services** **Committee: Electoral Area**

DEFINITION:

Service may undertake or cause to be undertaken for one or more electoral areas or defined areas thereof a program of fire regulation and may fix the terms and conditions under which the program will be provided, and, without limiting the generality of the foregoing, may, by bylaw, undertake different programs for different electoral areas or defined areas thereof (Juan de Fuca and Southern Gulf Islands).

PARTICIPATION:

Fire Service Areas within Juan de Fuca and Southern Gulf Islands Electoral Areas

CAPITAL DEBT:

N/A

COMMISSION:

N/A

MAXIMUM LEVY:

Supplementary LP's dated July 7, 1983 provide a maximum levy of $0.246 per $1,000.

FUNDING:

Requisition

1.369 - Electoral Area Fire Services	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Consulting	15,330	13,000	15,330	-	-	15,330	15,640	15,950	16,270	16,600
Staff Training & Development	5,110	5,110	5,110	-	-	5,110	5,210	5,310	5,420	5,530
Software Licenses	15,930	11,000	11,607	-	-	11,607	11,840	12,080	12,320	12,570
Allocation to Finance & Corp	12,392	12,392	9,244	-	-	9,244	6,287	6,413	6,541	6,672
Allocation to Emergency Coordination	67,401	67,401	74,862	-	-	74,862	76,359	78,039	79,756	81,352
Contingency	4,060	4,060	4,060	-	-	4,060	4,140	4,220	4,300	4,390
Operating - Other	3,050	2,980	3,060	-	-	3,060	3,120	3,180	3,240	3,300
TOTAL OPERATING COSTS	**123,273**	**115,943**	**123,273**	**-**	**-**	**123,273**	**122,596**	**125,192**	**127,847**	**130,414**
*Percentage Increase over prior year						0.0%	-0.5%	2.1%	2.1%	2.0%
CAPITAL / RESERVE										
Equipment Purchases	7,370	7,370	7,370	-	-	7,370	7,520	7,670	7,820	7,980
Transfer to Equipment Replacement Fund (ERF & Op Rsv)	11,647	18,977	11,647	-	-	11,647	15,014	15,168	15,323	15,616
TOTAL CAPITAL / RESERVE	**19,017**	**26,347**	**19,017**	**-**	**-**	**19,017**	**22,534**	**22,838**	**23,143**	**23,596**
TOTAL COSTS	**142,290**	**142,290**	**142,290**	**-**	**-**	**142,290**	**145,130**	**148,030**	**150,990**	**154,010**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Other Income	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(100)**	**(100)**	**(100)**	**-**	**-**	**(100)**	**(100)**	**(100)**	**(100)**	**(100)**
REQUISITION	**(142,190)**	**(142,190)**	**(142,190)**	**-**	**-**	**(142,190)**	**(145,030)**	**(147,930)**	**(150,890)**	**(153,910)**
*Percentage increase over prior year Requisition						0.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.369 Electoral Area Fire Services	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings	B	$0	$0	$0	$0	$0	$0	$0
Equipment	E	$0	$156,300	$0	$0	$0	$0	$156,300
Land	L	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	S	$0	$0	$0	$0	$0	$0	$0
Vehicles	V	$0	$0	$0	$0	$0	$0	$0
		$0	**$156,300**	**$0**	**$0**	**$0**	**$0**	**$156,300**
SOURCE OF FUNDS								
Capital Funds on Hand	Cap	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	Debt	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	ERF	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	Grant	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	Res	$0	$156,300	$0	$0	$0	$0	$156,300
		$0	**$156,300**	**$0**	**$0**	**$0**	**$0**	**$156,300**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.369
Service Name: Electoral Area Fire Services

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Study	Structure Protection Unit (Sprinkler trailer)	Provision of capacity to protect infrastructure and structures from wildfire	$156,300	E	Res	$0	$156,300	$0	$0	$0	$0	$156,300
			GRAND TOTAL	**$156,300**			**$0**	**$156,300**	**$0**	**$0**	**$0**	**$0**	**$156,300**

Reserve Schedule

Reserve Fund: 1.369 Electoral Area Fire Services - Operating Reserve Fund

For Consulting, FDM Upgrades, Training

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105404	2020	2021	2022	2023	2024	2025
Beginning Balance		257,382	272,929	128,276	143,290	158,458	173,781
Transfer from Ops Budget		11,647	11,647	15,014	15,168	15,323	15,616
Planned Expenditures		-	(156,300)	-	-	-	-
Interest Income		3,900	-	-	-	-	-
Ending Balance $		**272,929**	**128,276**	**143,290**	**158,458**	**173,781**	**189,397**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Emergency Planning Coordination

EAC Review

Service: 1.372 Emergency Planning Coordination **Committee: Planning, Transportation & Protective Services**

DEFINITION:

No establishment bylaw. Service is provided by CRD staff for coordination of emergency operations for the CRD.

SERVICE DESCRIPTION:

This service provides support to a range of Protective Services responsibilities and to carry out the responsibilities legislated under the *Emergency Program Act*. Costs for staff are placed in this budget and allocated based on percentages to the other services, such as 911, hazmat, and emergency management.

FUNDING:

Allocations from protection services and requisition.

1.372 - Emergency Planning Coordination	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Salaries	509,587	482,000	532,583	-	-	532,583	534,073	545,559	557,295	569,275
Contract for Services	63,000	63,000	-	-	-	-	-	-	-	-
Travel Expenses	1,790	1,790	1,820	-	-	1,820	1,860	1,900	1,940	1,980
Telecommunications	6,700	6,700	6,810	-	-	6,810	6,950	7,090	7,230	7,370
Staff Training & Development	2,130	2,130	1,620	-	-	1,620	1,650	1,680	1,710	1,740
Supplies	14,300	1,560	2,010	-	-	2,010	2,050	2,090	2,130	2,170
Allocations	56,596	56,596	59,170	-	-	59,170	59,064	60,243	61,450	62,675
Other Operating Expenses	10,720	8,896	8,630	-	-	8,630	8,790	8,970	9,150	9,330
TOTAL OPERATING COSTS	**664,823**	**622,672**	**612,643**	**-**	**-**	**612,643**	**614,437**	**627,532**	**640,905**	**654,540**
*Percentage Increase over prior year						-7.8%	0.3%	2.1%	2.1%	2.1%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	-	15,425	7,324	-	-	7,324	7,470	7,620	7,770	7,930
TOTAL COSTS	**664,823**	**638,097**	**619,967**	**-**	**-**	**619,967**	**621,907**	**635,152**	**648,675**	**662,470**
Internal Recoveries	(413,859)	(413,859)	(459,671)	-	-	(459,671)	(468,864)	(479,179)	(489,721)	(499,520)
OPERATING COSTS LESS INTERNAL RECOVERIES	**250,964**	**224,238**	**160,296**	**-**	**-**	**160,296**	**153,043**	**155,973**	**158,954**	**162,950**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	14,486	(14,486)	-	-	(14,486)	-	-	-	-
Balance c/fwd from 2019 to 2020	(29,307)	(29,307)	-	-	-	-	-	-	-	-
Grants Revenue	(78,120)	(65,880)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(491)	(491)	(500)	-	-	(500)	(510)	(520)	(530)	(540)
Revenue - Other	(300)	(300)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
TOTAL REVENUE	**(108,218)**	**(81,492)**	**(15,296)**	**-**	**-**	**(15,296)**	**(830)**	**(850)**	**(870)**	**(890)**
REQUISITION	**(142,746)**	**(142,746)**	**(145,000)**	**-**	**-**	**(145,000)**	**(152,213)**	**(155,123)**	**(158,084)**	**(162,060)**
*Percentage increase over prior year Requisition						1.6%	5.0%	1.9%	1.9%	2.5%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No. 1.372 Emergency Planning Coordination	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$2,500	$0	$0	$2,500	$0	$5,000
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$0	$0	$0	$0	$0
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$0	**$2,500**	**$0**	**$0**	**$2,500**	**$0**	**$5,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$0	$2,500	$0	$0	$2,500	$0	$5,000
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$0	$0	$0	$0	$0	$0
	$0	**$2,500**	**$0**	**$0**	**$2,500**	**$0**	**$5,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.372
Service Name: Emergency Planning Coordination

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	$0	E	ERF	$0	$2,500	$0	$0	$2,500	$0	$5,000
			GRAND TOTAL	**$0**			**$0**	**$2,500**	**$0**	**$0**	**$2,500**	**$0**	**$5,000**

Reserve Schedule

Reserve Fund: 1.327 Emergency Planning Coordination - Equipment Replacement Fund

ERF Group: EMERGCOORD.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101985	2020	2021	2022	2023	2024	2025
Beginning Balance		2,646	646	5,470	12,940	20,560	25,830
Transfer from Op Budget		-	7,324	7,470	7,620	7,770	7,930
Planned Purchase		(2,000)	(2,500)	-	-	(2,500)	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**646**	**5,470**	**12,940**	**20,560**	**25,830**	**33,760**

Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2021 Budget

Admin. Expenditures (JDF)

EAC Review

Service: 1.109 **JDF Admin. Expenditures** **Committee: Electoral Area**

DEFINITION:

To establish, according to Section 800 of the Local Government Act, a service to provide funding for electoral area administrative expenditures.

SERVICE DESCRIPTION:

Electoral area administration funding pays for part of EA director remuneration (amount that exceeds Municipal Director amount included in Board expense) and alternate, Corporate services administration, telecommunications, travel, electoral area office space and other contractual support costs as needed by director.

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

None Stated

FUNDING:

Requisition

1.109 - Admin. Expenditures (JDF)	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Director's Remuneration	46,045	46,045	46,978	-	-	46,978	47,920	48,880	49,860	50,860
Travel	1,650	1,000	1,680	-	-	1,680	1,710	1,740	1,770	1,810
Allocations	8,217	8,217	5,819	-	-	5,819	3,028	3,089	3,150	3,213
Contingency	-	-	1,000	-	-	1,000	1,020	1,040	1,060	1,080
Other Operating Expenses	3,460	2,158	3,290	-	-	3,290	3,360	3,440	3,520	3,600
TOTAL OPERATING COSTS	**59,372**	**57,420**	**58,767**	**-**	**-**	**58,767**	**57,038**	**58,189**	**59,360**	**60,563**
*Percentage Increase over prior year						-1.0%	-2.9%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	1,952	(1,952)	-	-	(1,952)	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,216)	(1,216)	-	-	-	-	-	-	-	-
Revenue - Other	(122)	(122)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
TOTAL REVENUE	**(1,338)**	**614**	**(2,072)**	**-**	**-**	**(2,072)**	**(120)**	**(120)**	**(120)**	**(120)**
REQUISITION	**(58,034)**	**(58,034)**	**(56,695)**	**-**	**-**	**(56,695)**	**(56,918)**	**(58,069)**	**(59,240)**	**(60,443)**
*Percentage increase over prior year Requisition						-2.3%	0.4%	2.0%	2.0%	-41.5%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.109 JDF Admin. Expenditures	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$0	$2,000	$0	$0	$0	$2,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$0	$0	$0	$0	$0
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$0**	**$2,000**	**$0**	**$0**	**$0**	**$2,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$0	$2,000	$0	$0	$0	$2,000
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$0	$0	$0	$0	$0	$0
		$0	**$0**	**$2,000**	**$0**	**$0**	**$0**	**$2,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.109
Service Name: JDF Admin. Expenditures

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	Computer	Computer Replacement	$2,000	E	ERF	$0	$0	$2,000	$0	$0	$0	$2,000
			GRAND TOTAL	**$2,000**			**$0**	**$0**	**$2,000**	**$0**	**$0**	**$0**	**$2,000**

Reserve Schedule

Reserve Fund: 1.109 Admin Expenditures (JDF) - Equipment Replacement Fund

ERF Group: JDFADMIN.ERF

Reserve Cash Flow

Fund:	**1022**	**Estimated**	**Budget**				
Fund Centre:	**101839**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		4,498	4,498	4,498	2,498	2,498	2,498
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	(2,000)	-	-	-
Actual Purchase		-	-	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**4,498**	**4,498**	**2,498**	**2,498**	**2,498**	**2,498**

Assumptions/Background:

Fund Balance should remain between $5,000 and $10,000.

CAPITAL REGIONAL DISTRICT

2021 Budget

Grant-in-Aid (JDF)

EAC Review

Service: 1.114 JDF Grants in Aid **Committee:** Electoral Area

DEFINITION:

To make grants-in-aid to any organization deemed to be contributing to the general interest and advantage of the electoral area (Letters Patent - March 24, 1977; April 17, 1985).
* (District of Sooke incorporated from Sooke Electoral Area and Juan de Fuca Electoral Area created from the remainder along with addition of Langford Electoral Area).

SERVICE DESCRIPTION:

Provide Grants to support organizations that are outside the existing services in an electoral area. Each electoral area budgets their anticipated requirements separately.

PARTICIPATION:

Juan de Fuca Electoral Area.

MAXIMUM LEVY:

$0.05 / $1,000 on basis of converted hospital assessed value of land and improvements, to maximum of $102,989.

COMMISSION:

Committee: Electoral Areas Committee

FUNDING:

Requisition

1.114 - Grant-in-Aid (JDF)	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Grants in Aid	40,000	18,300	20,000	-	-	20,000	20,000	20,000	20,000	20,000
Allocations	1,626	1,626	1,858	-	-	1,858	2,123	2,165	2,209	2,253
TOTAL OPERATING COSTS	**41,626**	**19,926**	**21,858**	**-**	**-**	**21,858**	**22,123**	**22,165**	**22,209**	**22,253**
*Percentage Increase over prior year						-47.5%	1.2%	0.2%	0.2%	0.2%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	21,550	(21,550)	-	-	(21,550)	-	-	-	-
Balance c/fwd from 2019 to 2020	(31,545)	(31,345)	-	-	-	-	-	-	-	-
Other Income	(222)	(272)	(308)	-	-	(308)	(310)	(320)	(330)	(340)
TOTAL REVENUE	**(31,767)**	**(10,067)**	**(21,858)**	**-**	**-**	**(21,858)**	**(310)**	**(320)**	**(330)**	**(340)**
REQUISITION	**(9,859)**	**(9,859)**	**-**	**-**	**-**	**-**	**(21,813)**	**(21,845)**	**(21,879)**	**(21,913)**
*Percentage increase over prior year Requisition						-100.0%	N/A	0.1%	0.2%	0.2%

CAPITAL REGIONAL DISTRICT

2021 Budget

Vancouver Island Regional Library

EAC Review

Service: 1.119 **Van. Island Regional Library** **Committee: Electoral Area**

2020 Budget

A local service within the Juan de Fuca Electoral Area under Part 3 of the Library Act
Bylaw No. 2248 (November 23, 1994). Amended by Bylaw No. 2346 (February 12, 1997)

SERVICE DESCRIPTION:

This service provides the services of the Vancouver Island Regional Library (VIRL) to the westerly portion of Juan de Fuca Electoral Area (JDFEA). The VIRL delivers service to the JDFEA through its Sooke and Port Renfrew Branches. Under the Library Act, S.B.C. 1994 the CRD was required to take over the library responsibilities belonging to School District No. 62 (Sooke) to participate in the regional library district. The library district is the Vancouver Island Regional Library District (VIRL), headquartered in Nanaimo. The CRD provides the service by funding a budget set by the VIRL and appointing a member to the library board. Service began in 1994.

PARTICIPATION:

Westerly portion of Juan de Fuca Electoral Area.

MAXIMUM LEVY:

No limit

FUNDING:

Requisition

1.119 - Vancouver Island Regional Library	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Payments to Vancouver Island Regional Library	297,374	297,374	302,430	-	-	302,430	308,480	314,650	320,940	327,360
Allocations	5,147	5,147	5,562	-	-	5,562	6,196	6,320	6,447	6,576
Other Operating Expenses	1,220	1,220	1,240	-	-	1,240	1,260	1,290	1,320	1,350
TOTAL COSTS	**303,741**	**303,741**	**309,232**	**-**	**-**	**309,232**	**315,936**	**322,260**	**328,707**	**335,286**
*Percentage Increase over prior year						1.8%	2.2%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Balance c/fwd from 2019 to 2020	867	867	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(280)	(280)	(280)	-	-	(280)	(290)	(300)	(310)	(320)
Other Revenue	(250)	(250)	(250)	-	-	(250)	(250)	(250)	(250)	(250)
TOTAL REVENUE	**337**	**337**	**(530)**	**-**	**-**	**(530)**	**(540)**	**(550)**	**(560)**	**(570)**
REQUISITION	**(304,078)**	**(304,078)**	**(308,702)**	**-**	**-**	**(308,702)**	**(315,396)**	**(321,710)**	**(328,147)**	**(334,716)**
*Percentage increase over prior year Requisition						1.5%	2.2%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Sooke Regional Museum

EAC Review

Service: 1.121 **Sooke Regional Museum** **Committee: Electoral Area**

DEFINITION:

A specified area established to provide annual financial assistance to the Sooke Regional Historical Society for the purpose of operating, maintaining and developing the Sooke Region Museum (Bylaw No. 1189 - November 23, 1983); increased levy amendment Bylaw No. 1538 - June 10, 1987, converted by Bylaw No. 3751 - March 2011, both Sooke Region Museum services (1.120 & 1.121) merged into one by Bylaw No. 3827 - July 2012, increased levy Bylaw No. 3942 - April 16, 2014

SERVICE DESCRIPTION:

This service provides an annual contribution in support of the Sooke Region Museum operations and historical programs. The service was established in 1983 and is administered by the Sooke Region Historical Society.

PARTICIPATION:

Western portions of the Juan de Fuca Electoral Area and the District of Sooke.

MAXIMUM LEVY:

Greater of $191,000 or $0.063 / $1,000 on actual assessed value of land and improvements. To a maximum of $ 312,732.

FUNDING:

Requisition

1.121 - Sooke Regional Museum	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Payments to Sooke Regional Museum	189,410	189,410	192,630	-	-	192,630	196,480	200,410	204,420	208,510
Allocations	3,861	3,861	3,903	-	-	3,903	3,944	4,023	4,103	4,185
Other Operating Expenses	60	60	60	-	-	60	60	60	60	60
TOTAL COSTS	**193,331**	**193,331**	**196,593**	**-**	**-**	**196,593**	**200,484**	**204,493**	**208,583**	**212,755**
*Percentage Increase over prior year						1.7%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(53)	(53)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(315)	(315)	(320)	-	-	(320)	(330)	(340)	(350)	(360)
Other Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	**(368)**	**(368)**	**(320)**	**-**	**-**	**(320)**	**(330)**	**(340)**	**(350)**	**(360)**
REQUISITION	**(192,963)**	**(192,963)**	**(196,273)**	**-**	**-**	**(196,273)**	**(200,154)**	**(204,153)**	**(208,233)**	**(212,395)**
*Percentage increase over prior year Requisition						1.7%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Langford EA - GVPL

EAC Review

Service: 1.133 Langford EA - GVPL **Committee: Electoral Area**

DEFINITION:

To establish a local service for the purpose of contributing to the cost of library services that are provided within the service area by the Greater Victoria Public Library District. Bylaw No. 2357 adopted February 1997.

SERVICE DESCRIPTION:

This service, established in 1997, provides the services of the Greater Victoria Public Library Board (GVPLB) to the Willis Point and Malahat areas within the Juan de Fuca Electoral Area. The service is on a contract basis because the service area is so small. The contract is annually renewed. Payment to the GVPLB is made in the form of a contribution to the GVLPB's budget. This service is one a number of services in which the CRD makes an annual contribution to a public library service.

PARTICIPATION:

A portion of the Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

Greater of $183,000 or $0.33 / $1,000 on actual assessed value of land and improvements.

FUNDING:

Requsition

1.133 - Langford EA - GVPL	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Payments to Greater Victoria Public Library	29,840	29,840	30,350	-	-	30,350	30,960	31,580	32,210	32,850
Allocations	825	825	726	-	-	726	626	638	651	664
Other Operating Expenses	10	10	10	-	-	10	10	10	10	10
TOTAL OPERATING COSTS	**30,675**	**30,675**	**31,086**	**-**	**-**	**31,086**	**31,596**	**32,228**	**32,871**	**33,524**
*Percentage Increase over prior year						1.3%	1.6%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Balance c/fwd from 2019 to 2020	(4)	(4)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(82)	(82)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
Interest Income	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	**(86)**	**(86)**	**(80)**	**-**	**-**	**(80)**	**(80)**	**(80)**	**(80)**	**(80)**
REQUISITION	**(30,589)**	**(30,589)**	**(31,006)**	**-**	**-**	**(31,006)**	**(31,516)**	**(32,148)**	**(32,791)**	**(33,444)**
*Percentage increase over prior year Requisition						1.4%	1.6%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Street Lighting

EAC Review

Service: 1.232 **Port Renfrew Street Lighting** **Committee: Electoral Area**

DEFINITION:

To provide, operate and maintain street lighting for the Port Renfrew Street Lighting Local Service Area.
Bylaw No. 1746, November 8, 1989; Bylaw No. 1986, January 29, 1992.

PARTICIPATION:

Port Renfrew Local Service Area # 4, D-762.

MAXIMUM LEVY:

Greater of $7,500 or $3.42 / $1,000 on actual assessed value of land and improvements. To a maximum of $97,515.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Port Renfrew Street Lighting Commission established by Bylaw No. 1770 in 1989.
Port Renfrew Utility Services Committee (Juan de Fucan EA) established by Bylaw No. 3281 (September 14, 2005).

USER CHARGE:

50% of operating cost to be imposed as an annual user fee to each connected property.

PARCEL TAX:

50% of operating costs are collected as a parcel tax to be charged to every parcel within the Local Service Area.

1.232 - Port Renfrew Street Lighting	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Electricity	7,030	6,482	7,150	-	-	7,150	7,290	7,440	7,590	7,740
Allocations	404	404	425	-	-	425	447	456	465	474
Contingency	1,230	382	1,200	-	-	1,200	1,200	1,200	1,200	1,200
Other Operating Expenses	102	71	100	-	-	100	100	100	100	100
TOTAL COSTS	**8,766**	**7,339**	**8,875**	**-**	**-**	**8,875**	**9,037**	**9,196**	**9,355**	**9,514**
*Percentage Increase over prior year						1.2%	1.8%	1.8%	1.7%	1.7%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	1,680	(1,680)	-	-	(1,680)	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,943)	(1,943)	-	-	-	-	-	-	-	-
User Charges	(2,984)	(3,017)	(3,070)	-	-	(3,070)	(3,983)	(4,053)	(4,122)	(4,192)
Revenue - Other	(76)	(296)	(300)	-	-	(300)	(300)	(300)	(300)	(300)
TOTAL REVENUE	**(5,003)**	**(3,576)**	**(5,050)**	**-**	**-**	**(5,050)**	**(4,283)**	**(4,353)**	**(4,422)**	**(4,492)**
REQUISITION - PARCEL TAX	**(3,763)**	**(3,763)**	**(3,825)**	**-**	**-**	**(3,825)**	**(4,754)**	**(4,843)**	**(4,933)**	**(5,022)**
*Percentage increase over prior year										
User Fee						2.9%	29.7%	1.8%	1.7%	1.7%
Requisition						1.6%	24.3%	1.9%	1.9%	1.8%
Combined						**2.2%**	**26.7%**	**1.8%**	**1.8%**	**1.8%**

CAPITAL REGIONAL DISTRICT

Budget

JDF Building Numbering

EAC Review

Service: 1.317 JDF Building Numbering **Committee:** Electoral Area

DEFINITION:

To provide the extended service of implementing a civic addressing system for the Juan de Fuca Electoral Area. Establishment Bylaw No. 2010, adopted September 1992. Amendment Bylaw No. 2093 (February 1993).

SERVICE DESCRIPTION:

Implementation and maintenance of a building numbering system with corresponding notification and mapped integration with departmental operations and emergency services.

PARTICIPATION:

Juan de Fuca Electoral Area.

MAXIMUM LEVY:

No limit.

FUNDING:

Requisition

1.317 - JDF Building Numbering	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Building Inspection	11,589	11,589	11,797	-	-	11,797	12,033	12,274	12,519	12,769
Allocations	713	713	673	-	-	673	649	662	675	689
Other Operating Expenses	420	420	430	-	-	430	440	450	460	470
TOTAL COSTS	**12,722**	**12,722**	**12,900**	**-**	**-**	**12,900**	**13,122**	**13,386**	**13,654**	**13,928**
*Percentage Increase over prior year						1.4%	1.7%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(46)	(46)	-	-	-	-	-	-	-	-
Other Income	(37)	(37)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	**(83)**	**(83)**	**(50)**	**-**	**-**	**(50)**	**(50)**	**(50)**	**(50)**	**(50)**
REQUISITION	**(12,639)**	**(12,639)**	**(12,850)**	**-**	**-**	**(12,850)**	**(13,072)**	**(13,336)**	**(13,604)**	**(13,878)**
*Percentage increase over prior year Requisition						1.7%	1.7%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Soil Deposit and Removal

EAC Review

Service: 1.319 Soil Deposit and Removal **Committee: Electoral Area**

DEFINITION:

The regulation of the deposit or removal of soil, sand, gravel, rock or other material on land in the municipality or in any area in the municipality (see 930(d)(e) of the Municipal Act). Authority received under SLP issued February 12, 1973, and as amended by SLP August 25, 1986. This function is performed by Bylaw Officers from the CRD's Langford and Salt Spring Island offices, who ensure that permits are purchased by any person who deposits or removes said materials.

SERVICE DESCRIPTION:

Administration and enforcement of the Soil Deposit and Removal Bylaw for the Juan de Fuca Electoral Area (JdF EA).

PARTICIPATION:

Participants consist solely of the Juan de Fuca Electoral Area. Requisition to all participants on the basis of prior year caseload.

Participants Electoral Area	2000 est	Percentage
JDF EA	1	100%

MAXIMUM LEVY:

Net cost of this function not to exceed $50,000.

FUNDING:

Requisition

1.319 - Soil Deposit and Removal	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Allocations	1,257	1,257	1,233	-	-	1,233	1,207	1,228	1,249	1,271
Internal Time Charges	4,267	4,267	4,398	-	-	4,398	4,423	4,506	4,594	4,683
Other Operating Expenses	30	30	30	-	-	30	30	30	30	30
TOTAL COSTS	**5,554**	**5,554**	**5,661**	**-**	**-**	**5,661**	**5,660**	**5,764**	**5,873**	**5,984**
*Percentage Increase over prior year						1.9%	0.0%	1.8%	1.9%	1.9%
FUNDING SOURCES (REVENUE)										
Income - Other	(20)	(20)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	**(20)**	**(20)**	**(40)**	**-**	**-**	**(40)**	**(40)**	**(40)**	**(40)**	**(40)**
REQUISITION	**(5,534)**	**(5,534)**	**(5,621)**	**-**	**-**	**(5,621)**	**(5,620)**	**(5,724)**	**(5,833)**	**(5,944)**
*Percentage increase over prior year Requisition						1.6%	0.0%	1.9%	1.9%	1.9%

Reserve Schedule

Reserve Fund: 1.319 Soil Deposit and Removal - Operating Reserve Fund

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Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105405	2020	2021	2022	2023	2024	2025
Beginning Balance		62,948	63,898	63,898	63,898	63,898	63,898
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		950	-	-	-	-	-
Ending Balance $		**63,898**	**63,898**	**63,898**	**63,898**	**63,898**	**63,898**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Community Planning (JDF)

EAC Review

Service: 1.325 **Community Planning** **Committee: Electoral Area**

DEFINITION:

To provide land use planning services at the community level for the JDF electoral area (Supplementary Letters Patent - January 1, 1970).

SERVICE DESCRIPTION:

Community Planning service involves preparation, review and amendment of five official community plans and two comprehensive community development plans.

Development Services involves preparation and administration of Land Use Bylaws, subdivision Bylaw, and process zoning amendments, development permits, development variance permits, soil deposit/removal permits, and review land and water referrals, subdivisions referrals, and ALR exclusions.

Administrative Services involves preparation of agendas, minutes and providing administrative support for the Juan de Fuca (JdF) Land Use Committee (LUC), six advisory planning commissions (APC), three board of variances, the Agricultural Advisory Planning Commission (AAPC), and the Economic Development Commission (EDC).

PARTICIPATION:

JDF Electoral Area on the basis of converted hospital assessments.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition and user fees.

Change in Budget 2020 to 2021

Service: 1.325 JDF Community Planning	**Total Expenditure**	**Comments**
2020 Budget	**782,922**	
Change in Salaries:		
Base salary change	14,048	Inclusive of estimated collective agreement changes
Step increase/paygrade change		
Other (explain as necessary)		
Total Change in Salaries	14,048	
Other Changes:		
Contract for Services	50,000	One-time (Port Renfrew OCP)
Program Development	10,550	One-time (air photos purchased every odd year)
Allocations	3,751	
Transfer to ORF	(7,245)	
Other	580	
Total Other Changes	57,636	
2021 Budget	**854,606**	
% expense increase from 2020:	***9.2%***	
% Requisition increase from 2020 (if applicable):	***1.7%***	*Requisition funding is 80% of service revenue.*

Overall 2020 Budget Performance
(expected variance to budget and surplus treatment)

Service is expected to have incurred lower than budgeted expenditures from reduced legal expenses, conference costs, and postage fees as a result of postage meter purchase. Staff recovery offsets lower revenues from processing fees. Reduced transfer in from ORF is a result of surplus.

1.325 - Community Planning (JDF)	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Salaries & Wages	445,935	440,635	460,293	-	-	460,293	461,669	471,589	481,714	492,057
Consultants	5,000	5,000	5,080	-	50,000	55,080	5,180	5,280	5,380	5,480
Legal Expenses	10,000	5,000	10,000	-	-	10,000	10,200	10,400	10,610	10,820
LIDAR Photography	-	-	-	-	10,550	10,550	-	11,020	-	11,240
Supplies	9,000	7,500	8,840	-	-	8,840	9,020	9,200	9,390	9,580
Land Use and Advisory Planning Cttees	13,628	8,990	13,808	-	-	13,808	21,940	14,370	14,660	14,960
Allocations	146,884	146,884	150,425	-	-	150,425	151,599	154,607	157,687	160,828
Labour Charges	12,120	12,120	12,330	-	-	12,330	12,580	12,830	13,090	13,350
Other Operating Expenses	57,340	47,018	57,510	-	-	57,510	57,040	58,180	59,330	60,490
TOTAL OPERATING COSTS	**699,907**	**673,147**	**718,286**	**-**	**60,550**	**778,836**	**729,228**	**747,476**	**751,861**	**778,805**
*Percentage Increase over prior year						11.3%	-6.4%	2.5%	0.6%	3.6%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	5,000	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
Transfer to Operating Reserve Fund	7,245	7,245	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	**12,245**	**12,245**	**5,000**	**-**	**-**	**5,000**	**5,000**	**5,000**	**5,000**	**5,000**
Building Borrowing Repayment to Facilities Reserve	70,770	70,770	70,770	-	-	70,770	70,770	70,770	70,770	70,770
TOTAL COSTS	**782,922**	**756,162**	**794,056**	**-**	**60,550**	**854,606**	**804,998**	**823,246**	**827,631**	**854,575**
Internal Recoveries	(17,418)	(17,418)	(17,798)	-	-	(17,798)	(18,150)	(18,510)	(18,880)	(19,260)
OPERATING COSTS LESS INTERNAL RECOVERIES	**765,504**	**738,744**	**776,258**	**-**	**60,550**	**836,808**	**786,848**	**804,736**	**808,751**	**835,315**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Processing Fee Revenue	(45,000)	(29,000)	(32,000)	-	-	(32,000)	(32,640)	(33,290)	(33,960)	(34,640)
Community Works Funding	-	-	-	-	(50,000)	(50,000)	-	-	-	-
Grants in Lieu of Taxes	(887)	(887)	(900)	-	-	(900)	(920)	(940)	(960)	(980)
Transfer from Operating Reserve Fund	(45,423)	(5,485)	(57,698)	-	(10,550)	(68,248)	(33,398)	(21,856)	(10,211)	(20,805)
Revenue - Other	(1,540)	(30,718)	(1,570)	-	-	(1,570)	(1,600)	(1,630)	(1,660)	(1,690)
TOTAL REVENUE	**(92,850)**	**(66,090)**	**(92,168)**	**-**	**(60,550)**	**(152,718)**	**(68,558)**	**(57,716)**	**(46,791)**	**(58,115)**
REQUISITION	**(672,654)**	**(672,654)**	**(684,090)**	**-**	**-**	**(684,090)**	**(718,290)**	**(747,020)**	**(761,960)**	**(777,200)**
*Percentage increase over prior year Requisition						1.7%	5.0%	4.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No. 1.325 Community Planning	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$10,000	$11,830	$35,000	$2,410	$3,910	$0	$53,150
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$0	$0	$0	$0	$0
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$10,000	**$11,830**	**$35,000**	**$2,410**	**$3,910**	**$0**	**$53,150**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$10,000	$11,830	$35,000	$2,410	$3,910	$0	$53,150
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$0	$0	$0	$0	$0	$0
	$10,000	**$11,830**	**$35,000**	**$2,410**	**$3,910**	**$0**	**$53,150**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.325
Service Name: Community Planning

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles
E - Equipment

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; the new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	Multi Function Printer	Printer/Copier	$10,000	E	ERF	$10,000	$10,000	$0	$0	$0	$0	$10,000
20-01	Replacement	Computer Equipment	Computer Replacement	$8,150	E	ERF	$0	$1,830	$0	$2,410	$3,910	$0	$8,150
22-01	Replacement	Vehicle	Vehicle Replacement	$35,000	E	ERF	$0	$0	$35,000	$0	$0	$0	$35,000
			GRAND TOTAL	**$53,150**			**$10,000**	**$11,830**	**$35,000**	**$2,410**	**$3,910**	**$0**	**$53,150**

Community Planning (JDF)
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	189,430	121,182	87,784	65,928	55,717	34,912
Equipment Replacement Fund	62,666	55,836	25,836	28,426	29,516	34,516
Total	**252,097**	**177,019**	**113,621**	**94,355**	**85,234**	**69,429**

Reserve Schedule

Reserve Fund: 1.325 Community Planning - Operating Reserve Fund

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105408	2020	2021	2022	2023	2024	2025
Beginning Balance		224,178	189,430	121,182	87,784	65,928	55,717
Transfer from Ops Budget		7,245	-	-	-	-	-
Transfer to Ops Budget		(45,423)	(68,248)	(33,398)	(21,856)	(10,211)	(20,805)
Interest Income		3,430	-	-	-	-	-
Ending Balance $		**189,430**	**121,182**	**87,784**	**65,928**	**55,717**	**34,912**

Assumptions/Background:

For unforeseen legal expenses; ongoing air photo updates; election expenses

Reserve Schedule

Reserve Fund: 1.325 Community Planning - Equipment Replacement Fund

ERF Group: CMPLAN.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101428	2020	2021	2022	2023	2024	2025
Beginning Balance		76,576	62,666	55,836	25,836	28,426	29,516
Transfer from Ops Budget		5,000	5,000	5,000	5,000	5,000	5,000
Planned Purchase		(18,910)	(11,830)	(35,000)	(2,410)	(3,910)	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**62,666**	**55,836**	**25,836**	**28,426**	**29,516**	**34,516**

Assumptions/Background:

Maintain balance sufficient to fund required asset replacements

CAPITAL REGIONAL DISTRICT

2021 Budget

Willis Point Fire Protection & Recreation

EAC Review

Service: 1.350 Willis Point Fire **Committee: Electoral Area**

DEFINITION:

A service area for the purposes of constructing a fire hall/community centre and to provide fire protection and emergency response services and recreational facilities in the Willis Point Section of the Juan de Fuca Electoral Area.
Local Service Establishment Bylaw No. 1951 (January 15, 1992). Amended by Bylaw 2296 (1995) & 3214 (2004)

PARTICIPATION:

Based on converted hospital assessments - Willis Point Local Service Area #15 - A(763).

COMMISSION:

Wills Point Fire Protection and Recreation Facilities Commission established by Bylaw to oversee this function (Bylaw No. 3654 - April 14, 2010, Amended by Bylaw 3707, June 9, 2010).

MAXIMUM LEVY:

Bylaw No. 1951 states "Greater of $41,000 or $1.71 / $1,000" to a maximum of $331,628.

FUNDING:

Requisition

1.350 - Willis Point Fire Protection & Recreation	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Fire Protection Costs										
Travel - Vehicles	12,030	12,030	12,230	-	-	12,230	12,470	12,720	12,970	13,230
Insurance	7,085	7,085	7,470	-	-	7,470	7,620	7,770	7,920	8,080
Utilities	11,947	11,947	12,150	-	-	12,150	12,390	12,640	12,890	13,150
Staff Development	24,005	24,005	24,410	-	-	24,410	24,900	25,400	25,900	26,420
Allocations	4,889	4,889	6,487	-	-	6,487	6,991	7,131	7,274	7,419
Operating - Other	29,001	29,001	29,510	-	-	29,510	30,110	30,710	31,320	31,930
TOTAL FIRE PROTECTION COSTS	**88,957**	**88,957**	**92,257**	**-**	**-**	**92,257**	**94,481**	**96,371**	**98,274**	**100,229**
Recreation Costs:										
Recreation Expenses	48,129	48,129	14,790	-	-	14,790	15,090	15,390	15,700	16,020
TOTAL OPERATING COSTS	**137,086**	**137,086**	**107,047**	**-**	**-**	**107,047**	**109,571**	**111,761**	**113,974**	**116,249**
*Percentage Increase over prior year						3.7%	2.4%	2.0%	2.0%	2.0%
CAPITAL / RESERVES										
Capital Equipment Purchases	6,170	6,170	6,270	-	-	6,270	6,400	6,530	6,660	6,790
Transfer to Equipment Replacement Fund	41,000	41,000	41,000	-	-	41,000	41,000	41,000	41,000	41,000
Transfer to Reserve Fund	20,000	20,000	7,500	-	-	7,500	7,500	7,500	7,500	7,500
TOTAL CAPITAL / RESERVES	**67,170**	**67,170**	**54,770**	**-**	**-**	**54,770**	**54,900**	**55,030**	**55,160**	**55,290**
TOTAL COSTS	**204,256**	**204,256**	**161,817**	**-**	**-**	**161,817**	**164,471**	**166,791**	**169,134**	**171,539**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(46,183)	(46,183)	-	-	-	-	-	-	-	-
Other Revenue	(32,865)	(32,865)	(32,875)	-	-	(32,875)	(32,895)	(32,915)	(32,935)	(32,955)
TOTAL REVENUE	**(79,048)**	**(79,048)**	**(32,875)**	**-**	**-**	**(32,875)**	**(32,895)**	**(32,915)**	**(32,935)**	**(32,955)**
REQUISITION	**(125,208)**	**(125,208)**	**(128,942)**	**-**	**-**	**(128,942)**	**(131,576)**	**(133,876)**	**(136,199)**	**(138,584)**
*Percentage increase over prior year Requisition						3.0%	2.0%	1.7%	1.7%	1.8%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.350 Willis Point Fire		Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE									
Buildings		B	$0	$18,000	$12,000	$5,000	$8,500	$0	$43,500
Equipment		E	$0	$65,000	$20,000	$6,000	$20,000	$0	$111,000
Land		L	$0	$0	$0	$0	$0	$0	$0
Engineered Structures		S	$0	$0	$0	$0	$0	$0	$0
Vehicles		V	$0	$0	$0	$0	$0	$0	$0
			$0	**$83,000**	**$32,000**	**$11,000**	**$28,500**	**$0**	**$154,500**
SOURCE OF FUNDS									
Capital Funds on Hand		Cap	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		Debt	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		ERF	$0	$65,000	$20,000	$6,000	$20,000	$0	$111,000
Grants (Federal, Provincial)		Grant	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund		Res	$0	$18,000	$12,000	$5,000	$8,500	$0	$43,500
			$0	**$83,000**	**$32,000**	**$11,000**	**$28,500**	**$0**	**$154,500**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.350
Service Name: Willis Point Fire

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	pagers	pagers	$5,000	E	ERF	$0	$0	$0	$0	$0	$0	$0
19-02	Renewal	storm water mgmt	catch basin	$10,000	S	Res	$0	$0	$0	$0	$0	$0	$0
19-03	Renewal	Paving fire driveway	paving and prep	$45,000	S	Res	$0	$0	$0	$0	$0	$0	$0
19-04	Renewal	bar lighting	led	$1,000	B	Res	$0	$0	$0	$0	$0	$0	$0
20-01	Replacement	SCBA replacement	10 scba packs and tanks 10 serts every 5 years	$65,000	E	ERF	$0	$65,000	$0	$0	$0	$0	$65,000
20-02	Renewal	furnace	replace furnace	$5,000	B	Res	$0	$5,000	$0	$0	$0	$0	$5,000
20-03	Renewal	handicap access	ramp and handrail	$8,000	B	Res	$0	$8,000	$0	$0	$0	$0	$8,000
20-04	Renewal	hall paint	upper hall	$5,000	B	Res	$0	$5,000	$0	$0	$0	$0	$5,000
21-01	Replacement	turnout gear	10 sets every 5 years	$20,000	E	ERF	$0	$0	$20,000	$0	$0	$0	$20,000
21-02	Renewal	turnout gear	10 sets every 5 years	$12,000	B	Res	$0	$0	$12,000	$0	$0	$0	$12,000
22-01	Replacement	hose	20x50 foot hose every 10 years	$6,000	E	ERF	$0	$0	$0	$6,000	$0	$0	$6,000
22-02	Renewal	emergency exit	rear of hall	$12,000	B	Res	$0	$0	$0	$5,000	$0	$0	$5,000
23-01	Replacement	auto extraction equipment	replace every 15 years Holmatro 2008	$20,000	E	ERF	$0	$0	$0	$0	$20,000	$0	$20,000
23-02	Renewal	furnace	relace second furnace	$5,000	B	Res	$0	$0	$0	$0	$5,000	$0	$5,000
23-03	Renewal	kitchen renos	renovate kitchen	$3,500	B	Res	$0	$0	$0	$0	$3,500	$0	$3,500
			GRAND TOTAL	**$222,500**			**$0**	**$83,000**	**$32,000**	**$11,000**	**$28,500**	**$0**	**$154,500**

Willis Point Fire Protection & Recreation
Reserves Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	89,768	79,268	74,768	77,268	76,268	83,768
Equipment Replacement Fund	449,928	425,928	446,928	481,928	502,928	543,928
Total	**539,696**	**505,196**	**521,696**	**559,196**	**579,196**	**627,696**

Reserve Schedule

Reserve Fund: 1.350 Willis Point Fire Protection & Creation - Capital Reserve Fund

Bylaw 2189

Reserve Cash Flow

Fund:	1014	Estimated	Budget				
Fund Centre:	101358	2020	2021	2022	2023	2024	2025
Beginning Balance		123,888	89,768	79,268	74,768	77,268	76,268
Transfer from Ops Budget		20,000	7,500	7,500	7,500	7,500	7,500
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(56,000)	(18,000)	(12,000)	(5,000)	(8,500)	-
Interest Income		1,880	-	-	-	-	-
Ending Balance $		**89,768**	**79,268**	**74,768**	**77,268**	**76,268**	**83,768**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.350 Willis Point Fire Protection & Creation - Equipment Replacement Fund

For replacement of firefighting equipment, fire trucks, tenders and pumpers.
ERF Group: WILLISPT.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101429	2020	2021	2022	2023	2024	2025
Beginning Balance		413,928	449,928	425,928	446,928	481,928	502,928
Transfer from Ops Budget		41,000	41,000	41,000	41,000	41,000	41,000
Expenditures		(5,000)	(65,000)	(20,000)	(6,000)	(20,000)	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**449,928**	**425,928**	**446,928**	**481,928**	**502,928**	**543,928**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Otter Point Fire

EAC Review

Service: 1.353 **Otter Point Fire** **Committee: Electoral Area**

DEFINITION:

A service area established to provide fire protection and emergency response on a volunteer basis in the Otter Point district of the Juan de Fuca Electoral Area. Fire department is operated by a Commission. Local Service Bylaw No. 2042 (September 9, 1992). Amended by Bylaws 2720, 3171 and 3215.

PARTICIPATION:

On taxable school assessments, excluding property that is taxable for school purposes only by Special Act.

Local Service Area #17 - G (762).

COMMISION:

Otter Point Fire Protection and Emergency Response Service Commission established to oversee this function (Bylaw No.3654 -April 14, 2010, Amended by Bylaw 3707, June 9, 2010)

MAXIMUM LEVY:

Bylaw No. 2042 states "Greater of $125,000 or $2.50 / $1,000" to a maximum of $1,390,122.

FUNDING:

Requisition

1.353 - Otter Point Fire	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Fire Chief Salary and Honorariums	76,000	76,000	77,290	-	-	77,290	78,830	80,400	82,000	83,640
Travel & Vehicles	21,700	21,700	22,070	-	-	22,070	22,510	22,960	23,420	23,890
Contract for Services	109,840	109,840	111,710	-	-	111,710	113,940	116,220	118,540	120,910
Insurance	9,570	9,570	3,650	-	-	3,650	3,720	3,790	3,870	3,950
Staff Training	22,000	22,000	22,370	-	-	22,370	22,820	23,280	23,750	24,230
Recruiting and Retention	10,000	10,000	10,170	-	-	10,170	10,370	10,580	10,790	11,010
Maintenance	18,840	18,840	19,160	-	-	19,160	19,540	19,930	20,320	20,720
Internal Allocations	10,787	10,787	13,715	-	-	13,715	16,336	16,663	16,996	17,336
Operating - Supplies	14,480	14,480	14,730	-	-	14,730	15,020	15,320	15,630	15,940
Operating - Other	27,100	27,100	27,570	-	-	27,570	28,120	28,690	29,270	29,870
TOTAL OPERATING COSTS	**320,317**	**320,317**	**322,435**	**-**	**-**	**322,435**	**331,206**	**337,833**	**344,586**	**351,496**
*Percentage Increase over prior year						0.7%	2.7%	2.0%	2.0%	2.0%
CAPITAL / RESERVES										
Capital Equipment Purchases	5,000	5,000	5,090	-	-	5,090	5,190	5,290	5,400	5,510
Transfer to Capital Reserve Fund	70,660	70,660	31,330	-	-	31,330	31,960	32,600	33,250	33,920
Transfer to Equipment Replacement Fund	101,660	101,660	103,390	-	-	103,390	105,460	107,570	109,720	111,910
TOTAL CAPITAL / RESERVES	**177,320**	**177,320**	**139,810**	**-**	**-**	**139,810**	**142,610**	**145,460**	**148,370**	**151,340**
TOTAL COSTS	**497,637**	**497,637**	**462,245**	**-**	**-**	**462,245**	**473,816**	**483,293**	**492,956**	**502,836**
FUNDING SOURCES (REVENUE)										
Revenue - Other	(300)	(300)	(310)	-	-	(310)	(310)	(310)	(310)	(320)
TOTAL REVENUE	**(300)**	**(300)**	**(310)**	**-**	**-**	**(310)**	**(310)**	**(310)**	**(310)**	**(320)**
REQUISITION	**(497,337)**	**(497,337)**	**(461,935)**	**-**	**-**	**(461,935)**	**(473,506)**	**(482,983)**	**(492,646)**	**(502,516)**
*Percentage increase over prior year Requisition						-7.1%	2.5%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No. 1.353 Otter Point Fire	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$40,000	$40,000	$40,000	$10,000	$0	$130,000
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$0	$0	$0	$0	$0
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$0	**$40,000**	**$40,000**	**$40,000**	**$10,000**	**$0**	**$130,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$0	$10,000	$10,000	$10,000	$10,000	$0	$40,000
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$30,000	$30,000	$30,000	$0	$0	$90,000
	$0	**$40,000**	**$40,000**	**$40,000**	**$10,000**	**$0**	**$130,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.353
Service Name: Otter Point Fire

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
17-02	Replacement	Turnout Gear/Pagers/Hose	Turnout Gear/Pagers/Hose	$40,000	E	ERF	$0	$10,000	$10,000	$10,000	$10,000	$0	$40,000
18-01	Replacement	Replace hall siding	Replace hall siding	$30,000	E	Res	$0	$30,000	$0	$0	$0	$0	$30,000
19-01	Replacement	Vehicle F00620 Tender complete	Vehicle F00620 Tender complete	$400,000	E	ERF	$0	$0	$0	$0	$0	$0	$0
19-02	Replacement	Replace driveway pavement	Replace driveway pavement	$30,000	E	Res	$0	$0	$30,000	$0	$0	$0	$30,000
20-01	Replacement	Replace roof	Replace roof	$30,000	E	Res	$0	$0	$0	$30,000	$0	$0	$30,000
20-02	Replacement	Building expansion construction	Building expansion construction	$190,000	E	Res	$0	$0	$0	$0	$0	$0	$0
			GRAND TOTAL	**$720,000**			**$0**	**$40,000**	**$40,000**	**$40,000**	**$10,000**	**$0**	**$130,000**

Otter Point Fire
Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	5,026	6,356	8,316	10,916	44,166	78,086
Equipment Replacement Fund	6,970	100,360	195,820	293,390	393,110	505,020
Total	**11,996**	**106,716**	**204,136**	**304,306**	**437,276**	**583,106**

Reserve Schedule

Reserve Fund: 1.353 Otter Point Fire Protection - Capital Reserve Fund - Bylaw 3995

For improvements, repairs and replacement of Firehall and training centre

Reserve Cash Flow

Fund:	1090	Estimated	Budget				
Fund Centre:	102164	2020	2021	2022	2023	2024	2025
Beginning Balance		98,836	5,026	6,356	8,316	10,916	44,166
Transfer from Ops Budget		70,660	31,330	31,960	32,600	33,250	33,920
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(165,000)	(30,000)	(30,000)	(30,000)	-	-
Interest Income		530	-	-	-	-	-
Ending Balance $		**5,026**	**6,356**	**8,316**	**10,916**	**44,166**	**78,086**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.353 Otter Point Fire Protection - Equipment Replacement Fund

ERF Group: OTTERFIRE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101432	2020	2021	2022	2023	2024	2025
Beginning Balance		305,310	6,970	100,360	195,820	293,390	393,110
Transfer from Ops Budget		101,660	103,390	105,460	107,570	109,720	111,910
Expenditures		(400,000)	(10,000)	(10,000)	(10,000)	(10,000)	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**6,970**	**100,360**	**195,820**	**293,390**	**393,110**	**505,020**

Assumptions/Background:

Transfer as much of operating budget will allow in order to provide sufficient funding for vehicles.

CAPITAL REGIONAL DISTRICT

2021 Budget

Malahat Fire Protection

EAC Review

Service: 1.354 **Malahat Fire** **Committee: Electoral Area**

DEFINITION:

A specified area established to provide fire protection and emergency response in the Malahat district of the Juan de Fuca Electoral Area through an agreement with the Cowichan Valley Regional District:

Bylaw No. 1368 (July 24, 1985) (Repealed). Amended Bylaw No. 1375 (September 23, 1985) (Repealed)
Bylaw No. 2731 (November 24, 1999) as amended by Bylaw No. 3226.

ANNUAL LEVY:

On all lands and improvements on the basis of Section 794 of the Municipal Act within the Specified Area # 23 (F-762).

MAXIMUM LEVY:

Greater of $22,400 or $1.28 / $1,000 to a maximum of $84,553.

FUNDING:

Requisition

1.354 - Malahat Fire Protection	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	BUDGET REQUEST 2021 ONGOING	BUDGET REQUEST 2021 ONE-TIME	BUDGET REQUEST 2021 TOTAL	FUTURE PROJECTIONS 2022	FUTURE PROJECTIONS 2023	FUTURE PROJECTIONS 2024	FUTURE PROJECTIONS 2025
OPERATING COSTS										
Payment to Cowichan Valley Regional District	59,221	59,221	60,230	-	-	60,230	61,430	62,660	63,910	65,190
Other Operating Expenses	2,348	2,348	2,642	-	-	2,642	3,150	3,213	3,277	3,342
TOTAL COSTS	**61,569**	**61,569**	**62,872**	**-**	**-**	**62,872**	**64,580**	**65,873**	**67,187**	**68,532**
*Percentage Increase over prior year						2.1%	2.7%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(139)	(139)	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	**(139)**	**(139)**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
REQUISITION	**(61,430)**	**(61,430)**	**(62,872)**	**-**	**-**	**(62,872)**	**(64,580)**	**(65,873)**	**(67,187)**	**(68,532)**
*Percentage increase over prior year Requisition						2.3%	2.7%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Durrance Road Fire Protection

EAC Review

Service: 1.355 Durrance Road Fire **Committee:** Electoral Area

DEFINITION:

A local service area established by Bylaw No. 2506 (July 9, 1997) to provide fire protection and emergency response to Durrance Road Fire Protection Area. Amended by Bylaw No. 3033 (2002) to increase rate and Bylaw No. 3216 (2004).

MAXIMUM LEVY:

Greater of $1,350 or $0.70 / $1,000 to maximum of $4,117.

FUNDING:

Parcel Tax

1.355 - Durrance Road Fire Protection	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Payment to District of Saanich	2,500	2,500	2,500	-	-	2,500	2,500	2,500	2,500	2,500
Other Operating Expenses	319	319	270	-	-	270	230	233	236	239
TOTAL OPERATING COSTS	**2,819**	**2,819**	**2,770**	**-**	**-**	**2,770**	**2,730**	**2,733**	**2,736**	**2,739**
*Percentage Increase over prior year						-1.7%	-1.4%	0.1%	0.1%	0.1%
CAPITAL / RESERVE										
Transfer to Operating Reserve	120	120	220	-	-	220	320	377	434	491
TOTAL COSTS	**2,939**	**2,939**	**2,990**	**-**	**-**	**2,990**	**3,050**	**3,110**	**3,170**	**3,230**
*Percentage Increase over prior year						1.7%	2.0%	2.0%	1.9%	1.9%
FUNDING SOURCES (REVENUE)										
Estimated Balance Carry Forward	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
REQUISITION - PARCEL TAX	**(2,939)**	**(2,939)**	**(2,990)**	**-**	**-**	**(2,990)**	**(3,050)**	**(3,110)**	**(3,170)**	**(3,230)**
*Percentage increase over prior year Requisition						1.7%	2.0%	2.0%	2.0%	1.9%

Reserve Schedule

Reserve Fund: 1.355 Durrance road Fire Protection - Operating Reserve Fund

Bylaw 4146

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105400	2020	2021	2022	2023	2024	2025
Beginning Balance		2,002	2,152	2,372	2,692	3,069	3,503
Transfer from Op Budget		120	220	320	377	434	491
Planned Payments		-	-	-	-	-	-
Interest Income		30	-	-	-	-	-
Ending Balance $		**2,152**	**2,372**	**2,692**	**3,069**	**3,503**	**3,994**

Assumptions/Background:

To set aside funds for reimbursing District of Saanich for incident response, as per agreement between the CRD and Saanich

CAPITAL REGIONAL DISTRICT

2021 Budget

East Sooke Fire Protection

EAC Review

Service: 1.357 **East Sooke Fire** **Committee: Electoral Area**

DEFINITION:

A service area established by Bylaw No. 3390 (January 10, 2007) to provide fire protection and emergency response on a volunteer basis in the East Sooke district of the Juan de Fuca Electoral Area. Fire department is operated by a committee.

PARTICIPATION:

On net taxable value of land and improvements on the basis of hospital district assessments.

MAXIMUM LEVY:

Bylaw No. 3390 (amended by Bylaw 3862, 2014) states "greater of $550,000 or $1.310 / $1,000" to a maximum of $802,494.

COMMISSION:

East Sooke Fire Protection and Emergency Response Services Commission established to oversee this function
(Bylaw No.3654 - April 14, 2010, Amended by Bylaw 3707, June 9, 2010)

MAXIMUM CAPITAL DEBT:

Maximum Authorized: (Bylaw 3863)	$ 2,120,000
Borrowed: 2014, 3.0%	$ 1,800,000
Borrowed: 2016, 2.1%	$ 150,000
Remaining	$ 170,000

1.357 - East Sooke Fire Protection	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Salaries and Wages	15,078	15,078	15,330	-	-	15,330	15,640	15,950	16,270	16,600
Travel - Vehicles	30,337	30,337	30,850	-	-	30,850	31,470	32,100	32,740	33,400
Insurance	7,362	7,362	7,170	-	-	7,170	7,310	7,450	7,590	7,740
Contract for Service/Legal Expenses	6,206	6,206	6,320	-	-	6,320	6,440	6,570	6,710	6,850
Maintenance	6,000	6,000	6,110	-	-	6,110	6,230	6,350	6,480	6,610
Staff Training	23,460	23,460	23,860	-	-	23,860	24,340	24,830	25,330	25,840
Internal Allocations	7,945	7,945	9,603	-	-	9,603	11,233	11,458	11,687	11,921
Operating - Supplies	31,060	31,060	31,590	-	-	31,590	32,220	32,860	33,510	34,190
Contingency	15,000	15,000	15,260	-	-	15,260	15,570	15,880	16,200	16,520
Operating - Other	40,438	40,438	41,130	-	-	41,130	41,950	42,780	43,640	44,510
TOTAL FIRE DEP OPERATING COSTS	**182,886**	**182,886**	**187,223**	**-**	**-**	**187,223**	**192,403**	**196,228**	**200,157**	**204,181**
*Percentage Increase over prior year						2.4%	2.8%	2.0%	2.0%	2.0%
TOTAL COMMUNITY HALL OPERATING COSTS	29,200	29,200	24,620	-	-	24,620	25,110	25,610	26,120	26,640
TOTAL OPERATING COSTS	**212,086**	**212,086**	**211,843**	**-**	**-**	**211,843**	**217,513**	**221,838**	**226,277**	**230,821**
Percentage Increase over prior year										
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	124,850	124,850	126,970	-	-	126,970	129,510	132,100	134,740	137,430
TOTAL CAPITAL / RESERVES	**124,850**	**124,850**	**126,970**	**-**	**-**	**126,970**	**129,510**	**132,100**	**134,740**	**137,430**
DEBT SERVICING										
Interest & Fees	57,600	57,600	57,650	-	-	57,650	57,650	57,650	57,650	57,650
Principal	97,959	97,959	97,959	-	-	97,959	97,959	97,959	97,959	97,959
TOTAL DEBT SERVICING	**155,559**	**155,559**	**155,609**	**-**	**-**	**155,609**	**155,609**	**155,609**	**155,609**	**155,609**
TOTAL COSTS	**492,495**	**492,495**	**494,422**	**-**	**-**	**494,422**	**502,632**	**509,547**	**516,626**	**523,860**
FUNDING SOURCES (REVENUE)										
Estimated Balance Carry Forward	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(5,120)	(5,120)	-	-	-	-	-	-	-	-
District of Sooke (for Silver Spray)	(55,070)	(55,070)	(56,010)	-	-	(56,010)	(57,130)	(58,270)	(59,440)	(60,630)
Rental Revenue	(24,080)	(24,080)	(24,620)	-	-	(24,620)	(25,110)	(25,610)	(26,120)	(26,640)
Other Income	(1,470)	(1,470)	(1,540)	-	-	(1,540)	(1,560)	(1,580)	(1,600)	(1,620)
TOTAL REVENUE	**(85,740)**	**(85,740)**	**(82,170)**	**-**	**-**	**(82,170)**	**(83,800)**	**(85,460)**	**(87,160)**	**(88,890)**
REQUISITION	**(406,755)**	**(406,755)**	**(412,252)**	**-**	**-**	**(412,252)**	**(418,832)**	**(424,087)**	**(429,466)**	**(434,970)**
*Percentage increase over prior year Requisition						1.4%	1.6%	1.3%	1.3%	1.3%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.357 East Sooke Fire	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$13,800	$13,900	$14,100	$14,300	$49,420	$105,520
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$0	$0	$0	$0	$0
Vehicles		$0	$160,000	$300,000	$0	$0	$0	$460,000
		$0	**$173,800**	**$313,900**	**$14,100**	**$14,300**	**$49,420**	**$565,520**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$173,800	$313,900	$14,100	$14,300	$49,420	$565,520
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$0	$0	$0	$0	$0	$0
		$0	**$173,800**	**$313,900**	**$14,100**	**$14,300**	**$49,420**	**$565,520**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.357
Service Name: East Sooke Fire

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	Turn out Gear	Turn out Gear	$38,100	E	ERF	$0	$8,800	$8,900	$9,100	$9,300	$9,500	$45,600
22-01	Replacement	Tender 2	Replace Tender 2 1996 Vehicle	$80,000	V	ERF	$0	$0	$300,000	$0	$0	$0	$300,000
21-01	Replacement	Squad Car	Replace Squad Car 1999 Vehicle	$160,000	V	ERF	$0	$160,000	$0	$0	$0	$0	$160,000
20-01	Replacement	Equipment	Fire Equipment Replacement	$25,000	E	ERF	$0	$5,000	$5,000	$5,000	$5,000	$5,000	$25,000
25-01	Replacement	Hose	Replace firefighting hoses	$25,900	E	ERF	$0	$0	$0	$0	$0	$25,900	$25,900
25-02	Replacement	Pager	Replace pager equipment	$9,020	E	ERF	$0	$0	$0	$0	$0	$9,020	$9,020
			GRAND TOTAL	**$338,020**			**$0**	**$173,800**	**$313,900**	**$14,100**	**$14,300**	**$49,420**	**$565,520**

East Sooke Fire Protection
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	44,563	44,563	44,563	44,563	44,563	44,563
Equipment Replacement Fund	385,687	338,857	154,467	272,467	392,907	480,917
Total	**44,563**	**44,563**	**199,030**	**317,030**	**437,470**	**525,480**

Reserve Schedule

Reserve Fund: 1.357 East Sooke Fire Protection - Capital Reserve Fund

Bylaw 3400

Reserve Cash Flow

Fund:	1079	Estimated	Budget				
Fund Centre:	101309	2020	2021	2022	2023	2024	2025
Beginning Balance		43,893	44,563	44,563	44,563	44,563	44,563
Transfer from Ops Budget		-	-	-	-	-	-
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		670	-	-	-	-	-
Ending Balance $		**44,563**	**44,563**	**44,563**	**44,563**	**44,563**	**44,563**

Assumptions/Background:

New hall in under construction. Funding of reserve will resume when building is complete.

Reserve Schedule

Reserve Fund: 1.357 East Sooke Fire Protection - Equipment Replacement Fund

ERF Group: ESOOKFIRE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101948	2020	2021	2022	2023	2024	2025
Beginning Balance		270,037	385,687	338,857	154,467	272,467	392,907
Transfer from Ops Budget		124,850	126,970	129,510	132,100	134,740	137,430
Planned Purchase		(9,200)	(173,800)	(313,900)	(14,100)	(14,300)	(49,420)
Interest Income		-	-	-	-	-	-
Ending Balance $		**385,687**	**338,857**	**154,467**	**272,467**	**392,907**	**480,917**

Assumptions/Background:

New hall in under construction. Funding of reserve will resume when building is complete.

CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Fire

EAC Review

Service: 1.358 Port Renfrew Fire **Committee: Electoral Area**

DEFINITION:

To provide, operate and maintain a Fire Protection Service for local service area in the Port Renfrew District of the Juan de Fuca Electoral Area Establishment Bylaw No. 1743 (November, 1989). Amended by Bylaw 3223 (2005)

MAXIMUM LEVY:

Greater of $10,000 or $2.52 / $1,000 to a maximum of $256,235.

COMMISSION:

Port Renfrew Fire Protection and Emergency Response Services Commission established to oversee this function (Bylaw No.3654 - April 14, 2010, Amended by Bylaw 3707, June 9, 2010)

MAXIMUM CAPITAL DEBT:

Bylaw 3456 (Nov 2007) - Authorized to borrow $40,000 - $0 issued

AUTHORIZED:	LA Bylaw No. 3456 (Nov. 2007)	$	40,000
BORROWED:	Bylaw 3456 - 106 (2009 - 4.13%)		(40,000)
REMAINING AUTHORIZATION		$	-

FUNDING:

User fee and requisition.

1.358 - Port Renfrew Fire	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Salaries, Wages, Benefits	35,200	35,200	35,800	-	-	35,800	36,510	37,240	37,980	38,740
Materials and Supplies	16,960	16,960	17,250	-	-	17,250	17,600	17,950	18,300	18,670
Repairs and Maintenance	3,280	3,280	3,340	-	-	3,340	3,400	3,470	3,540	3,610
Utilities	13,240	13,240	13,470	-	-	13,470	13,750	14,030	14,310	14,600
Allocations	4,364	4,364	5,401	-	-	5,401	6,050	6,171	6,295	6,421
Other Operating Expense	45,580	45,580	46,330	-	-	46,330	47,260	48,210	49,170	50,160
TOTAL OPERATING COSTS	**118,624**	**118,624**	**121,591**	**-**	**-**	**121,591**	**124,570**	**127,071**	**129,595**	**132,201**
*Percentage Increase over prior year						2.5%	2.5%	2.0%	2.0%	2.0%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	24,663	24,663	24,660	-	-	24,660	24,660	24,660	24,660	24,660
TOTAL CAPITAL / RESERVES	**24,663**	**24,663**	**24,660**	**-**	**-**	**24,660**	**24,660**	**24,660**	**24,660**	**24,660**
TOTAL FIRE OPERATING COSTS	**143,287**	**143,287**	**146,251**	**-**	**-**	**146,251**	**149,230**	**151,731**	**154,255**	**156,861**
Debt Charges	2,908	2,908	2,908	-	-	2,908	2,908	2,908	2,908	10
TOTAL COSTS	**146,195**	**146,195**	**149,159**	**-**	**-**	**149,159**	**152,138**	**154,639**	**157,163**	**156,871**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(862)	(862)	(880)	-	-	(880)	(900)	(920)	(940)	(960)
User Charge	(57,990)	(57,990)	(59,230)	-	-	(59,230)	(60,410)	(61,620)	(62,850)	(64,110)
Other Revenue	(210)	(210)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
TOTAL REVENUE	**(59,062)**	**(59,062)**	**(60,320)**	**-**	**-**	**(60,320)**	**(61,520)**	**(62,750)**	**(64,000)**	**(65,280)**
REQUISITION	**(87,133)**	**(87,133)**	**(88,839)**	**-**	**-**	**(88,839)**	**(90,618)**	**(91,889)**	**(93,163)**	**(91,591)**
*Percentage increase over prior year Requisition						2.0%	2.0%	1.4%	1.4%	-1.7%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.358 Port Renfrew Fire	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$28,000	$0	$0	$0	$0	$28,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$0	$0	$0	$0	$0
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$28,000**	**$0**	**$0**	**$0**	**$0**	**$28,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$28,000	$0	$0	$0	$0	$28,000
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$0	$0	$0	$0	$0	$0
		$0	**$28,000**	**$0**	**$0**	**$0**	**$0**	**$28,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.358
Service Name: Port Renfrew Fire

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-02	Replacement	Firefighting equipment	Turnout gear, hoses, and other equipment	$28,000	E	ERF	$0	$28,000	$0	$0	$0	$0	$28,000
			GRAND TOTAL	**$28,000**			**$0**	**$28,000**	**$0**	**$0**	**$0**	**$0**	**$28,000**

Port Renfrew Fire
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	46,504	46,504	46,504	46,504	46,504	46,504
Equipment Replacement Fund	80,931	77,591	102,251	126,911	151,571	176,231
Total	**127,436**	**124,096**	**148,756**	**173,416**	**198,076**	**222,736**

Reserve Schedule

Reserve Fund: 1.358 Port Renfrew Fire - Capital Reserve Fund

.

Bylaw 2702

Reserve Cash Flow

Fund:	1089	Estimated	Budget				
Fund Centre:	102161	2020	2021	2022	2023	2024	2025
Beginning Balance		45,814	46,504	46,504	46,504	46,504	46,504
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		690	-	-	-	-	-
Ending Balance $		**46,504**	**46,504**	**46,504**	**46,504**	**46,504**	**46,504**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.358 Port Renfrew Fire - Equipment Replacement Fund

.

ERF Group: PTRENFIRE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101434	2020	2021	2022	2023	2024	2025
Beginning Balance		84,268	80,931	77,591	102,251	126,911	151,571
Transfer from Ops Budget		24,663	24,660	24,660	24,660	24,660	24,660
Planned Purchase		(28,000)	(28,000)	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**80,931**	**77,591**	**102,251**	**126,911**	**151,571**	**176,231**

Assumptions/Background:

Transfer as much as operating budget will allow in order to have funds sufficient to replace vehicles

CAPITAL REGIONAL DISTRICT

2021 Budget

Shirley Fire Protection

EAC Review

Service: 1.360 Shirley Fire Department **Committee: Electoral Area**

DEFINITION:

A Specified Area to provide Fire Protection Service and Emergency Response on a volunteer basis in the Shirley District of the Juan de Fuca Electoral Areas local service. Establishment Bylaw No. 1927 (September 11, 1991). Amended by Bylaw 3220 (Feb 9, 2005).

MAXIMUM LEVY:

Greater of $18,200 or $1.31 / $1,000 to a maximum of $269,424.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Shirley Fire Protection and Emergency Response Services Commission established to oversee this function (Bylaw No.3654 - April 14, 2010, Amended by Bylaw 3707, June 9, 2010)

FUNDING:

Requisition

1.360 - Shirley Fire Protection	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Honoraria	8,430	8,430	8,620	-	-	8,620	8,810	9,000	9,200	9,400
Travel - Vehicles	5,910	5,910	6,040	-	-	6,040	6,170	6,310	6,450	6,590
Insurance	7,070	7,070	7,380	-	-	7,380	7,530	7,690	7,850	8,010
Maintenance	9,560	9,560	9,780	-	-	9,780	10,000	10,220	10,440	10,660
Staff Development	6,870	6,870	7,020	-	-	7,020	7,170	7,330	7,490	7,650
Internal Allocations	3,619	3,619	3,973	-	-	3,973	4,270	4,356	4,443	4,532
Operating - Supplies	21,500	21,500	21,980	-	-	21,980	22,460	22,950	23,450	23,960
Contingency	3,000	3,000	3,000	-	-	3,000	3,000	3,000	3,000	3,000
Purchases - Equipment	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Operating - Other	17,770	17,770	18,150	-	-	18,150	18,540	18,930	19,320	19,730
TOTAL OPERATING COSTS	**93,729**	**93,729**	**95,943**	**-**	**-**	**95,943**	**97,950**	**99,786**	**101,643**	**103,532**
*Percentage Increase over prior year						2.4%	2.1%	1.9%	1.9%	1.9%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	35,140	35,140	35,910	-	-	35,910	36,700	37,510	38,340	39,180
Transfer to Capital Reserve Fund	24,520	24,520	25,060	-	-	25,060	25,610	26,170	26,750	27,340
TOTAL CAPITAL / RESERVES	**59,660**	**59,660**	**60,970**	**-**	**-**	**60,970**	**62,310**	**63,680**	**65,090**	**66,520**
TOTAL COSTS	**153,389**	**153,389**	**156,913**	**-**	**-**	**156,913**	**160,260**	**163,466**	**166,733**	**170,052**
FUNDING SOURCES (REVENUE)										
Other Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	**(200)**	**(200)**	**(200)**	**-**	**-**	**(200)**	**(200)**	**(200)**	**(200)**	**(200)**
REQUISITION	**(153,189)**	**(153,189)**	**(156,713)**	**-**	**-**	**(156,713)**	**(160,060)**	**(163,266)**	**(166,533)**	**(169,852)**
*Percentage increase over prior year Requisition						2.3%	2.1%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No. 1.360 Shirley Fire Department	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$10,000	$0	$0	$0	$0	$10,000
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$0	$0	$0	$0	$0
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$0	**$10,000**	**$0**	**$0**	**$0**	**$0**	**$10,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$0	$10,000	$0	$0	$0	$0	$10,000
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$0	$0	$0	$0	$0	$0
	$0	**$10,000**	**$0**	**$0**	**$0**	**$0**	**$10,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.360
Service Name: Shirley Fire Department

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	Firefighting Equipment	Firefighting Equipment	$10,000	E	ERF	$0	$10,000	$0	$0	$0	$0	$10,000
			GRAND TOTAL	**$10,000**			**$0**	**$10,000**	**$0**	**$0**	**$0**	**$0**	**$10,000**

Shirley Fire Protection
Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	77,537	102,597	128,207	154,377	181,127	208,467
Equipment Replacement Fund	186,482	212,392	249,092	286,602	324,942	364,122
Total	**264,018**	**314,988**	**377,298**	**440,978**	**506,068**	**572,588**

Reserve Schedule

Reserve Fund: 1.360Shirley Fire Protection - Capital Reserve Fund

Bylaw 2938

Reserve Cash Flow

Fund:	1062	Estimated	Budget				
Fund Centre:	101701	2020	2021	2022	2023	2024	2025
Beginning Balance		52,217	77,537	102,597	128,207	154,377	181,127
Transfer from Ops Budget		24,520	25,060	25,610	26,170	26,750	27,340
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		800	-	-	-	-	-
Ending Balance $		**77,537**	**102,597**	**128,207**	**154,377**	**181,127**	**208,467**

Assumptions/Background:

Transfers in accordance with long term capital plan

Reserve Schedule

Reserve Fund: 1.360Shirley Fire Protection - Equipment Replacement Fund

ERF Group: SHIRFIRE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101436	2020	2021	2022	2023	2024	2025
Beginning Balance		161,342	186,482	212,392	249,092	286,602	324,942
Transfer from Ops Budget		35,140	35,910	36,700	37,510	38,340	39,180
Planned Purchase		(10,000)	(10,000)	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**186,482**	**212,392**	**249,092**	**286,602**	**324,942**	**364,122**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Emergency Program (JDF)

EAC Review

Service: 1.370 JDF Emergency Program **Committee: Electoral Area**

DEFINITION:

To provide an Emergency Program as an Extended Service under the Emergency Program Act.
Establishment Bylaw No. 2109 (April 28, 1993). Repealed and replaced by Bylaw No. 2268 (December 14, 1994).
Order in Council #287 provides the CRD with the same powers as a local authority under the Emergency Program Act.

SERVICE DESCRIPTION:

Governed by Bylaw #3444, this service provides planning and management of an emergency response plan for the Juan de Fuca (JdF) Electoral Area, including Port Renfrew, Willis Point and the Malahat. The emergency response plan involves response to, and recovery from, a community disaster or emergency.

The Planning and Protective Services department has administrative responsibility for the service and the Senior Manager of Protective Services has immediate operational responsibility. The Juan de Fuca Emergency Management Commission (JDFEMC) administers the service.

PARTICIPATION:

Electoral Area of Juan de Fuca.

LEVY:

The annual costs of providing the Extended Service of Emergency Program, net of grants and other revenue, shall be recovered by requisition of money under Section 809.1 of the Municipal Act under Section 809.1 of the Municipal Act to be collected by a property value tax to be levied and collected under Section 810.1 (1) of the Municipal Act.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

1.370 - Emergency Program (JDF)	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Travel Expense	4,870	4,870	4,970	-	-	4,970	5,070	5,170	5,270	5,380
Contract for Services	21,650	21,650	22,080	-	-	22,080	22,520	22,970	23,430	23,900
Neighbourhood Program	1,420	1,420	1,450	-	-	1,450	1,480	1,510	1,540	1,570
Emergency Social Services	5,120	5,020	5,160	-	-	5,160	5,270	5,380	5,490	5,610
Staff Training & Development	2,920	2,920	2,980	-	-	2,980	3,040	3,100	3,160	3,220
Supplies	4,000	4,000	4,080	-	-	4,080	4,160	4,240	4,320	4,410
Allocations	11,638	11,638	12,935	-	-	12,935	13,675	13,949	14,228	14,513
Other Operating Expenses	16,930	16,930	17,290	-	-	17,290	17,620	17,960	18,310	18,660
TOTAL OPERATING COSTS	**68,548**	**68,448**	**70,945**	**-**	**-**	**70,945**	**72,835**	**74,279**	**75,748**	**77,263**
*Percentage Increase over prior year						3.5%	2.7%	2.0%	2.0%	2.0%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	5,110	5,110	4,000	-	-	4,000	4,080	4,160	4,240	4,320
TOTAL CAPITAL / RESERVE	**5,110**	**5,110**	**4,000**	**-**	**-**	**4,000**	**4,080**	**4,160**	**4,240**	**4,320**
Building Borrowing Repayment to Facilities Reserve	11,880	11,880	11,880	-	-	11,880	11,880	11,880	11,880	11,880
TOTAL COSTS	**85,538**	**85,438**	**86,825**	**-**	**-**	**86,825**	**88,795**	**90,319**	**91,868**	**93,463**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(114)	(114)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
Revenue - Other	(220)	(120)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(334)**	**(234)**	**(220)**	**-**	**-**	**(220)**	**(220)**	**(220)**	**(220)**	**(220)**
REQUISITION	**(85,204)**	**(85,204)**	**(86,605)**	**-**	**-**	**(86,605)**	**(88,575)**	**(90,099)**	**(91,648)**	**(93,243)**
*Percentage increase over prior year Requisition						1.6%	2.3%	1.7%	1.7%	1.7%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No. 1.370 JDF Emergency Program	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$4,970	$11,710	$7,470	$0	$0	$24,150
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$0	$0	$0	$0	$0
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$0	**$4,970**	**$11,710**	**$7,470**	**$0**	**$0**	**$24,150**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$0	$4,970	$11,710	$7,470	$0	$0	$24,150
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$0	$0	$0	$0	$0	$0
	$0	**$4,970**	**$11,710**	**$7,470**	**$0**	**$0**	**$24,150**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.370
Service Name: JDF Emergency Program

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Replacement	Portable generators	Portable generators	$20,080	E	ERF	$0	$4,970	$5,070	$5,170	$0	$0	$15,210
20-01	New	In-reach devices	In-reach devices	$3,940	E	ERF	$0	$0	$3,940	$0	$0	$0	$3,940
20-02	Replacement	Computer	Computer	$5,000	E	ERF	$0	$0	$2,700	$2,300	$0	$0	$5,000
			GRAND TOTAL	**$29,020**			**$0**	**$4,970**	**$11,710**	**$7,470**	**$0**	**$0**	**$24,150**

Reserve Schedule

Reserve Fund: 1.370 Emergency Program (JDF) - Equipment Replacement Fund

ERF Group: JDFEMERG.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101785	2020	2021	2022	2023	2024	2025
Beginning Balance		63,006	63,246	62,276	54,646	51,336	55,576
Transfer from Ops Budget		5,110	4,000	4,080	4,160	4,240	4,320
Expenditues		(4,870)	(4,970)	(11,710)	(7,470)	-	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**63,246**	**62,276**	**54,646**	**51,336**	**55,576**	**59,896**

Assumptions/Background:

Balance of $15 - $20k required for maintenance of equipment inventory

CAPITAL REGIONAL DISTRICT

2021 Budget

Search and Rescue (JDF)

EAC Review

Service: 1.377 JDF Search and Rescue **Committee: Electoral Area**

DEFINITION:

To establish the operation of a search and rescue service in the Juan de Fuca Electoral Area.
Establishment Bylaw No. 3101 (October 24, 2003).

SERVICE DESCRIPTION:

Governed by Bylaw #3128, the service provides Search and Rescue (SAR) for the Juan de Fuca (JdF) Electoral Area.

The Planning and Protective Services department has administrative responsibility for the service and the Senior Manager of Protective Services has immediate operational responsibility. The Juan de Fuca Search and Rescue Committee administrates the service.

PARTICIPATION:

The Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

Greater of $62,000 or $0.102 / $1,000 on actual assessed value of land and improvements. To a maximum of $210,098.

FUNDING:

Requisition

1.377 - Search and Rescue (JDF)	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Contract for Services	8,190	8,190	8,190	-	-	8,190	8,350	8,520	8,690	8,860
Building Rent	23,080	23,080	23,470	-	-	23,470	23,940	24,420	24,910	25,410
Staff Training & Development	16,420	15,211	16,420	-	-	16,420	16,750	17,090	17,430	17,780
Supplies	11,700	11,700	11,700	-	-	11,700	11,930	12,160	12,410	12,660
Allocations	3,087	3,087	3,689	-	-	3,689	4,298	4,384	4,472	4,561
Other Operating Expenses	21,800	23,009	21,790	-	-	21,790	22,230	22,680	23,130	23,590
TOTAL OPERATING COSTS	**84,277**	**84,277**	**85,259**	**-**	**-**	**85,259**	**87,498**	**89,254**	**91,042**	**92,861**
*Percentage Increase over prior year						1.2%	2.6%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(84)	(84)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
Revenue - Other	(20,590)	(20,590)	(20,590)	-	-	(20,590)	(21,000)	(21,420)	(21,850)	(22,280)
TOTAL REVENUE	**(20,674)**	**(20,674)**	**(20,680)**	**-**	**-**	**(20,680)**	**(21,090)**	**(21,510)**	**(21,940)**	**(22,370)**
REQUISITION	**(63,603)**	**(63,603)**	**(64,579)**	**-**	**-**	**(64,579)**	**(66,408)**	**(67,744)**	**(69,102)**	**(70,491)**
*Percentage increase over prior year Requisition						1.5%	2.8%	2.0%	2.0%	2.0%

Reserve Schedule

Reserve Fund: 1.377 Search and Rescue (JDF) - Equipment Replacement Fund

ERF Group: JDFSAR.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101986	2020	2021	2022	2023	2024	2025
Beginning Balance		26,875	26,875	26,875	26,875	26,875	26,875
Transfer from Ops Budget		-	-	-	-	-	-
Expenditues		-	-	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**26,875**	**26,875**	**26,875**	**26,875**	**26,875**	**26,875**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

EA - Community Parks (JDF)

EAC Review

Service: 1.405 JDF EA Community Parks & Recreation **Committee:** Juan De Fuca Electoral Area Parks & Rec

DEFINITION:

To acquire, develop, operate and maintain community parks in the JDF Electoral Area.
(Letters Patent - August 28, 1975).

SERVICE DESCRIPTION:

This is a service for the provision of community parks for the Juan de Fuca Electoral Area. The services provide for ocean and lake beach/foreshore access, trails, right-of-ways, easements, playgrounds, sports fields, a tennis court and skate park.

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

Greater of $227,173 or $0.15 / $1,000 on actual assessed value of land and improvements. To a maximum of $308,968.
(Bylaw 4087, Amend bylaw 245, March, 2016)

COMMISSION:

Continuation Bylaw #3763 (May 2011), an advisory commission for Community Parks and Recreation in the Juan de Fuca Electoral Area.
Original establishment Bylaw for this commission Dec 2004.

AUTHORITY:

Requires written approval of electoral area Director. Participating electoral areas must be designated by bylaw.

FUNDING:

Requisition

1.405 - EA - Community Parks (JDF)	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Salaries & Wages	93,167	93,167	96,264	-	-	96,264	97,184	99,214	101,290	103,413
Contract for Services	20,000	18,000	20,340	-	-	20,340	20,750	21,170	21,590	22,020
Vehicles	5,000	7,802	5,090	-	-	5,090	5,190	5,290	5,400	5,510
Supplies	8,000	8,000	8,140	-	-	8,140	8,300	8,470	8,640	8,810
Allocations	29,339	29,339	30,109	-	-	30,109	30,843	31,463	32,093	32,733
Other Operating Expenses	9,850	6,150	11,010	-	-	11,010	11,230	11,450	11,670	11,890
TOTAL OPERATING COSTS	**165,356**	**162,458**	**170,953**	**-**	**-**	**170,953**	**173,497**	**177,057**	**180,683**	**184,376**
*Percentage Increase over prior year						3.4%	1.5%	2.1%	2.0%	2.0%
CAPITAL / RESERVES										
Transfer to Capital Reserve Fund	12,389	14,197	12,000	-	-	12,000	12,240	12,480	12,730	12,980
Transfer to Equipment Replacement Fund	10,000	11,500	8,000	-	-	8,000	8,160	8,320	8,490	8,660
TOTAL CAPITAL / RESERVES	**22,389**	**25,697**	**20,000**	**-**	**-**	**20,000**	**20,400**	**20,800**	**21,220**	**21,640**
TOTAL COSTS	**187,745**	**188,155**	**190,953**	**-**	**-**	**190,953**	**193,897**	**197,857**	**201,903**	**206,016**
FUNDING SOURCES (REVENUE)										
Grant Revenue	(249)	(249)	(250)	-	-	(250)	(260)	(270)	(280)	(290)
Grants in Lieu of Taxes	-	-	-	-	-	-	-	-	-	-
Revenue - Other	(500)	(910)	(510)	-	-	(510)	(520)	(530)	(540)	(550)
TOTAL REVENUE	**(749)**	**(1,159)**	**(760)**	**-**	**-**	**(760)**	**(780)**	**(800)**	**(820)**	**(840)**
REQUISITION	**(186,996)**	**(186,996)**	**(190,193)**	**-**	**-**	**(190,193)**	**(193,117)**	**(197,057)**	**(201,083)**	**(205,176)**
*Percentage increase over prior year Requisition						1.7%	1.5%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No. 1.405 JDF EA Community Parks & Recreation	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0
Land	$0	$100,000	$80,000	$0	$0	$0	$180,000
Engineered Structures	$0	$0	$0	$0	$0	$0	$0
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$0	**$100,000**	**$80,000**	**$0**	**$0**	**$0**	**$180,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	$0	$100,000	$80,000	$0	$0	$0	$180,000
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$0	$0	$0	$0	$0	$0
	$0	**$100,000**	**$80,000**	**$0**	**$0**	**$0**	**$180,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.405
Service Name: JDF EA Community Parks & Recreation

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	New	Wieland Trail	Develop 1.7km trail from William Simmons Park to Kemp Lake Road as part of an Otter Point alternate transportation route	$100,000	L	Grant	$0	$50,000	$50,000	$0	$0	$0	$100,000
21-02	New	Carpenter Road Park - Dam Remediation	Remediation of Carpenter Rd earthen dam. Work subject to professional report findings.	$80,000	L	Grant	$0	$50,000	$30,000	$0	$0	$0	$80,000
			GRAND TOTAL	**$180,000**			**$0**	**$100,000**	**$80,000**	**$0**	**$0**	**$0**	**$180,000**

EA - Community Parks (JDF)
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	492,665	504,665	516,905	529,385	542,115	555,095
Equipment Replacement Fund	85,397	93,397	101,557	109,877	118,367	127,027
Total	**578,063**	**598,063**	**618,463**	**639,263**	**660,483**	**682,123**

Reserve Schedule

Reserve Fund: 1.405 Community Parks (JDF) - Capital Reserve Fund

Bylaw 1133

Reserve Cash Flow

Fund:	1034	Estimated	Budget				
Fund Centre:	101378	2020	2021	2022	2023	2024	2025
Beginning Balance		556,126	492,665	504,665	516,905	529,385	542,115
Transfer from Ops Budget		12,389	12,000	12,240	12,480	12,730	12,980
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(84,000)	-	-	-	-	-
Interest Income		8,150	-	-	-	-	-
Ending Balance $		**492,665**	**504,665**	**516,905**	**529,385**	**542,115**	**555,095**

Assumptions/Background:

$100,000 was received from Orveas Bay Subdivision in 2011.

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.405 Community Parks (JDF) - Equipment Replacement Fund

ERF Group: JDFEAPRK.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	102158	2020	2021	2022	2023	2024	2025
Beginning Balance		84,397	85,397	93,397	101,557	109,877	118,367
Transfer from Parks Ops Budget		10,000	8,000	8,160	8,320	8,490	8,660
Transfer from Rec Ops Budget		1,000	-	-	-	-	-
Expenditues		(10,000)	-	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**85,397**	**93,397**	**101,557**	**109,877**	**118,367**	**127,027**

Assumptions/Background:

Transfers limited by maximum requisition level. Transfer as much as operating budget will allow.

CAPITAL REGIONAL DISTRICT

2021 Budget

EA - Community Recreation (JDF)

EAC Review

Service: 1.408 JDF EA Community Recreation **Committee:** Juan De Fuca Electoral Area Parks & Rec

DEFINITION:

Supplementary Letters Patent - October 3, 1975, established to provide recreational programs in the JDF Electoral Area.

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs for the Juan de Fuca Electoral Area.

PARTICIPATION:

Electoral Area of Juan de Fuca

MAXIMUM LEVY:

$0.063 / $1,000 on actual assessed value of land and improvements. To a maximum of $109,196.

COMMISSION:

Continuation Bylaw #3763 (May 2011), an advisory commission for Community Parks and Recreation in the Juan de Fuca Electoral Area. Original establishment Bylaw for this commission Dec 2004.

FUNDING:

Requisition

1.408 - EA - Community Recreation (JDF)	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Salaries & Wages	42,347	42,347	43,722	-	-	43,722	44,157	45,075	46,023	46,983
Recreation Programs	15,000	6,000	15,000	-	-	15,000	15,300	15,610	15,920	16,240
Maintenance	4,000	4,000	4,070	-	-	4,070	4,150	4,230	4,310	4,400
Utilities & fuel	6,000	6,000	6,100	-	-	6,100	6,220	6,340	6,460	6,590
Supplies	900	650	910	-	-	910	930	950	970	990
Allocations	10,363	10,363	11,424	-	-	11,424	12,386	12,634	12,889	13,150
Other Operating Expenses	7,900	4,950	7,300	-	-	7,300	7,450	7,600	7,750	7,900
TOTAL OPERATING COSTS	**86,510**	**74,310**	**88,526**	**-**	**-**	**88,526**	**90,593**	**92,439**	**94,322**	**96,253**
*Percentage Increase over prior year						2.3%	2.3%	2.0%	2.0%	2.0%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	1,000	3,200	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVE	**1,000**	**3,200**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
TOTAL COSTS	**87,510**	**77,510**	**88,526**	**-**	**-**	**88,526**	**90,593**	**92,439**	**94,322**	**96,253**
FUNDING SOURCES (REVENUE)										
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Rentals	(20,000)	(10,000)	(20,000)	-	-	(20,000)	(20,400)	(20,810)	(21,230)	(21,650)
Revenue - Other	(209)	(209)	(210)	-	-	(210)	(210)	(210)	(210)	(210)
TOTAL REVENUE	**(20,209)**	**(10,209)**	**(20,210)**	**-**	**-**	**(20,210)**	**(20,610)**	**(21,020)**	**(21,440)**	**(21,860)**
REQUISITION	**(67,301)**	**(67,301)**	**(68,316)**	**-**	**-**	**(68,316)**	**(69,983)**	**(71,419)**	**(72,882)**	**(74,393)**
*Percentage increase over prior year Requisition						1.5%	2.4%	2.1%	2.0%	2.1%

CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Refuse Disposal

EAC Review

Service: 1.523 Port Renfrew Refuse Disposal **Committee: Electoral Area**

DEFINITION:

To provide, maintain, operate and regulate disposal facilities. Local Service Bylaw No. 1745 (November 8, 1989), latest amendment 3357 (February 19, 2007).

SERVICE DESCRIPTION:

Provision of recycling and solid waste transfer station operations in Port Renfrew.

PARTICIPATION:

Local Service Area #3 of the Electoral Area of Sooke B(762)

MAXIMUM LEVY:

$15.18 / $1,000 on actual assessed value of land and improvements. To a maximum of $1,551,391.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Bylaw No. 3280, continues Port Renfrew Local Services Committee (September 14, 2005).
Bylaw No. 3707, discontinues Local Services Committee (June 9, 2010).
Bylaw No. 3745, continues under Port Renfrew Utility Committee (December 8, 2010).

RESERVE FUND:

Bylaw No. 2665 - Port Renfrew Solid Waste Removal and Disposal Capital Reserve Fund.

1.523 - Port Renfrew Refuse Disposal	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Contract for Services	24,750	24,750	25,170	-	-	25,170	25,670	26,180	26,700	27,230
Contracts	46,017	46,017	47,520	-	-	47,520	48,470	49,440	50,430	51,440
Allocations	3,419	3,419	3,867	-	-	3,867	3,994	4,073	4,155	4,238
Electricity	1,130	1,130	1,150	-	-	1,150	1,170	1,190	1,210	1,230
Internal Labour Charges	-	-	-	-	-	-	-	-	-	-
Other Operating Expenses	2,990	2,990	3,030	-	-	3,030	3,080	3,130	3,180	3,230
TOTAL OPERATING COSTS	**78,306**	**78,306**	**80,737**	**-**	**-**	**80,737**	**82,384**	**84,013**	**85,675**	**87,368**
*Percentage Increase over prior year						3.1%	2.0%	2.0%	2.0%	2.0%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,040
Transfer to Capital Reserve Fund	4,704	4,704	4,000	-	-	4,000	4,000	4,000	4,000	4,000
TOTAL CAPITAL / RESERVES	**6,704**	**6,704**	**6,000**	**-**	**-**	**6,000**	**6,000**	**6,000**	**6,000**	**6,040**
TOTAL COSTS	**85,010**	**85,010**	**86,737**	**-**	**-**	**86,737**	**88,384**	**90,013**	**91,675**	**93,408**
Internal Recovery	(15,000)	(15,000)	(15,500)	-	-	(15,500)	(15,500)	(15,500)	(15,500)	(15,500)
NET COSTS	**70,010**	**70,010**	**71,237**	**-**	**-**	**71,237**	**72,884**	**74,513**	**76,175**	**77,908**
FUNDING SOURCES (REVENUE)										
Sale - Recyclables	(4,000)	(4,000)	(4,000)	-	-	(4,000)	(4,000)	(4,000)	(4,000)	(4,080)
Recovery Cost	(32,800)	(32,800)	(33,439)	-	-	(33,439)	(34,257)	(35,067)	(35,892)	(36,714)
Grants in Lieu of Taxes	(305)	(305)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
Other Revenue	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	**(37,155)**	**(37,155)**	**(37,799)**	**-**	**-**	**(37,799)**	**(38,627)**	**(39,447)**	**(40,282)**	**(41,194)**
REQUISITION	**(32,855)**	**(32,855)**	**(33,438)**	**-**	**-**	**(33,438)**	**(34,257)**	**(35,066)**	**(35,893)**	**(36,714)**
*Percentage increase over prior year Requisition						1.8%	2.4%	2.4%	2.4%	2.3%

Port Renfrew Refuse Disposal
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	58,088	62,088	66,088	70,088	74,088	78,088
Equipment Replacement Fund	20,851	22,851	24,851	26,851	28,851	30,891
Total	**78,939**	**84,939**	**90,939**	**96,939**	**102,939**	**108,979**

Reserve Schedule

Reserve Fund: 1.523 Port Renfrew Refuse Disposal - Capital Reserve Fund

Bylaw 2665

Reserve Cash Flow

Fund:	1021	Estimated	Budget				
Fund Centre:	101365	2020	2021	2022	2023	2024	2025
Beginning Balance		67,364	58,088	62,088	66,088	70,088	74,088
Transfer from Ops Budget		4,704	4,000	4,000	4,000	4,000	4,000
Transfer from Cap Fund		-	-	-	-	-	
Transfer to Cap Fund		(15,000)	-	-	-	-	-
Interest Income		1,020					
Ending Balance $		**58,088**	**62,088**	**66,088**	**70,088**	**74,088**	**78,088**

Assumptions/Background:

*Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.523 Port Renfrew Refuse Disposal - Equipment Replacement Fund

ERF Group: PTRENREF.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101448	2020	2021	2022	2023	2024	2025
Beginning Balance		33,851	20,851	22,851	24,851	26,851	28,851
Transfer from Ops Budget		2,000	2,000	2,000	2,000	2,000	2,040
Transfer from Cap Fund		-	-	-	-	-	-
Planned Purchase		(15,000)	-	-	-	-	-
Interest Income		-					
Ending Balance $		20,851	22,851	24,851	26,851	28,851	30,891

CAPITAL REGIONAL DISTRICT

2021 Budget

Emergency Comm - CREST (JDF)

EAC Review

Service: 1.924 JDF Emergency Comm. - CREST **Committee:** Governance & Finance

DEFINITION:

A service established for emergency communications, including contributions towards the cost of an emergency communications service operated by another person or organization (Bylaw No. 2891, adopted July 17, 2001).

PARTICIPATION:

The Electoral Area of Juan de Fuca.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

1.924 - Emergency Comm - CREST (JDF)	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Payments to CREST	97,172	97,172	98,830	-	-	98,830	100,810	102,830	104,890	106,990
Allocations	2,000	2,000	2,064	-	-	2,064	2,150	2,193	2,236	2,281
Other Operating Expenses	6,200	6,200	6,290	-	-	6,290	6,400	6,510	6,630	6,750
TOTAL OPERATING COSTS	**105,372**	**105,372**	**107,184**	**-**	**-**	**107,184**	**109,360**	**111,533**	**113,756**	**116,021**
*Percentage Increase over prior year						1.7%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated balance C/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance C/fwd from 2019 to 2020	313	313	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(140)	(140)	(140)	-	-	(140)	(140)	(140)	(140)	(140)
Other Income	(70)	(70)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
TOTAL REVENUE	**103**	**103**	**(210)**	**-**	**-**	**(210)**	**(210)**	**(210)**	**(210)**	**(210)**
REQUISITION	**(105,475)**	**(105,475)**	**(106,974)**	**-**	**-**	**(106,974)**	**(109,150)**	**(111,323)**	**(113,546)**	**(115,811)**
*Percentage increase over prior year Requisition						1.4%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Water

EAC Review

Service: 2.650 Port Renfrew Water **Committee: Electoral Area**

DEFINITION:

To establish, acquire, operate and maintain a water supply system for the Port Renfrew Water Area. The service is to supply, treat, convey, store and distribute water. Local Service Area Bylaw No.1747 (Nov 8, 1989). Amended Bylaw No. 1960 (Jan. 29, 1992).

PARTICIPATION:

Local Service Area #5, E(762)

MAXIMUM LEVY:

Greater of $40,000 or $18.28 / $1,000 on actual assessed value of land and improvements. To a maximum of $1,527,866.

COMMISSION:

Port Renfrew Local Service Committee established by Bylaw No. 1770 (November 22, 1989).
Port Renfrew Utility Services Committee (Juan de Fucan EA) established by Bylaw No. 3281 (September 14, 2005).

FUNDING:

Any deficiencies after user charge are to be levied on taxable hospital assessments.

User Charge:
50% of operating cost to be collected by an annual user fee to be charged per single family equivalency actually connected to the system.

Parcel Tax:
50% of operating costs are collected as a parcel tax to be charged to every parcel within the local service area.

Connection Charges:
At cost - Bylaw No. 1803 (amended Bylaw 3892).

RESERVE FUND:

Approved by Bylaw No. 2138 (June 23, 1993); amended to sewer and water reserve fund by Bylaw No. 2577 (December 1997).

2.650 - Port Renfrew Water	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Repairs & Maintenance	8,416	8,348	8,560	-	-	8,560	8,730	8,900	9,070	9,250
Allocations - Operations	76,424	70,000	77,724	-	-	77,724	79,278	80,864	82,481	84,131
Allocations - Other	8,759	8,759	9,054	-	-	9,054	9,033	9,191	9,361	9,533
Electricity	7,160	4,500	7,280	-	-	7,280	7,430	7,580	7,730	7,880
Supplies	3,041	3,001	3,090	-	-	3,090	3,150	3,210	3,270	3,330
Other Operating Expenses	3,938	3,561	4,000	-	-	4,000	4,060	4,120	4,190	4,260
TOTAL OPERATING COSTS	**107,738**	**98,169**	**109,708**	**-**	**-**	**109,708**	**111,681**	**113,865**	**116,102**	**118,384**
*Percentage Increase over prior year						1.8%	1.8%	2.0%	2.0%	2.0%
DEBT / RESERVES										
Transfer to Operating Reserve Fund	2,000	2,000	2,000	-	-	2,000	2,000	2,000	2,000	2,040
Transfer to Capital Reserve Fund	8,000	17,569	8,000	-	-	8,000	8,000	8,000	8,000	8,160
MFA Debt Contribution	-	-	-	-	-	-	-	20,550	-	2,000
Interest Payments	-	-	-	-	-	-	-	13,358	53,430	54,730
Principal Payments	-	-	-	-	-	-	-	-	64,158	64,158
TOTAL DEBT / RESERVES	**10,000**	**19,569**	**10,000**	**-**	**-**	**10,000**	**10,000**	**43,908**	**127,588**	**131,088**
TOTAL COSTS	**117,738**	**117,738**	**119,708**	**-**	**-**	**119,708**	**121,681**	**157,773**	**243,690**	**249,472**
FUNDING SOURCES (REVENUE)										
User Charges	(58,334)	(58,334)	(59,409)	-	-	(59,409)	(60,487)	(78,323)	(121,270)	(124,146)
Other Revenue	(1,077)	(1,077)	(1,090)	-	-	(1,090)	(1,110)	(1,130)	(1,150)	(1,180)
Recovery	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	**(59,411)**	**(59,411)**	**(60,499)**	**-**	**-**	**(60,499)**	**(61,597)**	**(79,453)**	**(122,420)**	**(125,326)**
REQUISITION - PARCEL TAX	**(58,327)**	**(58,327)**	**(59,209)**	**-**	**-**	**(59,209)**	**(60,084)**	**(78,320)**	**(121,270)**	**(124,146)**
*Percentage increase over prior year										
User Fees						1.8%	1.8%	29.5%	54.8%	2.4%
Requisition						1.5%	1.5%	30.4%	54.8%	2.4%
Combined						**1.7%**	**1.6%**	**29.9%**	**54.8%**	**2.4%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No. 2.650 Port Renfrew Water	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$10,000	$10,000	$110,000	$10,000	$10,000	$150,000
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$25,000	$1,955,000	$0	$200,000	$2,180,000
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$0	**$10,000**	**$35,000**	**$2,065,000**	**$10,000**	**$210,000**	**$2,330,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$2,055,000	$0	$200,000	$2,255,000
Equipment Replacement Fund	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$10,000	$35,000	$10,000	$10,000	$10,000	$75,000
	$0	**$10,000**	**$35,000**	**$2,065,000**	**$10,000**	**$210,000**	**$2,330,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.650
Service Name: Port Renfrew Water

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-01	Replacement	Hydrant Replacement Program	Hydrants are reaching their end of life and require replacement.	$60,000	E	Res	$0	$10,000	$10,000	$10,000	$10,000	$10,000	$50,000
22-01	Replacement	Referendum	Referendum to fund Supply System Replacement and AC Pipe Replacement Program	$25,000	S	Res	$0	$0	$25,000	$0	$0	$0	$25,000
23-01	Replacement	Supply System Replacement	Replacement of the remainder of the asbestos cement supply system is required to maintain level of service.	$1,755,000	S	Debt	$0	$0	$0	$1,755,000	$0	$0	$1,755,000
23-02	Replacement	AC Pipe Replacement Program	Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service.	$400,000	S	Debt	$0	$0	$0	$200,000	$0	$200,000	$400,000
23-03	Replacement	Miscellaneous Repairs & Replacements	Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof	$100,000	E	Debt	$0	$0	$0	$100,000	$0	$0	$100,000
			GRAND TOTAL	**$2,340,000**			**$0**	**$10,000**	**$35,000**	**$2,065,000**	**$10,000**	**$210,000**	**$2,330,000**

Service: **2.650** **Port Renfrew Water**

Proj. No.	20-01	**Capital Project Title**	Hydrant Replacement Program	**Capital Project Description**	Hydrants are reaching their end of life and require replacement.
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*The hydrants in the water system are nearing their end of life. To maintain fire protection planned hydrant replacement is required.*				

Proj. No.	22-01	**Capital Project Title**	Referendum	**Capital Project Description**	Referendum to fund Supply System Replacement and AC Pipe Replacement Program
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*A referendum is required to seek elector consent to borrow to fund the supply system replacement, AC pipe replacement, and SCADA replacements.*				

Proj. No.	23-01	**Capital Project Title**	Supply System Replacement	**Capital Project Description**	Replacement of the remainder of the asbestos cement supply system is required to maintain level of service.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*The 2017 project to replace a section of the aging asbestos supply pipe from the water treatment plant to the distribution system was complete. Funds are required to replace the remaining approximately 1.4 km of pipe so that service is maintained.*				

Proj. No.	23-02	**Capital Project Title**	AC Pipe Replacement Program	**Capital Project Description**	Frequent asbestos cement distribution pipe failures necessitate their replacement to maintain the level of service.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*There have been frequent pipe breaks with the existing asbestos cement pipe, replacement is required to maintain the level of service. Funds are requried to design and develop a replacement program and replace priority pipe, starting with pipe in the Beach Camp area and Queesto Drv and Tsonoqua Drv,*				

Proj. No.	23-03	**Capital Project Title**	Miscellaneous Repairs & Replacements	**Capital Project Description**	Replacement of SCADA equipment before equipment failure, and replacement of the water treatment roof
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*The SCADA equipment is nearing its end of life and requires replacement before the equipment fails.The water treatment roof has had some minor repairs to address leaks, but requires replacement.*				

Port Renfrew Water
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	72,065	70,065	43,065	41,065	39,065	37,225
Operating Reserve Fund	2,000	4,000	6,000	8,000	10,000	12,040
Total	**74,065**	**74,065**	**49,065**	**49,065**	**49,065**	**49,265**

Reserve Schedule

Reserve Fund: 2.650 Port Renfrew Water - Capital Reserve Fund

Bylaw 2577

Reserve Cash Flow

Fund:	1026	Estimated	Budget				
Fund Centre:	101370	2020	2021	2022	2023	2024	2025
Beginning Balance		72,955	72,065	70,065	43,065	41,065	39,065
Transfer from Ops Budget		8,000	8,000	8,000	8,000	8,000	8,160
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(10,000)	(10,000)	(35,000)	(10,000)	(10,000)	(10,000)
Interest Income		1,110					
Ending Balance $		**72,065**	**70,065**	**43,065**	**41,065**	**39,065**	**37,225**

Assumptions/Background:

-Transfer as much as operating budget will allow.

*Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.650 Port Renfrew Water - Operating Reserve Fund

Bylaw 4242

Reserve Cash Flow

		Estimated	Budget				
Fund:	**1500**						
Fund Centre:	**105536**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		-	2,000	4,000	6,000	8,000	10,000
Transfer from Ops Budget		2,000	2,000	2,000	2,000	2,000	2,040
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		-					
Ending Balance $		**2,000**	**4,000**	**6,000**	**8,000**	**10,000**	**12,040**

Assumptions/Background:

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis.

CAPITAL REGIONAL DISTRICT

2021 Budget

Wilderness Mountain Water

EAC Review

Service: 2.691 Wilderness Mountain Water Service **Committee: Electoral Area**

DEFINITION:

To finance, operate and maintain the supply, conveyance, treatment, storage and distribution of water to the Wilderness Mountain Local Service area that is within the JDF Electoral Area. The service was established by Bylaw No. 3503, adopted on May 14, 2008.

PARTICIPATION:

Wilderness Mountain Local Service Area

MAXIMUM LEVY:

Greater of $130,000 or $3.27/ $1,000 on actual assessed value of land and improvements. To a maximum of $212,161.

MAXIMUM CAPITAL DEBT:

Maximum Authorized:	$281,000	(MFA Bylaw No.3504, Wilderness Mountain Water Service adopted on May 14, 2008)
Borrowed:	$281,000	(MFA Bylaw No.3504, Wilderness Mountain Water Service)

COMMISSION:

Wilderness Mountain Water Service Commission established by Bylaw No. 3511 (July 9, 2008).

FUNDING:

Consumption Charge:
Water Consumption charge will be collected from each Single Family Equivalent connected to the water system based on the rates defined in Bylaw No. 4274 (December 2018).

User Charge:
Collected as a fixed user fee charged quarterly to each Single Family Equivalent connected to the system

Parcel Tax:
Charged to each taxable parcel in the service area whether connected or not.

RESERVE FUND # 1075:

Approved by Bylaw No. 3535 adopted on November 12, 2008.

2.691 - Wilderness Mountain Water	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Contract for Services	900	500	900	-	-	900	920	940	960	980
Allocations	13,450	13,450	16,187	-	-	16,187	16,731	17,069	17,411	17,736
Electricity	6,360	6,360	6,470	-	-	6,470	6,600	6,730	6,860	7,000
Supplies	14,901	17,290	17,580	-	-	17,580	17,940	18,300	18,670	19,050
Labour Charges	68,470	68,470	69,970	-	-	69,970	71,520	72,740	73,980	75,240
Insurance	1,230	1,230	1,250	-	-	1,250	1,270	1,290	1,310	1,330
Other Operating Expenses	10,910	10,910	10,940	-	-	10,940	11,150	11,360	11,580	11,800
TOTAL OPERATING COSTS	**116,221**	**118,210**	**123,297**	**-**	**-**	**123,297**	**126,131**	**128,429**	**130,771**	**133,136**
*Percentage Increase over prior year						6.1%	2.3%	1.8%	1.8%	1.8%
DEBT / RESERVES										
Transfer to Operating Reserve Fund	1,640	1,640	5,000	-	-	5,000	5,000	5,000	5,000	5,000
MFA Debt Reserve Fund	70	70	80	-	-	80	8,580	80	80	80
MFA Debt Principal	14,033	14,033	14,033	-	-	14,033	14,033	63,185	63,185	63,185
MFA Debt Interest	9,554	9,554	9,554	-	-	9,554	13,592	25,704	25,704	25,704
TOTAL DEBT / RESERVES	**25,297**	**25,297**	**28,667**	**-**	**-**	**28,667**	**41,205**	**93,969**	**93,969**	**93,969**
TOTAL COSTS	**141,518**	**143,507**	**151,964**	**-**	**-**	**151,964**	**167,336**	**222,398**	**224,740**	**227,105**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	(1,989)	1,989	-	-	1,989	-	-	-	-
Balance c/fwd from 2019 to 2020	5,639	5,639	-	-	-	-	-	-	-	-
User Charges	(65,658)	(65,658)	(68,153)	-	-	(68,153)	(74,843)	(102,374)	(103,545)	(104,728)
Sale - Water	(17,520)	(17,520)	(17,520)	-	-	(17,520)	(17,520)	(17,520)	(17,520)	(17,520)
Other Revenue	(120)	(120)	(130)	-	-	(130)	(130)	(130)	(130)	(130)
TOTAL REVENUE	**(77,659)**	**(79,648)**	**(83,814)**	**-**	**-**	**(83,814)**	**(92,493)**	**(120,024)**	**(121,195)**	**(122,378)**
REQUISITION - PARCEL TAX	**(63,859)**	**(63,859)**	**(68,150)**	**-**	**-**	**(68,150)**	**(74,843)**	**(102,374)**	**(103,545)**	**(104,727)**
*Percentage increase over prior year										
User Fee						3.8%	9.8%	36.8%	1.1%	1.1%
Water Sale						0.0%	0.0%	0.0%	0.0%	0.0%
Requisition						6.7%	9.8%	36.8%	1.1%	1.1%
Combined						**4.6%**	**9.8%**	**36.8%**	**1.1%**	**1.1%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No. 2.691 Wilderness Mountain Water Service	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$25,000	$850,000	$0	$0	$0	$875,000
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$0	**$25,000**	**$850,000**	**$0**	**$0**	**$0**	**$875,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$850,000	$0	$0	$0	$850,000
Equipment Replacement Fund	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$25,000	$0	$0	$0	$0	$25,000
	$0	**$25,000**	**$850,000**	**$0**	**$0**	**$0**	**$875,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.691
Service Name: Wilderness Mountain Water Service

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	New	Referendum	Referendum is required to seek elector consent to borrow funds for treatment improvements.	$25,000	S	Res	$0	$25,000	$0	$0	$0	$0	$25,000
20-01	Renewal	Treatment Improvements	Based upon Island Health requirements, treatment improvements will be carried out.	$850,000	S	Debt	$0	$0	$850,000	$0	$0	$0	$850,000
				$875,000			**$0**	**$25,000**	**$850,000**	**$0**	**$0**	**$0**	**$875,000**

Service: **2.691** **Wilderness Mountain Water Service**

Proj. No.	21-01	**Capital Project Title**	Referendum	**Capital Project Description**	Referendum is required to seek elector consent to borrow funds for treatment improvements.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	Water

Project Rationale *A referendum is required to seek elector consent to borrow to fund Treatment Improvements.*

Proj. No.	20-01	**Capital Project Title**	Treatment Improvements	**Capital Project Description**	Based upon Island Health requirements, treatment improvements will be carried out.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	Water

Project Rationale *Based upon Island Health requirements and Public Engagement & Referendum, treatment improvements will be designed and implemented. Improvements will be based upon feedback from the public engagement. Funds are required to carry out detailed design and construction.*

Wilderness Mountain Reserves
Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	41,352	16,352	16,352	16,352	16,352	16,352
Operating Reserve Fund	1,640	6,640	11,640	16,640	21,640	26,640
Total	**42,992**	**22,992**	**27,992**	**32,992**	**37,992**	**42,992**

Reserve Schedule

Reserve Fund: 2.691 Wilderness Mountain Water Capital Reserve Fund

Bylaw 3535

Reserve Cash Flow

Fund: 1075 / Fund Centre: 101994	Estimated 2020	Budget 2021	2022	2023	2024	2025
Beginning Balance	40,732	41,352	16,352	16,352	16,352	16,352
Transfer from Ops Budget	-	-	-	-	-	-
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund		(25,000)	-	-	-	-
Interest Income*	620	-	-	-	-	-
Ending Balance $	**41,352**	**16,352**	**16,352**	**16,352**	**16,352**	**16,352**

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.691 Wilderness Mountain Operating Reserve Fund - Bylaw 4242

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis.

Reserve Cash Flow

Fund: 1500 / Fund Centre: 105540	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	-	1,640	6,640	11,640	16,640	21,640
Transfer from Ops Budget	1,640	5,000	5,000	5,000	5,000	5,000
Transfer to Ops Budget	-	-	-	-	-	-
Expenditures	-	-	-	-	-	-
Interest Income*	-	-	-	-	-	-
Ending Balance $	**1,640**	**6,640**	**11,640**	**16,640**	**21,640**	**26,640**

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2021 Budget

Port Renfrew Sewer

EAC Review

Service: 3.850 Port Renfrew Sewer **Committee: Electoral Area**

DEFINITION:

To provide, operate and maintain sewage collection and disposal facilities for the Port Renfrew Sewerage System Specified Area - Bylaw No.1744, November 8, 1989. Amended Bylaw No. 1961, January 29, 1992.

PARTICIPATION:

Local Service Area C(762) LSA#2.

MAXIMUM LEVY:

Greater of $40,000 or $18.28 / $1,000 on actual assessed value of land and improvements. To a maximum of $521,223.

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

Port Renfrew Local Services Committee established by Bylaw No. 1770, November 22, 1989.
Port Renfrew Utility Services Committee (Juan de Fucan EA) established by Bylaw No. 3281 (September 14, 2005).

FUNDING:

Any deficiencies after user charge to be levied on taxable hospital assessments.

User Charge: 50% of operating cost to be imposed as an annual user fee to each connected property.

Parcel Tax: 50% of operating costs are collected as a parcel tax to be charged to every parcel within the local service area.

Connection Charge: Based on actual cost.

RESERVE FUND:

Port Renfrew Sewer System Capital Reserve Fund, Bylaw No. 2139 (June 23, 1993).

3.850 - Port Renfrew Sewer	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Grit Disposal	9,100	8,500	9,250	-	-	9,250	9,440	9,630	9,820	10,020
Electricity	6,708	6,700	6,820	-	-	6,820	6,960	7,100	7,240	7,380
Supplies	2,388	2,388	2,440	-	-	2,440	2,490	2,540	2,590	2,640
Allocations - Operations	55,114	55,114	56,791	-	-	56,791	57,927	59,085	60,266	61,472
Allocations - Other	15,202	15,202	16,097	-	-	16,097	16,788	17,103	17,426	17,754
Other Operating Expenses	4,129	8,111	9,430	-	-	9,430	9,610	9,790	9,970	10,160
TOTAL OPERATING COSTS	**92,641**	**96,015**	**100,828**	**-**	**-**	**100,828**	**103,215**	**105,248**	**107,312**	**109,426**
*Percentage Increase over prior year						8.8%	2.4%	2.0%	2.0%	2.0%
DEBT / RESERVES										
Transfer to Capital Reserve	3,000	1,626	13,000	-	-	13,000	13,000	10,000	10,000	10,000
Transfer to Operating Reserve	2,000	-	2,000	-	-	2,000	2,000	2,000	2,000	2,040
MFA Debt Principal	-	-	-	-	-	-	-	1,500	18,180	50,830
MFA Debt Interest	-	-	-	-	-	-	-	975	12,675	41,600
TOTAL DEBT / RESERVES	**5,000**	**1,626**	**15,000**	**-**	**-**	**15,000**	**15,000**	**14,475**	**42,855**	**104,470**
TOTAL COSTS	**97,641**	**97,641**	**115,828**	**-**	**-**	**115,828**	**118,215**	**119,723**	**150,167**	**213,896**
FUNDING SOURCES (REVENUE)										
User Charges	(48,226)	(48,226)	(57,309)	-	-	(57,309)	(58,495)	(59,238)	(74,452)	(106,306)
Grants in Lieu of Taxes	(1,055)	(1,055)	(1,060)	-	-	(1,060)	(1,080)	(1,100)	(1,120)	(1,140)
Other Revenue	(150)	(150)	(150)	-	-	(150)	(150)	(150)	(150)	(150)
TOTAL REVENUE	**(49,431)**	**(49,431)**	**(58,519)**	**-**	**-**	**(58,519)**	**(59,725)**	**(60,488)**	**(75,722)**	**(107,596)**
REQUISITION	**(48,210)**	**(48,210)**	**(57,309)**	**-**	**-**	**(57,309)**	**(58,490)**	**(59,235)**	**(74,445)**	**(106,300)**
*Percentage increase over prior year										
User Fees						18.8%	2.1%	1.3%	25.7%	42.8%
Requisition						18.9%	2.1%	1.3%	25.7%	42.8%
Combined						**18.9%**	**2.1%**	**1.3%**	**25.7%**	**42.8%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No. 3.850 Port Renfrew Sewer	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$0	$0	$0	$0	$0
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$50,000	$85,000	$150,000	$1,350,000	$400,000	$2,035,000
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$0	**$50,000**	**$85,000**	**$150,000**	**$1,350,000**	**$400,000**	**$2,035,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$150,000	$1,350,000	$400,000	$1,900,000
Equipment Replacement Fund	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	$0	$30,000	$60,000	$0	$0	$0	$90,000
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$20,000	$25,000	$0	$0	$0	$45,000
	$0	**$50,000**	**$85,000**	**$150,000**	**$1,350,000**	**$400,000**	**$2,035,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 3.850
Service Name: Port Renfrew Sewer

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Renewal	Structural Upgrades at WWTP	Structural assessment completed by Sorenson in 2020 revealed several structural support issues that are a safety issue and need to be addressed including upgrades to stairs and catwalks.	$30,000	S	Grant	$0	$30,000	$0	$0	$0	$0	$30,000
21-02	Study	Review Options for Phased Capital Plan Upgrade	Plan phased upgrades of the wastewater system.	$20,000	S	Res	$0	$20,000	$0	$0	$0	$0	$20,000
22-01	Replacement	Genset Upgrade	A new genset is required to provide standy power for the whole WWTP.	$60,000	S	Grant	$0	$0	$60,000	$0	$0	$0	$60,000
22-02	Renewal	Referendum for System Renewal	Based on information in the Options Study (21-02), carry out public consultation and a referendum in order to borrow funds for required system renewal (one or multiple phases).	$25,000	S	Res	$0	$0	$25,000	$0	$0	$0	$25,000
23-01	Replacement	Phase 1 - System Renewal - Outfall and Sewer Replacement	Install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, aquire/rezone land for new WWTP location and replace leaky/failed sewers to lower inflow and infiltration.	$1,500,000	S	Debt	$0	$0	$0	$150,000	$1,350,000	$0	$1,500,000
25-01	Renewal	Phase 2 - System Renewal - New WWTP and Pump Station	Install a new packaged WWTP out of the Tsunami Zone to meet regulatory requirements and upgrade the Beach Camp Pump Station to pump to the new WWTP.	$4,000,000	S	Debt	$0	$0	$0	$0	$0	$400,000	$400,000
			GRAND TOTAL	**$5,635,000**			**$0**	**$50,000**	**$85,000**	**$150,000**	**$1,350,000**	**$400,000**	**$2,035,000**

Service: **3.850** **Port Renfrew Sewer**

Proj. No.	21-01	**Capital Project Title**	Structural Upgrades at WWTP	**Capital Project Description**	Structural assessment completed by Sorenson in 2020 revealed several structural support issues that are a safety issue and need to be addressed including upgrades to stairs and catwalks.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Structural assessment completed by Sorenson in 2020 revealed several structural support issues that are a safety issue and need to be addressed including upgrades to stairs and catwalks.*				

Proj. No.	21-02	**Capital Project Title**	Review Options for Phased Capital Plan Upgrade	**Capital Project Description**	Plan phased upgrades of the wastewater system.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*The existing treatment plant and outfall are over 60 years old and require improvements to meet regulatory requirements. This Plan will look at Options to Phase the upgrades and look for grant funding opportunities.*				

Proj. No.	22-01	**Capital Project Title**	Genset Upgrade	**Capital Project Description**	A new genset is required to provide standy power for the whole WWTP.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*The existing genset only provides standby power for the influent pumps. During a power outage the blowers do not operate and this is out of compliance with the regulations. A new genset is required to provide standy power for the whole WWTP.*				

Proj. No.	22-02	**Capital Project Title**	Referendum for System Renewal	**Capital Project Description**	Based on information in the Options Study (21-02), carry out public consultation and a referendum in order to borrow funds for required system renewal (one or multiple phases).
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Based on information in the Options Study (21-02), carry out public consultation and a referendum in order to borrow funds for required system renewal (one or multiple phases).*				

Proj. No.	23-01	**Capital Project Title**	Phase 1 - System Renewal - Outfall and Sewer Replacement	**Capital Project Description**	Install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, aquire/rezone land for new WWTP location and replace leaky/failed sewers to lower inflow and infiltration.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Install new, deeper, longer outfall into the ocean away from the mouth of the San Juan River. In addition, aquire/rezone land for new WWTP location and replace leaky/failed sewers to lower inflow and infiltration. Design the outfall/sewer upgrades and obtain regulatory and First Nation appovals in 2023, and install the outfall/sewers in 2024.*				

Proj. No.	25-01	**Capital Project Title**	Phase 2 - System Renewal - New WWTP and Pump Station	**Capital Project Description**	Install a new packaged WWTP out of the Tsunami Zone to meet regulatory requirements and upgrade the Beach Camp Pump Station to pump to the new WWTP.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Install a new packaged WWTP out of the Tsunami Zone to meet regulatory requirements and upgrade the Beach Camp Pump Station to pump to the new WWTP. The plant is to be designed so that additional modules can be added for increased capacity as the septic systems are converted into the sewer service and the community grows. Commence with design in 2025 and construction in 2026 or when grants and funds from developers are received.*				

Port Renfrew Sewer
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	21,754	14,754	2,754	12,754	22,754	32,754
Operating Reserve Fund	-	2,000	4,000	6,000	8,000	10,040
Total	**21,754**	**16,754**	**6,754**	**18,754**	**30,754**	**42,794**

Reserve Schedule

Reserve Fund: 3.850 Port Renfrew Sewer - Capital Reserve Fund - Bylaw 2139

Surplus money from the operation of the sewer system may be paid from time to time into the reserve fund.

Reserve Cash Flow

Fund:	1044	Estimated	Budget				
Fund Centre:	101388	2020	2021	2022	2023	2024	2025
Beginning Balance		19,828	21,754	14,754	2,754	12,754	22,754
Transfer from Ops Budget		1,626	13,000	13,000	10,000	10,000	10,000
Transfer to Cap Fund		-	(20,000)	(25,000)	-	-	-
Interest Income		300	-	-	-	-	-
Ending Balance $		**21,754**	**14,754**	**2,754**	**12,754**	**22,754**	**32,754**

Assumptions/Background:

Transfer as much as operating budget will allow.

Reserve Schedule

Reserve Fund: 3.850 Port Renfrew Sewer - Operating Reserve Fund

Bylaw 4242

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105537	2020	2021	2022	2023	2024	2025
Beginning Balance		-	-	2,000	4,000	6,000	8,000
Transfer from Ops Budget		-	2,000	2,000	2,000	2,000	2,040
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**-**	**2,000**	**4,000**	**6,000**	**8,000**	**10,040**

Assumptions/Background:

The Operating Reserve Fund is used to undertake maintenance activities that typically do not occur on an annual basis.

Appendix B-1: Requisition Summary (SSI)

	Electoral Area Salt Spring Island	2021	Cost per Avg. Res Asst/ Parcel	2020	Cost per Avg. Res Asst/ Parcel	Difference (Decrease)	Change in cost per avg household/Parcel $	%
1.010	Legislative & General Government	269,742	39.92	258,772	38.30	10,970	1.62	4.24%
1.101	G.I.S.	2,021	0.30	1,987	0.29	35	0.01	1.74%
1.224	Community Health - Homeless Sec.	19,137	2.83	19,163	2.84	(27)	(0.00)	-0.14%
1.280	Regional Parks	343,937	50.90	338,112	50.04	5,826	0.86	1.72%
1.280A	Regional Parks - Land Acquisition	120,385	17.82	120,385	17.82	-	-	0.00%
1.309	Climate Action and Adaptation	13,340	1.97	13,117	1.94	223	0.03	1.70%
1.310	Land Banking & Housing	41,717	6.17	39,999	5.92	1,718	0.25	4.30%
1.324	Regional Planning Service	37,055	5.48	36,436	5.39	619	0.09	1.70%
1.335	Geo-Spatial Referencing System	5,078	0.75	5,056	0.75	22	0.00	0.44%
1.374	Regional Emergency Program Support	3,762	0.56	3,762	0.56	-	-	0.00%
1.375	Hazardous Material Incident Response	9,226	1.37	9,100	1.35	126	0.02	1.39%
1.911	Call Answer	4,142	0.61	4,079	0.60	63	0.01	1.55%
1.921	Regional CREST Contribution	44,008	6.51	43,298	6.41	709	0.10	1.64%
21.ALL	Feasibility Study Reserve Fund - ALL	-	-	1,251	0.19	(1,251)	(0.19)	-100.00%
	Total Regional	**$913,551**	**$135.19**	**$894,517**	**$132.38**	**$19,034**	**$2.82**	**2.13%**
1.230	Traffic Safety Commission	2,314	0.34	2,314	0.34	-	-	0.00%
1.311	Regional Housing Trust Fund	34,408	5.09	34,408	5.09	-	-	0.00%
1.313	Animal Care Services	123,690	18.30	122,029	18.06	1,660	0.25	1.36%
1.912A	Call Answer - RCMP	-	-	(1,708)	(0.25)	1,708	0.25	-100.00%
1.913	Fire Dispatch	92,370	13.67	90,072	13.33	2,299	0.34	2.55%
	Total Sub-Regional	**$252,782**	**$37.41**	**$247,115**	**$36.57**	**$5,667**	**$0.84**	**2.29%**
1.103	Elections	10,884	1.61	8,707	1.29	2,177	0.32	25.00%
1.104	U.B.C.M.	3,932	0.58	6,154	0.91	(2,222)	(0.33)	-36.10%
1.318	Building Inspection	193,859	28.69	181,178	26.81	12,681	1.88	7.00%
1.320	Noise Control	17,258	2.55	16,988	2.51	270	0.04	1.59%
1.322	Nuisances & Unsightly Premises	22,922	3.39	22,534	3.33	388	0.06	1.72%
1.372	Electoral Area Emergency Program	64,264	9.51	63,265	9.36	999	0.15	1.58%
	Total Joint Electoral Area	**$313,120**	**$46.34**	**$298,827**	**$44.22**	**$14,293**	**$2.12**	**4.78%**
1.111	Electoral Area Admin Exp-SSI	521,375	77.16	512,280	75.81	9,095	1.35	1.78%
1.116	Grants in Aid - Salt Spring Island	50,087	7.41	45,397	6.72	4,690	0.69	10.33%
1.124	SSI Economic Development Commission	77,028	11.40	77,028	11.40	-	-	0.00%
1.141	Salt Spring Island Public Library	660,235	97.71	660,235	97.71	-	-	0.00%
1.236	Salt Spring Island Fernwood Dock	31,283	5.64	31,283	5.64	-	-	0.00%
1.238A	Community Transit (S.S.I.)	240,847	35.64	232,253	34.37	8,594	1.27	3.70%
1.238B	Community Transportation (S.S.I.)	170,052	25.17	167,496	24.79	2,556	0.38	1.53%
1.299	Salt Spring Island Arts	118,407	17.52	116,005	17.17	2,402	0.36	2.07%
1.316	SSI House Numbering	9,420	1.39	9,266	1.37	154	0.02	1.66%
1.371	S.S.I. Emergency Program	127,920	18.93	111,308	16.47	16,612	2.46	14.92%
1.378	SSI Search and Rescue	23,336	3.45	22,034	3.26	1,302	0.19	5.91%
1.455	Salt Spring Island Community Parks	417,807	61.83	380,308	56.28	37,499	5.55	9.86%
1.458	Salt Spring Island Community Rec	53,511	7.92	49,918	7.39	3,593	0.53	7.20%
1.459	Salt Spring Island Park, Land & Rec Prog	1,500,046	221.99	1,541,158	228.07	(41,112)	(6.08)	-2.67%
1.535	Stormwater Quality Management - S.S.I.	27,500	4.07	22,502	3.33	4,998	0.74	22.21%
1.925	Emergency Comm - Crest - S.S.I.	90,551	13.40	88,573	13.11	1,978	0.29	2.23%
3.705	S.S.I. Liquid Waste Disposal	356,696	64.50	348,805	63.07	7,891	1.43	2.26%
	Total SSI Electoral Area	**$4,476,101**	**$675.13**	**$4,415,849**	**$665.96**	**$60,252**	**$9.18**	**1.38%**
	Total Capital Regional District	**$5,955,555**	**$894.07**	**$5,856,308**	**$879.13**	**$99,246**	**$14.95**	**1.70%**
						1.7%		
	Cost/average residential property	$894.07		$879.13		$14.95		
CRHD	Capital Regional Hospital District	882,036	130.53	916,428	$135.62	(34,392)	(5.09)	-3.75%
	Total CRD and CRHD	**$6,837,590**	**$1,024.60**	**$6,772,736**	**$1,014.75**	**$64,855**	**$9.86**	**0.97%**
	Average residential assessment (2019/2020)	**$691,653**		**$691,653**				

Major Impacts

Change in Cost per Average Household

REGIONAL	**$ Change**	**% of Total Increase**
Legislative & General Government	1.62	0.16%
Regional Parks	0.86	0.08%
JOINT EA		
Building Inspection	1.88	0.18%
SSI EA		
Electoral Area Admin Exp-SSI	1.35	0.13%
Grants in Aid - Salt Spring Island	0.69	0.07%
Community Transit (S.S.I.)	1.27	0.13%
S.S.I. Emergency Program	2.46	0.24%
Stormwater Quality Management - S.S.I.	0.74	0.07%
S.S.I. Liquid Waste Disposal**	1.43	0.14%
Capital Regional Hospital District	(5.09)	-0.50%
Other	2.65	0.26%
Total	**$9.86**	**0.97%**

	Salt Spring Island Local/Specified/Defined Services	2021	Cost per Avg. Res Asst/ Parcel	2020	Cost per Avg. Res Asst/ Parcel	Difference Increase/ (Decrease)	Change in cost per avg household/Parcel $	%
1.234	Salt Spring Island Street Lighting	23,508	3.56	25,401	3.85	(1,893)	(0.29)	-7.45%
2.620	SSI Highland Water System	31,152	129.08	30,514	126.44	638	2.64	2.09%
2.621	Highland / Fernwood Water - SSI	75,000	237.06	56,822	179.60	18,178	57.46	31.99%
2.624	Beddis Water	77,576	595.97	72,240	554.98	5,336	40.99	7.39%
2.626	Fulford Water	60,405	623.33	66,359	684.77	(5,954)	(61.44)	-8.97%
2.628	Cedar Lane Water	12,024	342.04	11,951	339.96	73	2.08	0.61%
2.660	Fernwood Water	14,693	195.75	16,138	215.00	(1,445)	(19.25)	-8.95%
3.755	Regional Source Control - Maliview Estates / Ganges Sewer	7,404	16.07	7,280	*15.80*	124	0.27	1.70%
3.810	Ganges Sewer	57,000	143.86	54,128	136.61	2,872	7.25	5.31%
	Total Local/Specified/Defined Services	**$358,762**		**$340,833**		**$17,929**		
	Average residential assessment (2019/2020)	**$691,653**		**$691,653**				

Appendix B-2

Salt Spring Island - Operating Budget Highlights - Gross Expenditure (+/- 1.7% and +/- $20,000)

SSI Services +/- 1.7% and +/- $20,000	Gross Expenditure 2021	Gross Expenditure 2020	Changes $	Changes %	Main Budget Driver
1.238A - Community Transit (S.S.I.)	492,124.00	462,938.00	29,186	6.3%	•15k transit service expansion, pending final budget submission from BC Transit •13k exisiting transit service cost increase, pending final budget submission from BC Transit
1.371 - S.S.I. Emergency Program	133,100.00	111,595.00	21,505	19.3%	• 18k increase in contract for servcie related to mutiple contractual agreements
1.455 - Salt Spring Island - Community Parks	919,677.00	856,149.00	63,528	7.4%	• 20k net increase in CRD labour related to Bylaw enforcement and parks maintenance • 40k increase related to internal allocations incldluing HR, SSI Parc Admin and standard OH • 5k increase to reserve fund transfer
1.458 - Salt Spring Is.- Community Rec	274,338.00	231,954.00	42,384	18.3%	• 13k increase in salaries and wages per conllective agreement • 24k increase in auxiliary wages for preschool operations • 4k for core inflationary increase
1.459 - Salt Spring Is- Pool, Parks, Land, Art & Rec. Prog	1,750,579.00	1,949,320.00	(198,741)	-10.2%	• (185K) reduction in auxiliary staffing cost for pool operation reflecting lower service level planned due to COVID • (144K) reduction in debt servicing cost due to debt retirement in 2020 • 19k increase in salary and wages per collective agreement • 51k increase related to parks maintenance and repair in alignment with actual hostrical cost • 35k Increase in reserve transfers to support future capital program • 25k increase in other operating costs
3.705 - S.S.I. Liquid Waste Disposal	896,826.00	812,276.00	84,550	10.4%	• 89k increase in contract for services related to sludge hauling rate • (18k) reduction in debt servicing cost due to debt refinancing at lower rate in April 2020 •13k for core inflationary increase
Total Salt Spring Island Electoral Area	**4,466,644**	**4,424,232**	**42,412**	**1.0%**	
2.621 - Highland / Fernwood Water - S.S.I.	531,903.00	420,636.00	111,267	26.5%	• 6k increase in CRD labour from IWS operations and SSI engineering • 4k for core inflationary increase • 100k deficit carry forward due to number of emergency respones to watermain breaks, pending 2020 YE actual resul
3.810 - Ganges Sewer	1,059,373.00	978,061.00	81,312	8.3%	•40k increase in contribution to operating reserve fund to support future cyclical maintenance program cost •20k increase in contrinbution to capital reserve fund to support future capital program •12k increase related to labour cost from IWS operation and SSI engineering •8k for core inflationary increase
3.820 - Maliview Estates Sewer System	212,778.00	154,900.00	57,878	37.4%	• 20k increase related to sludge hauling and disposal cost • 3k increase in contributions to reserves • 5k increase related to new debt borrowing for system upgrade, pending referendum • 27k deficit carry forward dut to emergency response related to outfall failure, pending 2020 YE actual result
Total Local/Specified/Defined Area	**1,804,054**	**1,553,597**	**250,457**	**16.1%**	
Other (Services not meeting criteria above)	3,818,454.92	3,743,127.26	75,328	2.0%	
Total Salt Spring Island	**10,089,153**	**9,720,956**	**368,197**	**3.8%**	

Appendix B-3

Salt Spring Islands 2021 Major Capital Projects ≥ $100,000

SERVICE AREA	$('000)	FUNDING SOURCE
Planning & Development		
1.238B SSI Community Transportation		
Pathway Booth Canal to Vesuvius - Phase 2	700	Capital Funds on Hand, Grants
Recreation & Cultural Services		
1.455 SSI Community Parks		
Centennial Park upgrades	200	Reserves, Grants
1.459 SSI Park Land & Rec		
Expand or upgrade Trail Network and parking	100	Reserves, Grants
Pool electrical equipment repair and replacement	277	Reserves, Grants
Purchase additional parkland	800	Reserves
Water		
2.621 Highland/Fernwood Water		
Construct new intake and screen	100	Debt
Highland upper reservoir replacement	390	Debt
Water main replacement stategy and detailed design	100	Reserves, Grants
2.624 Beddis Water		
Construct and install intake screen and pipe improvements	132	Reserves, Grants
Sewer		
3.810 Ganges Sewer		
Construction of WWTP Chemical storage, lab, crew room facilities	200	Reserves
3.820 Maliview Estates Sewer		
Upgrade current RBC process WWTP to MBBR process	300	Debt

Total Projects ≥ $100K	3,299
Total Projects < $100K	1,672
Total 2021 Capital Projects	4,971

Appendix B-4

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - SSI

2021 **Schedule B - Extract**

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.111	SSI Admin. Expenditures	6,210					**6,210**			6,210				**6,210**
1.141	SSI Public Library			80,000			**80,000**				50,000	30,000		**80,000**
1.236	SSI Small Craft Harbour (Fernwood Dock)				5,500		**5,500**					5,500		**5,500**
1.238A	Community Transit (SSI)				45,000		**45,000**				5,000	40,000		**45,000**
1.238B	Community Transportation (SSI)				760,000		**760,000**	210,000			490,000	60,000		**760,000**
1.318	Building Inspection	4,430	19,935				**24,365**			24,365				**24,365**
1.372	Emergency Planning Coordination	1,108					**1,108**			1,108				**1,108**
1.455	SSI Community Parks	5,000	65,000		285,000		**355,000**			5,000	125,000	225,000		**355,000**
1.458	SSI Community Recreation	5,000		15,000			**20,000**			5,000		15,000		**20,000**
1.459	SSI Park Land & Rec Programs	27,500		481,500	50,000	910,000	**1,469,000**			27,500	246,500	1,195,000		**1,469,000**
2.620	Highland Water (SSI)				79,365		**79,365**	79,365						**79,365**
2.621	Highland & Fernwood Water (SSI)	74,000			620,000		**694,000**	50,000	490,000		85,000	69,000		**694,000**
2.622	Cedars of Tuam Water (SSI)	36,000					**36,000**				30,000	6,000		**36,000**
2.624	Beddis Water (SSI)	132,000			36,000		**168,000**				150,000	18,000		**168,000**
2.626	Fulford Water (SSI)	38,000			120,000		**158,000**				80,000	78,000		**158,000**
2.628	Cedar Lane Water (SSI)				105,000		**105,000**				50,000	55,000		**105,000**
3.705	SSI Septage / Composting				175,000		**175,000**	30,000			70,000	75,000		**175,000**
3.810	Ganges Sewer Utility (SSI)	106,500			357,500		**464,000**				140,000	324,000		**464,000**
3.820	Maliview Sewer Utility (SSI)				325,000		**325,000**		300,000			25,000		**325,000**
TOTAL		**435,748**	**84,935**	**576,500**	**2,963,365**	**910,000**	**4,970,548**	**369,365**	**790,000**	**69,183**	**1,521,500**	**2,220,500**	**-**	**4,970,548**

Appendix B-5: SSI Service Budgets

JOINTLY FUNDED SERVICES

1.103 Elections

1.104 UBCM

1.318 Building Inspection

1.320 Noise Control

1.322 Nuisance & Unsightly Premises

1.372 EA Emergency Coordination

SALT SPRING ISLANDS

1.111 Administration

1.116 Grants in Aid

1.124 Economic Development

1.141 SSI Public Library

1.234 Street Lighting

1.236 Fernwood Dock

1.238A Community Transit

1.238B Community Transportation

1.299 Arts

1.316 Building Numbering

1.371 Emergency Program

Appendix B-5: SSI Service Budgets

1.378 Search and Rescue

1.455 SSI Parks

1.458 SSI Recreation

1.459 SSI Pool & Parks Land

1.535 Stormwater Quality Management

1.925 SSI Emergency Comm-CREST

2.620 Highland Water

2.621 Highland/Fernwood Water

2.622 Cedars of Tuam Water

2.624 Beddis Water

2.626 Fulford Water

2.628 Cedar Lane Water

2.660 Fernwood Water

3.705 Septage/Composting

3.810 Ganges Sewer

3.820 Maliview Sewer

CAPITAL REGIONAL DISTRICT

2021 Budget

Elections

EAC Review

Service: 1.103 Elections **Committee:** Electoral Area

DEFINITION:

To maintain voters lists for electoral areas and to undertake elections as required (Sec. 787(b) Municipal Act - SLP February 1, 1966).

PARTICIPATION:

All electoral areas on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

No limit

FUNDING:

Requisition and contribution from Islands Trust.

1.103 - Elections	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	BUDGET REQUEST 2021 ONGOING	BUDGET REQUEST 2021 ONE-TIME	BUDGET REQUEST 2021 TOTAL	FUTURE PROJECTIONS 2022	FUTURE PROJECTIONS 2023	FUTURE PROJECTIONS 2024	FUTURE PROJECTIONS 2025
OPERATING COSTS										
Electoral Area Elections	-	520	-	-	-	-	122,500	-	-	-
Islands Trust	-	-	-	-	-	-	74,900	-	-	-
Allocations and Insurance	166	166	37	-	-	37	38	39	39	39
TOTAL OPERATING COSTS	**166**	**686**	**37**	**-**	**-**	**37**	**197,438**	**39**	**39**	**39**
*Percentage Increase over prior year						-77.7%	533516.2%	-100.0%	0.0%	0.0%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	19,992	19,902	25,033	-	-	25,033	29,863	32,031	34,031	36,031
TOTAL COSTS	**20,158**	**20,588**	**25,070**	**-**	**-**	**25,070**	**227,301**	**32,070**	**34,070**	**36,070**
FUNDING SOURCES (REVENUE)										
Recovery from Islands Trust	-	(500)	-	-	-	-	(74,900)	-	-	-
Transfer from Operating Reserve Fund	-	-	-	-	-	-	(122,331)	-	-	-
Other Income	(158)	(88)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
TOTAL REVENUE	**(158)**	**(588)**	**(70)**	**-**	**-**	**(70)**	**(197,301)**	**(70)**	**(70)**	**(70)**
REQUISITION	**(20,000)**	**(20,000)**	**(25,000)**	**-**	**-**	**(25,000)**	**(30,000)**	**(32,000)**	**(34,000)**	**(36,000)**
*Percentage increase over prior year Requisition						25.0%	20.0%	6.7%	6.3%	5.9%

Reserve Schedule

Reserve Fund: 1.103 Elections - Operating Reserve Fund

To stabilize requisition for Electoral Area Elections held every 4th year

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105515	2020	2021	2022	2023	2024	2025
Beginning Balance		46,620	76,493	101,526	9,058	41,089	75,120
Transfer from Op Budget		19,992	25,033	29,863	32,031	34,031	36,031
Transfer from ERF		9,170					
Planned Spending		-	-	(122,331)	-	-	-
Interest Income		710	-	-	-	-	-
Ending Balance $		**76,493**	**101,526**	**9,058**	**41,089**	**75,120**	**111,151**

Assumptions/Background:

Budgeted transfers to reserve will provide funding for elections in 2022 at an estimated cost of $120,000 - $140,000

CAPITAL REGIONAL DISTRICT

2021 Budget

UBCM

EAC Review

Service: 1.104 Union of B.C. Municipalities **Committee: Electoral Area**

DEFINITION:

To provide for membership dues and convention expenses. Section 787 (b) - SLP - February 1, 1966.

PARTICIPATION:

All electoral areas and those municipalities not maintaining their own membership (currently electoral areas only) on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

No limit

FUNDING:

Requisition

GENERAL INFORMATION:

Association of Vancouver Island and Coastal Communities (AVICC)

Commencing 1982 costs relating to AVICC, which are incurred solely on behalf of the electoral areas, are included in the UBCM budget rather than Legislative and General Government.

1.104 - UBCM	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Convention Expenses	16,805	12,875	12,893	-	-	12,893	13,157	13,414	13,682	13,950
TOTAL COSTS	**16,805**	**12,875**	**12,893**	**-**	**-**	**12,893**	**13,157**	**13,414**	**13,682**	**13,950**
*Percentage Increase over prior year						-23.3%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	3,930	(3,930)	-	-	(3,930)	-	-	-	-
Balance c/fwd from 2019 to 2020	(2,832)	(2,832)	-	-	-	-	-	-	-	-
Other Revenue	(87)	(87)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
TOTAL REVENUE	**(2,919)**	**1,011**	**(4,020)**	**-**	**-**	**(4,020)**	**(90)**	**(90)**	**(90)**	**(90)**
REQUISITION	**(13,886)**	**(13,886)**	**(8,873)**	**-**	**-**	**(8,873)**	**(13,067)**	**(13,324)**	**(13,592)**	**(13,860)**
*Percentage increase over prior year Requisition						-36.1%	47.3%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Building Inspection

EAC Review

Service: 1.318 Building Inspection **Committee: Electoral Area**

DEFINITION:

To carry out the Building Regulations function as specified by Section 818 of the Local Government Act (Letters Patent - January 1, 1970).

SERVICE DESCRIPTION:

The building inspection department provides building inspection services to homeowners, builders and contractors in compliance with both the BC Building Code and CRD Building Bylaw 3741 (2010) and 3780 Amendment (2011). The Building inspection service includes receiving, reviewing and advising on building permit applications, processing of the applications including code analysis and referrals to other agencies, issuing building permits and verifying conditional requirements, arranging and carrying out site and construction inspections and granting final approval for occupancy. Staff also provides inspection services to other CRD departments on a cost recovery basis.

PARTICIPATION:

All Electoral Areas on the basis of converted hospital assessments.

MAXIMUM LEVY:

None stated.

FUNDING:

Fees and charges and requisition to all Electoral Areas

Change in Budget 2020 to 2021
Service: 1.318 Building Inspection

	Total Expenditure	Comments
2020 Budget	**1,561,459**	
Change in Salaries:		
Base salary change	20,370	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(3,384)	New hires at lower pay step
Other (explain as necessary)	7,993	Vacant 0.1 FTE (Admin Clerk) salary added in 2021 budget (not in 2020)
Total Change in Salaries	24,979	
Other Changes:		
Allocations	21,360	Standard OH Allocation increase is the combination of 2020 operating cost increase and 3rd year new model implementation. Increases also are in HR and Building Occupancy allocations.
Vehicles / Travel Costs	16,203	Cost associated with travel to Eas and vehicle operating and maintenance costs
Real Estate Labour Charge	14,720	In alignment with historical actual costs
Other	14,569	Staff training, membership fees, courier
Total Other Changes	66,852	
2021 Budget	**1,653,290**	
% expense increase from 2020:	***5.9%***	
% Requisition increase from 2020 (if applicable):	***7.0%***	*Requisition funding is 28% of service revenue.*

Overall 2020 Budget Performance
(expected variance to budget and surplus treatment)

Fee revenues are projected at 117K (11.7%) lower than budget as we experience low permit fee revenue since May. The total expenditures are projected at 115K(7.4%) lower than budget manily due to the vacancies and lower pay step for new hire. The estimated overall deficit of 2K will be covered by operating reserve fund.

1.318 - Building Inspection	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Salaries & Wages	1,124,275	989,600	1,151,316	-	-	1,151,316	1,156,103	1,180,806	1,206,044	1,231,829
Telecommunications	35,290	34,455	35,890	-	-	35,890	36,610	37,340	38,090	38,850
Legal Expenses	10,220	4,327	10,390	-	-	10,390	10,600	10,810	11,030	11,250
Building Rent	33,706	33,706	34,450	-	-	34,450	35,210	35,980	36,770	37,510
Supplies	16,108	13,832	16,380	-	-	16,380	16,700	17,040	17,380	17,720
Allocations	188,554	209,518	225,494	-	-	225,494	240,721	245,480	250,332	255,284
Other Operating Expenses	120,006	127,138	146,070	-	-	146,070	149,210	152,160	155,160	158,229
TOTAL OPERATING COSTS	**1,528,159**	**1,412,576**	**1,619,990**	**-**	**-**	**1,619,990**	**1,645,154**	**1,679,616**	**1,714,806**	**1,750,672**
*Percentage Increase over prior year						6.0%	1.6%	2.1%	2.1%	2.1%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	**10,000**	**10,000**	**10,000**	**-**	**-**	**10,000**	**10,000**	**10,000**	**10,000**	**10,000**
Building Borrowing Repayment to Facilities Reserve	23,300	23,300	23,300	-	-	23,300	23,300	23,300	23,300	23,300
TOTAL COSTS	**1,561,459**	**1,445,876**	**1,653,290**	**-**	**-**	**1,653,290**	**1,678,454**	**1,712,916**	**1,748,106**	**1,783,972**
Internal Recoveries	(29,362)	(29,362)	(29,486)	-	-	(29,486)	(30,076)	(30,677)	(31,291)	(31,920)
TOTAL COSTS LESS INTERNAL RECOVERIES	**1,532,097**	**1,416,514**	**1,623,804**	**-**	**-**	**1,623,804**	**1,648,378**	**1,682,239**	**1,716,815**	**1,752,052**
FUNDING SOURCES (REVENUE)						6.0%	1.5%	2.1%	2.1%	2.1%
Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Fees Charged	(970,610)	(857,905)	(1,019,141)	-	-	(1,019,141)	(1,067,671)	(1,089,030)	(1,110,810)	(1,133,030)
Contract Revenue	(35,000)	(30,000)	(36,781)	-	-	(36,781)	(37,510)	(38,250)	(39,020)	(39,800)
Transfer from Operating Reserve	(114,247)	(116,369)	(126,400)	-	-	(126,400)	(37,409)	(4,000)	-	-
Grants in Lieu of Taxes	(1,443)	(1,443)	(1,510)	-	-	(1,510)	(1,540)	(1,570)	(1,600)	(1,630)
Revenue - Other	(2,000)	(2,000)	(2,562)	-	-	(2,562)	(2,672)	(2,796)	(2,921)	(2,880)
TOTAL REVENUE	**(1,123,300)**	**(1,007,717)**	**(1,186,394)**	**-**	**-**	**(1,186,394)**	**(1,146,802)**	**(1,135,646)**	**(1,154,351)**	**(1,177,340)**
REQUISITION	**(408,797)**	**(408,797)**	**(437,411)**	**-**	**-**	**(437,411)**	**(501,576)**	**(546,593)**	**(562,464)**	**(574,712)**
*Percentage increase over prior year Requisition						7.0%	14.7%	9.0%	2.9%	2.2%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No. 1.318 Building Inspection	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$10,000	$0	$5,000	$0	$0	$15,000
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$0	$0	$0	$0	$0
Vehicles	$0	$45,000	$0	$0	$45,000	$0	$90,000
	$0	**$55,000**	**$0**	**$5,000**	**$45,000**	**$0**	**$105,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$0	$55,000	$0	$5,000	$45,000	$0	$105,000
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$0	$0	$0	$0	$0	$0
	$0	**$55,000**	**$0**	**$5,000**	**$45,000**	**$0**	**$105,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.318
Service Name: Building Inspection

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	$90,000	V	ERF	$0	$45,000	$0	$0	$45,000	$0	$90,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	$5,000	E	ERF	$0	$0	$0	$5,000	$0	$0	$5,000
21-01	Replacement	Furniture Replacement	Salt Spring Island furniture replacement	$10,000	E	ERF	$0	$10,000	$0	$0	$0	$0	$10,000
			GRAND TOTAL	**$105,000**			**$0**	**$55,000**	**$0**	**$5,000**	**$45,000**	**$0**	**$105,000**

Building Inspection
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	168,538	42,138	4,729	729	729	729
Equipment Replacement Fund	73,457	28,457	38,457	43,457	8,457	18,457
Total	**241,995**	**70,595**	**43,186**	**44,186**	**9,186**	**19,186**

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Operating Reserve Fund

For requisition rate stabilization during periods of fluctuating permit fee revenues.

Reserve Cash Flow

Fund:	**1500**	**Estimated**	**Budget**				
Fund Centre:	to be created	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		281,907	168,538	42,138	4,729	729	729
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		(116,369)	(126,400)	(37,409)	(4,000)	-	-
Interest Income		3,000	-	-	-	-	-
Ending Balance $		**168,538**	**42,138**	**4,729**	**729**	**729**	**729**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Equipment Replacement Fund

.

ERF Group: BLDINS.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101425	2020	2021	2022	2023	2024	2025
Beginning Balance		148,457	73,457	28,457	38,457	43,457	8,457
Transfer from Ops Budget		10,000	10,000	10,000	10,000	10,000	10,000
Planned Purchase		(85,000)	(55,000)	-	(5,000)	(45,000)	-
Interest Income*		-	-	-	-	-	-
Ending Balance $		**73,457**	**28,457**	**38,457**	**43,457**	**8,457**	**18,457**

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2021 Budget

Noise control

EAC Review

Service: 1.320 **Noise Control** **Committee: Electoral Area**

DEFINITION:

To provide noise control to member electoral areas of the Capital Regional District (Letter Patent - September 3, 1981; amended January 18, 1984; Supplementary Letters Patent - January 22, 1987). This function is performed by Bylaw officers from the CRD's Langford and Salt Spring Island offices.

SERVICE DESCRIPTION:

Administration and enforcement of the Noise Bylaws for the three Electoral Areas.

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

$ 0.50 / $1,000

Total such functions of 1.320 (Noise Control) and 1.322 (Nuisance & Unsightly Premises) not to exceed $1.00 / $1,000 overall.

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

FUNDING:

Requisition

1.320 - NOISE CONTROL	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Legal	7,340	7,340	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Allocations	1,953	1,953	2,304	-	-	2,304	2,607	2,656	2,706	2,757
Internal Time Charges	29,208	29,208	29,876	-	-	29,876	30,047	30,614	31,208	31,814
Other Operating Expenses	60	60	60	-	-	60	60	60	60	60
TOTAL OPERATING COSTS	**38,561**	**38,561**	**39,140**	**-**	**-**	**39,140**	**39,754**	**40,510**	**41,294**	**42,101**
*Percentage Increase over prior year						1.5%	1.6%	1.9%	1.9%	2.0%
FUNDING SOURCES (REVENUE)										
Revenue - Other	(231)	(231)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	**(231)**	**(231)**	**(200)**	**-**	**-**	**(200)**	**(200)**	**(200)**	**(200)**	**(200)**
REQUISITION	**(38,330)**	**(38,330)**	**(38,940)**	**-**	**-**	**(38,940)**	**(39,554)**	**(40,310)**	**(41,094)**	**(41,901)**
*Percentage increase over prior year Requisition						1.6%	1.6%	1.9%	1.9%	2.0%

Reserve Schedule

Reserve Fund: 1.320 Noise Control - Operating Reserve Fund - Bylaw 4146

- Capital Regional District Operating Reserve Fund was established in 2016 under Bylaw No. 4146. The funds in this reserve shall be expended for unforeseen legal expense or other operating costs. Monies set aside shall be deposited under separate account in the bank and until required to be used may be invested in the manner provided by Section 364(2) of the Municipal Act.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105406	2020	2021	2022	2023	2024	2025
Beginning Balance		2,494	2,532	2,532	2,532	2,532	2,532
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income*		38	-	-	-	-	-
Ending Balance $		**2,532**	**2,532**	**2,532**	**2,532**	**2,532**	**2,532**

Assumptions/Background:

Maintain balance at reasonable level to cover unexpected operating expenses such as legal.

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Nuisance & Unsightly Premises

EAC Review

Service: 1.322 Nuisance & Unsightly Premises **Committee: Electoral Area**

DEFINITION:

To provide regulation of nuisances and unsightly premises to the participating electoral areas (Letters Patent - May 19, 1977). This function is performed by Bylaw Officers from the CRD's Langford and Salt Spring Island offices.

SERVICE DESCRIPTION:

Enforce the Nuisance and Unsightly Premises Bylaw for the three Electoral Areas as in accordance with procedures and provisions of the Local Government Act.

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

$ 0.50 / $1,000

Total such functions of 1.320 (Noise Control) and 1.322 (Nuisance & Unsightly Premises) not to exceed $1.00 / $1,000 overall.

FUNDING:

Requisition

1.322 - Nuisance & Unsightly Premises	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Legal	2,152	2,152	2,085	-	-	2,085	2,130	2,170	2,210	2,250
Allocations	2,384	2,384	2,825	-	-	2,825	3,247	3,309	3,373	3,437
Internal Time Charges	46,257	46,257	46,750	-	-	46,750	47,017	47,905	48,835	49,782
Other Operating Expenses	330	330	330	-	-	330	340	350	360	370
TOTAL OPERATING COSTS	**51,123**	**51,123**	**51,990**	**-**	**-**	**51,990**	**52,734**	**53,734**	**54,778**	**55,839**
*Percentage Increase over prior year						1.7%	1.4%	1.9%	1.9%	1.9%
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(178)	(178)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(278)**	**(278)**	**(270)**	**-**	**-**	**(270)**	**(270)**	**(270)**	**(270)**	**(270)**
REQUISITION	**(50,845)**	**(50,845)**	**(51,720)**	**-**	**-**	**(51,720)**	**(52,464)**	**(53,464)**	**(54,508)**	**(55,569)**
*Percentage increase over prior year Requisition						1.7%	1.4%	1.9%	2.0%	1.9%

Reserve Schedule

Reserve Fund: 1.322 Nuisances & Unsightly Premises - Operating Reserve Fund

For unforeseen legal expenses

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105403	2020	2021	2022	2023	2024	2025
Beginning Balance		15,264	15,494	15,494	15,494	15,494	15,494
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		230	-	-	-	-	-
Ending Balance $		**15,494**	**15,494**	**15,494**	**15,494**	**15,494**	**15,494**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Emergency Planning Coordination

EAC Review

Service: 1.372 Emergency Planning Coordination **Committee: Planning, Transportation & Protective Services**

DEFINITION:

No establishment bylaw. Service is provided by CRD staff for coordination of emergency operations for the CRD.

SERVICE DESCRIPTION:

This service provides support to a range of Protective Services responsibilities and to carry out the responsibilities legislated under the *Emergency Program Act* . Costs for staff are placed in this budget and allocated based on percentages to the other services, such as 911, hazmat, and emergency management.

FUNDING:

Allocations from protection services and requisition.

1.372 - Emergency Planning Coordination	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Salaries	509,587	482,000	532,583	-	-	532,583	534,073	545,559	557,295	569,275
Contract for Services	63,000	63,000	-	-	-	-	-	-	-	-
Travel Expenses	1,790	1,790	1,820	-	-	1,820	1,860	1,900	1,940	1,980
Telecommunications	6,700	6,700	6,810	-	-	6,810	6,950	7,090	7,230	7,370
Staff Training & Development	2,130	2,130	1,620	-	-	1,620	1,650	1,680	1,710	1,740
Supplies	14,300	1,560	2,010	-	-	2,010	2,050	2,090	2,130	2,170
Allocations	56,596	56,596	59,170	-	-	59,170	59,064	60,243	61,450	62,675
Other Operating Expenses	10,720	8,896	8,630	-	-	8,630	8,790	8,970	9,150	9,330
TOTAL OPERATING COSTS	**664,823**	**622,672**	**612,643**	**-**	**-**	**612,643**	**614,437**	**627,532**	**640,905**	**654,540**
*Percentage Increase over prior year						-7.8%	0.3%	2.1%	2.1%	2.1%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	-	15,425	7,324	-	-	7,324	7,470	7,620	7,770	7,930
TOTAL COSTS	**664,823**	**638,097**	**619,967**	**-**	**-**	**619,967**	**621,907**	**635,152**	**648,675**	**662,470**
Internal Recoveries	(413,859)	(413,859)	(459,671)	-	-	(459,671)	(468,864)	(479,179)	(489,721)	(499,520)
OPERATING COSTS LESS INTERNAL RECOVERIES	**250,964**	**224,238**	**160,296**	**-**	**-**	**160,296**	**153,043**	**155,973**	**158,954**	**162,950**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	14,486	(14,486)	-	-	(14,486)	-	-	-	-
Balance c/fwd from 2019 to 2020	(29,307)	(29,307)	-	-	-	-	-	-	-	-
Grants Revenue	(78,120)	(65,880)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(491)	(491)	(500)	-	-	(500)	(510)	(520)	(530)	(540)
Revenue - Other	(300)	(300)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
TOTAL REVENUE	**(108,218)**	**(81,492)**	**(15,296)**	**-**	**-**	**(15,296)**	**(830)**	**(850)**	**(870)**	**(890)**
REQUISITION	**(142,746)**	**(142,746)**	**(145,000)**	**-**	**-**	**(145,000)**	**(152,213)**	**(155,123)**	**(158,084)**	**(162,060)**
*Percentage increase over prior year Requisition						1.6%	5.0%	1.9%	1.9%	2.5%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No. 1.372 Emergency Planning Coordination	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$2,500	$0	$0	$2,500	$0	$5,000
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$0	$0	$0	$0	$0
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$0	**$2,500**	**$0**	**$0**	**$2,500**	**$0**	**$5,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$0	$2,500	$0	$0	$2,500	$0	$5,000
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$0	$0	$0	$0	$0	$0
	$0	**$2,500**	**$0**	**$0**	**$2,500**	**$0**	**$5,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.372
Service Name: Emergency Planning Coordination

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	$0	E	ERF	$0	$2,500	$0	$0	$2,500	$0	$5,000
			GRAND TOTAL	**$0**			**$0**	**$2,500**	**$0**	**$0**	**$2,500**	**$0**	**$5,000**

Reserve Schedule

Reserve Fund: 1.327 Emergency Planning Coordination - Equipment Replacement Fund

ERF Group: EMERGCOORD.ERF

Reserve Cash Flow

Fund:	**1022**	**Estimated**	**Budget**				
Fund Centre:	**101985**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		2,646	646	5,470	12,940	20,560	25,830
Transfer from Op Budget		-	7,324	7,470	7,620	7,770	7,930
Planned Purchase		(2,000)	(2,500)	-	-	(2,500)	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**646**	**5,470**	**12,940**	**20,560**	**25,830**	**33,760**

Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2021 Budget

Admin Expenditures (SSI)

EAC Review

Service: 1.111 SSI Admin. Expenditures **Committee: Electoral Area**

DEFINITION:

To establish, according to Section 800 of the Local Government Act, a service to provide funding for electoral area administrative expenditures

SERVICE DESCRIPTION:

Electoral area administration funding pays for part of EA director remuneration (amount that exceeds Municipal Director amount included ir Board expense) and alternate, Corporate services administration, telecommunications, travel, electoral area office space and other contractua support costs as needed by director.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

None Stated

FUNDING:

Requisition and internal allocation

1.111 - Admin Expenditures (SSI) Director & Management	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Director Admin	90,202	78,952	86,718	-	15,000	101,718	92,146	94,003	95,899	97,824
Management Services	874,225	857,373	885,380	-	-	885,380	890,175	909,016	928,246	947,919
TOTAL OPERATING COSTS	**964,427**	**936,325**	**972,098**	**-**	**15,000**	**987,098**	**982,321**	**1,003,019**	**1,024,145**	**1,045,743**
*Percentage Increase over prior year						2.4%	-0.5%	2.1%	2.1%	2.1%
CAPITAL / RESERVES / SHORT TERM LOAN										
Transfer to Equipment Replacement Fund	7,750	5,500	5,500	-	-	5,500	5,500	5,500	5,500	5,500
Transfer to Capital Reserve Fund	-	-	-	-	-	-	-	-	-	-
Transfer to Feasibility Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES / SHORT TERM LOAN	**7,750**	**5,500**	**5,500**	**-**	**-**	**5,500**	**5,500**	**5,500**	**5,500**	**5,500**
TOTAL COSTS	**972,177**	**941,825**	**977,598**	**-**	**15,000**	**992,598**	**987,821**	**1,008,519**	**1,029,645**	**1,051,243**
Labour Recovery	(216,038)	(216,038)	(240,769)	-	-	(240,769)	(262,527)	(268,124)	(273,838)	(279,677)
Internal Allocations	(206,427)	(206,427)	(199,482)	-	-	(199,482)	(200,191)	(204,344)	(208,585)	(212,931)
TOTAL RECOVERIES	**(422,465)**	**(422,465)**	**(440,251)**	**-**	**-**	**(440,251)**	**(462,718)**	**(472,468)**	**(482,423)**	**(492,608)**
COSTS LESS INTERNAL RECOVERIES	**549,712**	**519,360**	**537,347**	**-**	**15,000**	**552,347**	**525,103**	**536,051**	**547,222**	**558,635**
FUNDING SOURCES (REVENUE)										
Estimated balance C/F from 2020 to 2021	-	30,352	(19,102)	-	(11,250)	(30,352)	-	-	-	-
Balance C/F from 2018 to 2019	(36,730)	(36,730)	-	-	-	-	-	-	-	-
Transfer from Feasibility Fund Account	-	-	-	-	-	-	-	-	-	-
Grants in Lieu	(402)	(402)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
Other Income	(300)	(300)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
TOTAL REVENUE	**(37,432)**	**(7,080)**	**(19,722)**	**-**	**(11,250)**	**(30,972)**	**(640)**	**(660)**	**(680)**	**(700)**
REQUISITION	**(512,280)**	**(512,280)**	**(517,625)**	**-**	**(3,750)**	**(521,375)**	**(524,463)**	**(535,391)**	**(546,542)**	**(557,935)**
*Percentage increase over prior year Requisition						1.8%	0.6%	2.1%	2.1%	2.1%
FTE's	5.8	5.8	5.8			5.8	5.8	5.8	5.8	5.8

1.111 - Admin Expenditures (SSI) Director Admin	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Salaries and Wages	54,617	54,617	55,772	-	-	55,772	56,681	57,836	59,016	60,211
Contract for Services	8,000	-	-	-	15,000	15,000	5,000	5,100	5,200	5,300
Allocations	12,195	12,195	11,936	-	-	11,936	11,075	11,297	11,523	11,753
Travel & Training	3,000	1,500	5,550	-	-	5,550	5,660	5,770	5,890	6,010
Building Rental	6,730	6,730	6,840	-	-	6,840	6,980	7,120	7,260	7,410
Operating - Other	5,660	3,910	6,620	-	-	6,620	6,750	6,880	7,010	7,140
TOTAL OPERATING COSTS	**90,202**	**78,952**	**86,718**	**-**	**15,000**	**101,718**	**92,146**	**94,003**	**95,899**	**97,824**
*Percentage Increase over prior year						12.8%	-9.4%	2.0%	2.0%	2.0%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	500	500	500	-	-	500	500	500	500	500
TOTAL CAPITAL / RESERVES	**500**	**500**	**500**	**-**	**-**	**500**	**500**	**500**	**500**	**500**
TOTAL COSTS	**90,702**	**79,452**	**87,218**	**-**	**15,000**	**102,218**	**92,646**	**94,503**	**96,399**	**98,324**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	11,250	-	-	(11,250)	(11,250)	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,730)	(1,730)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(62)	(62)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Other Income	(300)	(300)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
TOTAL REVENUE	**(2,092)**	**9,158**	**(330)**	**-**	**(11,250)**	**(11,580)**	**(340)**	**(350)**	**(360)**	**(370)**
REQUISITION	**(88,610)**	**(88,610)**	**(86,888)**	**-**	**(3,750)**	**(90,638)**	**(92,306)**	**(94,153)**	**(96,039)**	**(97,954)**
*Percentage increase over prior year Requisition						2.3%	1.8%	2.0%	2.0%	2.0%

1.111 - Admin Expenditures (SSI) Management Services	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Salaries and Wages	665,774	665,774	705,780	-	-	705,780	707,672	722,902	738,452	754,337
Allocations	45,101	45,101	46,720	-	-	46,720	45,063	45,964	46,884	47,822
Vehicles & Travel	49,000	47,000	9,000	-	-	9,000	11,120	11,340	11,560	11,790
Legal Expenses	5,000	-	5,000	-	-	5,000	5,100	5,200	5,300	5,410
Staff Training, Moving & Dues	13,000	500	13,700	-	-	13,700	13,970	14,240	14,520	14,820
Operating - Other	96,350	98,998	105,180	-	-	105,180	107,250	109,370	111,530	113,740
TOTAL OPERATING COSTS	**874,225**	**857,373**	**885,380**	**-**	**-**	**885,380**	**890,175**	**909,016**	**928,246**	**947,919**
*Percentage Increase over prior year						1.3%	0.5%	2.1%	2.1%	2.1%
CAPITAL / RESERVES / SHORT TERM LOAN										
Transfer to Equipment Replacement Fund	7,250	5,000	5,000	-	-	5,000	5,000	5,000	5,000	5,000
TOTAL CAPITAL / RESERVES / SHORT TERM LOAN	**7,250**	**5,000**	**5,000**	**-**	**-**	**5,000**	**5,000**	**5,000**	**5,000**	**5,000**
TOTAL COSTS	**881,475**	**862,373**	**890,380**	**-**	**-**	**890,380**	**895,175**	**914,016**	**933,246**	**952,919**
Labour Recovery	(216,038)	(216,038)	(240,769)	-	-	(240,769)	(262,527)	(268,124)	(273,838)	(279,677)
Internal Allocations	(206,427)	(206,427)	(199,482)	-	-	(199,482)	(200,191)	(204,344)	(208,585)	(212,931)
TOTAL RECOVERIES	**(422,465)**	**(422,465)**	**(440,251)**	**-**	**-**	**(440,251)**	**(462,718)**	**(472,468)**	**(482,423)**	**(492,608)**
COSTS LESS INTERNAL RECOVERIES	**459,010**	**439,908**	**450,129**	**-**	**-**	**450,129**	**432,457**	**441,548**	**450,823**	**460,311**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	19,102	(19,102)	-	-	(19,102)	-	-	-	-
Balance c/fwd from 2019 to 2020	(35,000)	(35,000)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(340)	(340)	(290)	-	-	(290)	(300)	(310)	(320)	(330)
Other revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	**(35,340)**	**(16,238)**	**(19,392)**	**-**	**-**	**(19,392)**	**(300)**	**(310)**	**(320)**	**(330)**
REQUISITION	**(423,670)**	**(423,670)**	**(430,737)**	**-**	**-**	**(430,737)**	**(432,157)**	**(441,238)**	**(450,503)**	**(459,981)**
*Percentage increase over prior year Requisition						1.7%	0.3%	2.1%	2.1%	2.1%
FTE's	5.8	5.8	5.8	0.0	0.0	5.8	5.8	5.8	5.8	5.8

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.111 SSI Admin. Expenditures	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$6,210	$9,890	$1,200	$1,200	$0	$18,500
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$0	$0	$0	$0	$0
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$6,210**	**$9,890**	**$1,200**	**$1,200**	**$0**	**$18,500**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$6,210	$9,890	$1,200	$1,200	$0	$18,500
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$0	$0	$0	$0	$0	$0
		$0	**$6,210**	**$9,890**	**$1,200**	**$1,200**	**$0**	**$18,500**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.111
Service Name: SSI Admin. Expenditures

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	Computer	Computer Replacement - Admin 1.11	$14,760	E	ERF	$0	$6,210	$7,410	$1,200	$1,200	$0	$16,020
21-01	Replacement	Computer	Computer Replacement - Director	$2,480	E	ERF	$0	$0	$2,480	$0	$0	$0	$2,480
			GRAND TOTAL	**$17,240**			**$0**	**$6,210**	**$9,890**	**$1,200**	**$1,200**	**$0**	**$18,500**

Admin Expenditures (SSI)
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Equipment Replacement Funds	17,639	16,929	12,539	16,839	21,139	26,639
Total	**17,639**	**16,929**	**12,539**	**16,839**	**21,139**	**26,639**

Reserve Schedule

Reserve Fund: 1.111 Admin Expenditures (SSI) - Equipment Replacement Fund - Management

.

ERF Group: EASSIMGMT.ERF

Reserve Cash Flow

Fund:	**1022**	**Estimated**	**Budget**				
Fund Centre:	**102119**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		8,507	10,279	9,069	6,659	10,459	14,259
Transfer from Ops Budget		7,250	5,000	5,000	5,000	5,000	5,000
Planned Purchase		(5,478)	(6,210)	(7,410)	(1,200)	(1,200)	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**10,279**	**9,069**	**6,659**	**10,459**	**14,259**	**19,259**

Assumptions/Background:

Office equipment, computers, and vehicle replacement

Reserve Schedule

Reserve Fund: 1.111 Admin Expenditures (SSI) - Equipment Replacement Fund - Director

.

ERF Group: SSIADMIN.ERF

Reserve Cash Flow

Fund:	**1022**	**Estimated**	**Budget**				
Fund Centre:	**101837**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		6,860	7,360	7,860	5,880	6,380	6,880
Transfer from Ops Budget		500	500	500	500	500	500
Planned Purchase		-	-	(2,480)	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**7,360**	**7,860**	**5,880**	**6,380**	**6,880**	**7,380**

Assumptions/Background:

Office equipment, computers, and vehicle replacement

CAPITAL REGIONAL DISTRICT

2021 Budget

SSI Grant-in-Aid

EAC Review

Service: 1.116 SSI Grants in Aid **Committee: Electoral Area**

DEFINITION:

To make grants-in-aid to any organization deemed to be contributing to the general interest and advantage of the electoral area (Letters Patent - March 24, 1977; April 17, 1985).

SERVICE DESCRIPTION:

Provide Grants to support organizations that are outside the existing services in an electoral area. Each electoral area budgets their anticipated requirements separately.

PARTICIPATION:

Salt Spring Island Electoral Area.

MAXIMUM LEVY:

$0.05 / $1,000 on basis of converted hospital assessed value of land and improvements. To a maximum of $220,147.

COMMISSION:

Committee: Electoral Areas Committee

FUNDING:

Requisition

1.116 - SSI Grant-in-Aid	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Grants in Aid	43,000	43,000	48,000	-	-	48,000	53,000	58,000	63,000	64,260
Finance Allocation	2,357	2,357	2,287	-	-	2,287	2,313	2,359	2,407	2,455
TOTAL COSTS	**45,357**	**45,357**	**50,287**	**-**	**-**	**50,287**	**55,313**	**60,359**	**65,407**	**66,715**
*Percentage Increase over prior year						10.9%	10.0%	9.1%	8.4%	2.0%
FUNDING SOURCES (REVENUE)										
Balance c/fwd from 2019 to 2020	271	271	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(31)	(31)	-	-	-	-	-	-	-	-
Other Revenue	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	**40**	**40**	**(200)**	**-**	**-**	**(200)**	**(200)**	**(200)**	**(200)**	**(200)**
REQUISITION	**(45,397)**	**(45,397)**	**(50,087)**	**-**	**-**	**(50,087)**	**(55,113)**	**(60,159)**	**(65,207)**	**(66,515)**
*Percentage increase over prior year Requisition						10.3%	10.0%	9.2%	8.4%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

SSI Economic Development Commission

EAC Review

Service: 1.124 SSI Economic Development **Committee: Electoral Area**

DEFINITION:

Economic Development Commission Establishing Bylaw No. 3727, with authority to offer an economic development service under Section 774.2 of the Local Government Act.

SERVICE DESCRIPTION:

To promote, provide information and assist local service agencies with economic development initiatives.

PARTICIPATION:

Levy on basis of converted hospital assessed value of land and improvements for the Electoral Area of Salt Spring Island.

MAXIMUM LEVY:

$0.063 / $1,000 on actual assessed value of land and improvements. To a maximum of $294,443.

COMMISSION:

Not less than 7 and no more than 9 members.

FUNDING:

Requisition

1.124 - SSI Economic Development Commission	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Contract for Services	10,000	10,000	15,000	-	-	15,000	15,300	15,610	15,920	16,240
Website Maintenance	15,000	15,000	15,000	-	-	15,000	15,300	15,610	15,920	16,240
Project Costs	49,000	42,250	30,286	-	20,000	50,286	30,490	30,700	30,910	31,130
Internal Allocations	9,059	9,059	9,992	-	-	9,992	10,649	10,865	11,086	11,314
Operating - Other	4,540	1,441	4,750	-	-	4,750	4,840	4,930	5,020	5,110
TOTAL OPERATING COSTS	**87,599**	**77,750**	**75,028**	**-**	**20,000**	**95,028**	**76,579**	**77,715**	**78,856**	**80,034**
*Percentage Increase over prior year						8.5%	-19.4%	1.5%	1.5%	1.5%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	-	9,849	2,560	-	-	2,560	2,561	3,005	3,474	3,936
TOTAL COSTS	**87,599**	**87,599**	**77,588**	**-**	**20,000**	**97,588**	**79,140**	**80,720**	**82,330**	**83,970**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	(10,000)	(10,000)	-	-	(20,000)	(20,000)	-	-	-	-
Grants in Lieu of Taxes	(61)	(61)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
Other Income	(510)	(510)	(520)	-	-	(520)	(530)	(540)	(550)	(560)
TOTAL REVENUE	**(10,571)**	**(10,571)**	**(560)**	**-**	**(20,000)**	**(20,560)**	**(570)**	**(580)**	**(590)**	**(600)**
REQUISITION	**(77,028)**	**(77,028)**	**(77,028)**	**-**	**-**	**(77,028)**	**(78,570)**	**(80,140)**	**(81,740)**	**(83,370)**
*Percentage increase over prior year Requisition						0.0%	2.0%	2.0%	2.0%	2.0%

Reserve Schedule

Reserve Fund: 1.124 SSI Economic Development - Operating Reserve Fund - Bylaw 4243

To help offset fluctuations in operating revenues, special projects, and cover operational expenditures as required

Reserve Cash Flow

Fund: 1500 / **Fund Centre:** 105534	**Estimated**	**Budget**				
	2020	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance	31,284	31,553	14,113	16,674	19,679	23,153
Transfer from Ops Budget	9,849	2,560	2,561	3,005	3,474	3,936
Planned Purchase	(10,000)	(20,000)	-	-	-	-
Planned Maintenance Activity	Island Comeback	Phase 2: Regulatory Road Map				
Interest Income	420	-	-	-	-	-
Ending Balance $	**31,553**	**14,113**	**16,674**	**19,679**	**23,153**	**27,089**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

SSI Public Library

EAC Review

Service: 1.141 SSI Public Library **Committee:** Electoral Area

DEFINITION:

To establish a service for the purpose of contributing to the cost of maintaining, equipping and operating the Salt Spring Island Public Library service by Bylaw No. 2725 adopted November 1999 and amended December 2009.

SERVICE DESCRIPTION:

This service makes an annual contribution to the Salt Spring Island Public Library Association to provide public library service for Salt Spring Island Electoral Area. In recent years in response to a drive for a new library, the CRD has passed loan authorization bylaws – one for the purchase of land (2006), the other for construction of a building (2009). Both transactions are supported by referendums. SSI Library was grandfathered in being allowed to own its own library, but under provincial legislation cannot build or acquire a new building. The new library building construction, completed in 2013, is owned by the CRD, and was funded two thirds by federal/provincial infrastructure grants.

PARTICIPATION:

The Electoral Area of Salt Spring Island.

MAXIMUM LEVY:

Greater of $600,000 or $0.186 / $1,000 on actual assessed value of land and improvements. To a maximum of $818,945.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3308 (2005)	$ 600,000
AUTHORIZED:	LA Bylaw No. 3613 (2006)	2,100,000
BORROWED:	S.I. Bylaw No. 3308 (2006, 4.43%)	(350,000)
	S.I. Bylaw No. 3613 (2011, 3.25%)	(2,000,000)
	S.I. Bylaw No. 3613 (2013, 3.85%)	(100,000)
EXPIRED:	LA Bylaw No. 3308 (2005)	(250,000)
REMAINING AUTHORIZATION		$ -

FUNDING:

Requisition

1.141 - SSI Public Library	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Contribution to Library	418,730	418,730	425,850	-	-	425,850	434,370	443,060	451,920	460,960
Allocations	15,737	19,757	20,217	-	-	20,217	24,866	25,364	25,871	26,388
Insurance	5,910	5,910	5,840	-	-	5,840	5,960	6,080	6,210	6,340
Other Operating Expenses	16,530	4,240	9,788	-	-	9,788	9,950	10,118	10,288	10,460
Contingency	-	-	2,520	-	-	2,520	2,550	2,600	2,650	2,700
TOTAL OPERATING COSTS	**456,907**	**448,637**	**464,215**	**-**	**-**	**464,215**	**477,696**	**487,222**	**496,939**	**506,848**
*Percentage Increase over prior year						1.6%	2.9%	2.0%	2.0%	2.0%
DEBT / RESERVE										
Transfer to Capital Reserve Fund	6,500	14,770	-	-	-	-	15,000	15,000	15,000	15,000
MFA Principal Payment	122,355	122,355	122,355	-	-	122,355	104,876	104,876	104,876	104,876
MFA Interest Payment	74,975	74,975	74,975	-	-	74,975	68,850	68,850	68,850	68,850
MFA Debt Reserve Fund	660	660	730	-	-	730	730	730	730	730
TOTAL DEBT / RESERVE	**204,490**	**212,760**	**198,060**	**-**	**-**	**198,060**	**189,456**	**189,456**	**189,456**	**189,456**
TOTAL COSTS	**661,397**	**661,397**	**662,275**	**-**	**-**	**662,275**	**667,152**	**676,678**	**686,395**	**696,304**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(502)	(502)	(510)	-	-	(510)	(520)	(530)	(540)	(550)
MFA Debt reserve fund earnings	(660)	(660)	(730)	-	-	(730)	(730)	(730)	(730)	(730)
Other Income	-	-	(800)	-	-	(800)	(820)	(840)	(860)	(880)
TOTAL REVENUE	**(1,162)**	**(1,162)**	**(2,040)**	**-**	**-**	**(2,040)**	**(2,070)**	**(2,100)**	**(2,130)**	**(2,160)**
REQUISITION	**(660,235)**	**(660,235)**	**(660,235)**	**-**	**-**	**(660,235)**	**(665,082)**	**(674,578)**	**(684,265)**	**(694,144)**
*Percentage increase over prior year Requisition						0.0%	0.7%	1.4%	1.4%	1.4%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.141 SSI Public Library	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$80,000	$10,000	$0	$0	$0	$90,000
Equipment		$0	$0	$0	$0	$0	$0	$0
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$0	$0	$0	$0	$0
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$80,000**	**$10,000**	**$0**	**$0**	**$0**	**$90,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$50,000	$0	$0	$0	$0	$50,000
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$30,000	$10,000	$0	$0	$0	$40,000
		$0	**$80,000**	**$10,000**	**$0**	**$0**	**$0**	**$90,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.141
Service Name: SSI Public Library

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	New	Library Interior Renovation	Library Interior Renovation	$50,000	B	Grant	$0	$50,000	$0	$0	$0	$0	$50,000
21-02	New	Emergency Repairs	Unforseen Emergency Repairs	$10,000	B	Res	$0	$10,000	$0	$0	$0	$0	$10,000
21-03	New	Asset Management Plan	Asset Management Plan	$10,000	B	Res	$0	$10,000	$0	$0	$0	$0	$10,000
21-04	New	Roof Repairs	Resloping & Access Ladder	$20,000	B	Res	$0	$10,000	$10,000	$0	$0	$0	$20,000
			GRAND TOTAL	**$90,000**			**$0**	**$80,000**	**$10,000**	**$0**	**$0**	**$0**	**$90,000**

Reserve Schedule

Reserve Fund: 1.141 SSI Public Library - Capital Reserve Fund - Bylaw 3940

-Capital Reserve Fund for SSI Library was established in 2014 under Bylaw No. 3940.
-Surplus monies from the operation of the service may be paid from time to time into the reserve fund.
-Monies in the reserve fund will be used to provide for new capital works and extension or renewal of existing capital works, including the planning, study, design, construction of facilities, land acquisition, as well as machinery or equipment necessary for capital works and related debt servicing payments.

Reserve Cash Flow

Fund:	1084	Estimated	Budget				
Fund Centre:	102136	2020	2021	2022	2023	2024	2025
Beginning Balance		72,279	59,849	29,849	34,849	49,849	64,849
Transfer from Ops Budget		6,500	-	15,000	15,000	15,000	15,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(20,000)	(30,000)	(10,000)	-	-	-
Interest Income		1,070					
Ending Balance $		**59,849**	**29,849**	**34,849**	**49,849**	**64,849**	**79,849**

Assumptions/Backgrounds:

Building and capital reserve fund are new. Fund should be maintained at level required to pay for capital improvements and repairs.

CAPITAL REGIONAL DISTRICT

2021 Budget

SSI Street Lighting

EAC Review

Service: 1.234 **SSI Street Lighting** **Committee: Electoral Area**

DEFINITION:

To provide street lighting on Salt Spring Island.
Bylaw No. 3746, December 14, 2011.

PARTICIPATION:

Salt Spring Island Electoral Area # 65, 2(764).
Order in Council No. 444, September 16, 2011.

MAXIMUM LEVY:

Greater of $24,370 or $0.0075 / $1,000 on actual assessed value of land and improvements. To a maximum of $32,309.

FUNDING:

Requisition

1.234 - SSI Street Lighting	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Electricity	26,447	24,000	24,648	-	-	24,648	25,140	25,640	26,150	26,670
Allocations	1,257	1,257	1,347	-	-	1,347	1,413	1,441	1,470	1,499
Interest Expense	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	**27,704**	**25,257**	**25,995**	**-**	**-**	**25,995**	**26,553**	**27,081**	**27,620**	**28,169**
*Percentage Increase over prior year						-6.2%	2.1%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	2,447	(2,447)	-	-	(2,447)	-	-	-	-
Balance c/fwd from 2019 to 2020	(2,262)	(2,262)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(21)	(21)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Revenue - Other	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
TOTAL REVENUE	**(2,303)**	**144**	**(2,487)**	**-**	**-**	**(2,487)**	**(40)**	**(40)**	**(40)**	**(40)**
REQUISITION	**(25,401)**	**(25,401)**	**(23,508)**	**-**	**-**	**(23,508)**	**(26,513)**	**(27,041)**	**(27,580)**	**(28,129)**
*Percentage increase over prior year Requisition						-7.5%	12.8%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Fernwood Dock (SSI)

EAC Review

Service: 1.236 SSI Small Craft Harbour (Fernwood Dock) **Committee: Salt Spring Island Parks and Recreation**

DEFINITION:

A local service area to establish, acquire and operate a service of small craft harbour facilities.
Bylaw No. 3030, November 27, 2002.

SERVICE DESCRIPTION:

This is a service for funding and operating the Fernwood Dock, a small craft harbour facility on Salt Spring Island. This dock was divested to the CRD from the Department of Transportation in 2002. The Federal Government provided one-time funding of approximately $280,000 for dock rehabilitation. This service is administered by the Salt Spring Island Parks and Recreation Commission.

PARTICIPATION:

Salt Spring Island Electoral Area.

MAXIMUM LEVY:

Greater of $162,800 or $0.05 / $1,000 on hospital assessments for the Electoral Area of Salt Spring Island. To a maximum of $220,147.

COMMISSION:

Fernwood Dock Management Commission (Bylaw # 3030, Nov 2002, Amendment Bylaw # 3762, Feb 2011).
Salt Spring Island Parks and Recreation Commission (Bylaw 4293 No.1, 2019)

FUNDING:

Parcel Tax

1.236 - Fernwood Dock (SSI)	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Repairs & Maintenance	9,000	5,000	9,150	-	-	9,150	9,330	9,520	9,710	9,900
Insurance	3,276	3,276	3,244	-	-	3,244	3,310	3,370	3,430	3,490
Supplies	830	-	745	-	-	745	760	770	780	790
Allocations	3,925	3,925	3,846	-	-	3,846	3,663	3,737	3,813	3,890
Other Operating Expenses	2,320	1,652	2,158	-	-	2,158	2,190	2,230	2,270	2,310
TOTAL OPERATING COSTS	**19,351**	**13,853**	**19,143**	**-**	**-**	**19,143**	**19,253**	**19,627**	**20,003**	**20,380**
*Percentage Increase over prior year						-1.1%	0.6%	1.9%	1.9%	1.9%
CAPITAL / RESERVE										
Transfer to Capital Reserve Fund	12,103	17,601	12,310	-	-	12,310	12,560	12,810	13,070	13,330
TOTAL CAPITAL / RESERVE	**12,103**	**17,601**	**12,310**	**-**	**-**	**12,310**	**12,560**	**12,810**	**13,070**	**13,330**
TOTAL COSTS	**31,454**	**31,454**	**31,453**	**-**	**-**	**31,453**	**31,813**	**32,437**	**33,073**	**33,710**
FUNDING SOURCES (REVENUE)										
Interest Income	(130)	(130)	(130)	-	-	(130)	(130)	(130)	(130)	(130)
Grants in Lieu of Taxes	(41)	(41)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	**(171)**	**(171)**	**(170)**	**-**	**-**	**(170)**	**(170)**	**(170)**	**(170)**	**(170)**
REQUISITION - PARCEL TAX	**(31,283)**	**(31,283)**	**(31,283)**	**-**	**-**	**(31,283)**	**(31,643)**	**(32,267)**	**(32,903)**	**(33,540)**
*Percentage increase over prior year Requisition						0.0%	1.2%	2.0%	2.0%	1.9%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.236 SSI Small Craft Harbour (Fernwood Dock)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$0	$0	$0	$0	$0	$0
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$2,500	$5,500	$0	$191,500	$0	$0	$197,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$2,500	**$5,500**	**$0**	**$191,500**	**$0**	**$0**	**$197,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$0	$44,500	$0	$0	$44,500
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$2,500	$5,500	$0	$147,000	$0	$0	$152,500
		$2,500	**$5,500**	**$0**	**$191,500**	**$0**	**$0**	**$197,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.236
Service Name: SSI Small Craft Harbour (Fernwood Dock)

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-01	New	Ladders	Install 2 yellow laders for safe exiting of water (1 each side of float)	$2,500	S	Res	$2,500	$3,000	$0	$0	$0	$0	$3,000
21-01	Renewal	Rub Boards	Replace rub boards as identified in 2019 condition assessment	$2,500	S	Res	$0	$2,500	$0	$0	$0	$0	$2,500
22-01	New	Anticipated work from 2019 inspection	Replace and repair damaged sections	$147,000	S	Res	$0	$0	$0	$147,000	$0	$0	$147,000
22-01	Renewal	Anticipated work from 2019 inspection	Replace and repair damaged sections	$44,500	S	Grant	$0	$0	$0	$44,500	$0	$0	$44,500
			GRAND TOTAL	**$196,500**			**$2,500**	**$5,500**	**$0**	**$191,500**	**$0**	**$0**	**$197,000**

Service: 1.236 **SSI Small Craft Harbour (Fernwood Dock)**

Proj. No.	20-01	**Capital Project Title**	Ladders	**Capital Project Description**	Install 2 yellow laders for safe exiting of water (1 each side of float)
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Installation of safety ladders as recommended in 2019 assessment report*				

Proj. No.	21-01	**Capital Project Title**	Rub Boards	**Capital Project Description**	Replace rub boards as identified in 2019 condition assessment
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Replacement of rub boards as recommended in 2019 assessment report*				

Proj. No.	22-01	**Capital Project Title**	Anticipated work from 2019 inspection	**Capital Project Description**	Replace and repair damaged sections
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Anticipated work from 2019 condition assessment report*				

Reserve Schedule

Reserve Fund: 1.236 Fernwood Dock (SSI) - Capital Reserve Fund

Bylaw 3808

Reserve Cash Flow

Fund:	1080	Estimated	Budget				
Fund Centre:	102111	2020	2021	2022	2023	2024	2025
Beginning Balance		146,911	158,744	165,554	178,114	43,924	56,994
Transfer from Ops Budget		12,103	12,310	12,560	12,810	13,070	13,330
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(2,500)	(5,500)	-	(147,000)	-	-
Interest Income		2,230	-	-	-	-	-
Ending Balance $		**158,744**	**165,554**	**178,114**	**43,924**	**56,994**	**70,324**

Assumptions/Background:

Require sufficient funds to replace dock within X years.

CAPITAL REGIONAL DISTRICT

2021 Budget

Community Transit (SSI)

EAC Review

Service: **1.238 SSI Community Transit & Transportation** **Commission: SSI Community Transit & Transportation**
1.238A Community Transit (SSI)

SERVICE DESCRIPTION:

Established by Bylaw #3438 the Salt Spring Island Transit and Transportation Service provides a public transportation system on Salt Spring Island, carries out transportation studies, provides for the construction, installation, maintenance and regulation of sidewalks and bicycle paths, parking facilities, pedestrian and safety and traffic calming facilities and implements transportation demand management programs.

PARTICIPATION:

The Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of $245,000 or $0.076 / $1,000 on actual assessed value of land and improvements. To a maximum of $334,623.

COMMISSION:

Salt Spring Island Community Transit & Transportation Commission.

FUNDING:

The transit service is funded by Transit Fare Revenue and requisition.

Change in Budget 2020 to 2021

Service: 1.238A SSI Transit	**Total Expenditure**	**Comments**
2020 Budget	**462,938**	
Change in Salaries:		
Base salary change	-	Inclusive of estimated collective agreement changes
Step increase/paygrade change	-	
Other (explain as necessary)	-	
Total Change in Salaries	-	
Other Changes:		
Contract for Services	28,516	Increased service on Salt Spring Island
Other	670	
	-	
Total Other Changes	29,186	
2021 Budget	**492,124**	
% expense increase from 2020:	***6.3%***	
% Requisition increase from 2020 (if applicable):	***3.7%***	*Requisition funding is 51% of service revenue*

Overall 2020 Budget Performance
(expected variance to budget and surplus treatment)

Lower transit revenues have required a transfer in from ORF of $121k, cancellation of CRF transfer.

1.238A - Community Transit (SSI)	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Gross Municipal Obligation	431,572	352,572	444,913	15,175	-	460,088	539,633	595,810	607,727	619,881
Allocations	21,496	21,536	21,216	-	-	21,216	23,661	24,134	24,617	25,109
Other Operating Expenses	870	870	820	-	-	820	830	840	850	860
TOTAL OPERATING COSTS	**453,938**	**374,978**	**466,949**	**15,175**	**-**	**482,124**	**564,124**	**620,784**	**633,194**	**645,850**
*Percentage Increase over prior year						6.2%	17.0%	10.0%	2.0%	2.0%
CAPITAL / RESERVES										
Transfer to Capital Reserve Fund	9,000	-	10,000	-	-	10,000	10,000	5,000	5,000	5,000
TOTAL CAPITAL / RESERVES	**9,000**	**-**	**10,000**	**-**	**-**	**10,000**	**10,000**	**5,000**	**5,000**	**5,000**
TOTAL COSTS	**462,938**	**374,978**	**476,949**	**15,175**	**-**	**492,124**	**574,124**	**625,784**	**638,194**	**650,850**
FUNDING SOURCES (REVENUE)										
Transit Pass Revenue	(220,009)	(100,000)	(218,374)	(6,460)	-	(224,834)	(263,021)	(283,066)	(268,282)	(273,647)
Other Income	(500)	(500)	(510)	-	-	(510)	(520)	(530)	(540)	(550)
Grants in Lieu of Taxes	(176)	(176)	(160)	-	-	(160)	(160)	(160)	(160)	(160)
Transfer from Operating Reserve Fund	(10,000)	(42,049)	(25,773)	-	-	(25,773)	(50,308)	(55,902)	(54,473)	(41,870)
TOTAL REVENUE	**(230,685)**	**(142,725)**	**(244,817)**	**(6,460)**	**-**	**(251,277)**	**(314,009)**	**(339,658)**	**(323,455)**	**(316,227)**
REQUISITION	**(232,253)**	**(232,253)**	**(232,132)**	**(8,715)**	**-**	**(240,847)**	**(260,115)**	**(286,126)**	**(314,739)**	**(334,623)**
*Percentage increase over prior year Requisition						3.7%	8.0%	10.0%	10.0%	6.3%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.238A Community Transit (SSI)		Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE									
Buildings		B	$0	$0	$0	$0	$0	$0	$0
Equipment		E	$0	$0	$0	$0	$0	$0	$0
Land		L	$0	$0	$0	$0	$0	$0	$0
Engineered Structures		S	$0	$45,000	$0	$0	$0	$0	$45,000
Vehicles		V	$0	$0	$15,000	$0	$0	$0	$15,000
			$0	**$45,000**	**$15,000**	**$0**	**$0**	**$0**	**$60,000**
SOURCE OF FUNDS									
Capital Funds on Hand		Cap	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		Debt	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		ERF	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		Grant	$0	$5,000	$0	$0	$0	$0	$5,000
Donations / Third Party Funding		Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund		Res	$0	$40,000	$15,000	$0	$0	$0	$55,000
			$0	**$45,000**	**$15,000**	**$0**	**$0**	**$0**	**$60,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.238A
Service Name: Community Transit (SSI)

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	New	Bus Shelter	Bus shelters	$45,000	S	Res	$0	$40,000	$0	$0	$0	$0	$40,000
18-01	New	Bus Shelter	Bus shelters	$0	S	Grant	$0	$5,000	$0	$0	$0	$0	$5,000
21-01	Study	Referendum - Transit Expansion	Referendum - Transit Expansion	$15,000	V	Res	$0	$0	$15,000	$0	$0	$0	$15,000
			GRAND TOTAL	**$60,000**			**$0**	**$45,000**	**$15,000**	**$0**	**$0**	**$0**	**$60,000**

Service: **1.238A** **Community Transit (SSI)**

Proj. No.	18-01	**Capital Project Title**	Bus Shelter	**Capital Project Description**	Bus shelters
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Design build public art inpsired bus shelters*				

Proj. No.	21-01	**Capital Project Title**	Referendum - Transit Expansion	**Capital Project Description**	Referendum - Transit Expansion
Asset Class	V	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Referendum to increase maximum requisition to fund future transit expansion plans.*				

Community Transit (SSI)
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	235,223	209,450	159,142	103,240	48,767	6,897
Capital Reserve Fund	43,330	13,330	8,330	13,330	18,330	23,330
Total	**278,553**	**222,780**	**167,472**	**116,570**	**67,097**	**30,227**

Reserve Schedule

Reserve Fund: 1.238 SSI Transit - Operating Reserve Fund

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105409	2020	2021	2022	2023	2024	2025
Beginning Balance		273,132	235,223	209,450	159,142	103,240	48,767
Expenditure		(42,049)	(25,773)	(50,308)	(55,902)	(54,473)	(41,870)
Interest Income		4,140					
Ending Balance $		**235,223**	**209,450**	**159,142**	**103,240**	**48,767**	**6,897**

Assumptions/Background:

To fund service expansions & bus leasing costs

Reserve Schedule

Reserve Fund: SSI Transit - Capital Reserve Fund - Bylaw 4214

Monies in the reserve fund will be used to provide for new capital works and extension or renewal of existing capital works, including the planning, study, design, construction of facilities, land acquisition, as well as machinery or equipment necessary for capitalworks and related debt servicing payments.

Reserve Cash Flow

Fund:	**1091**	**Estimated**	**Budget**				
Fund Centre:	**102201**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		42,680	43,330	13,330	8,330	13,330	18,330
Transfer from Ops Budget		-	10,000	10,000	5,000	5,000	5,000
Planned Purchase		-	(40,000)	(15,000)	-	-	-
Interest Income		650					
Ending Balance $		**43,330**	**13,330**	**8,330**	**13,330**	**18,330**	**23,330**

Assumptions/Background:

Capital Reserve Fund for new capital works, extension or renewal of capital works, planning, study, design, construction of facilties, land acquisition as well as machinery or equipmnent necessary for capital works and related dept servicing.

CAPITAL REGIONAL DISTRICT

2021 Budget

Community Transportation (SSI)

EAC Review

Service: **1.238 SSI Community Transit & Transportation** **Commission: SSI Community Transit & Transportation**
1.238B Community Transportation (SSI)

SERVICE DESCRIPTION:

Established by Bylaw #3438 the Salt Spring Island Transit and Transportation Service provides a public transportation system on Salt Spring Island, carries out transportation studies, provides for the construction, installation, maintenance and regulation of sidewalks and bicycle paths, parking facilities, pedestrian and safety and traffic calming facilities and implements transportation demand management programs.

PARTICIPATION:

The Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of $146,250 or $0.044 / $1,000 on actual assesses value of land and improvements. To a maximum of $193,729.

COMMISSION:

Salt Spring Island Community Transit & Transportation Commission.

FUNDING:

Requisition

1.238B - Community Transportation (SSI)	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Contract for Services	5,000	2,000	-	-	-	-	-	-	-	-
Pathway Maintenance	6,000	-	6,000	-	-	6,000	6,000	6,000	6,000	6,000
Allocations	60,691	60,691	59,637	-	-	59,637	58,873	60,095	61,344	62,621
Other Operating Expenses	1,590	9,905	9,628	-	-	9,628	9,828	10,034	10,244	10,457
TOTAL OPERATING COSTS	**73,281**	**72,596**	**75,265**	**-**	**-**	**75,265**	**74,701**	**76,129**	**77,588**	**79,078**
*Percentage Increase over prior year						2.7%	-0.7%	1.9%	1.9%	1.9%
CAPITAL / RESERVE										
Transfer to Capital Reserve Fund	90,350	91,035	91,117	-	-	91,117	89,000	83,000	69,000	56,000
Transfer to Operating Reserve Fund	5,000	5,000	5,000	-	-	5,000	5,000	-	-	-
Debt Servicing Costs	-	-	-	-	-	-	4,850	18,315	33,680	49,045
TOTAL CAPITAL / RESERVES	**95,350**	**96,035**	**96,117**	**-**	**-**	**96,117**	**98,850**	**101,315**	**102,680**	**105,045**
TOTAL COSTS	**168,631**	**168,631**	**171,382**	**-**	**-**	**171,382**	**173,551**	**177,444**	**180,268**	**184,123**
OPERATING COSTS	**168,631**	**168,631**	**171,382**	**-**	**-**	**171,382**	**173,551**	**177,444**	**180,268**	**184,123**
FUNDING SOURCES (REVENUE)										
Other Income	(1,000)	(1,000)	(1,020)	-	-	(1,020)	(1,040)	(1,060)	(1,080)	(1,100)
Grants in Lieu of Taxes	(135)	(135)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
TOTAL REVENUE	**(1,135)**	**(1,135)**	**(1,330)**	**-**	**-**	**(1,330)**	**(1,360)**	**(1,390)**	**(1,420)**	**(1,450)**
REQUISITION	**(167,496)**	**(167,496)**	**(170,052)**	**-**	**-**	**(170,052)**	**(172,191)**	**(176,054)**	**(178,848)**	**(182,673)**
*Percentage increase over prior year Requisition						1.5%	1.3%	2.2%	1.6%	2.1%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.238B Community Transportation (SSI)		Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE									
Buildings		B	$0	$0	$0	$0	$0	$0	$0
Equipment		E	$0	$0	$0	$0	$0	$0	$0
Land		L	$0	$0	$0	$0	$0	$0	$0
Engineered Structures		S	$700,000	$760,000	$265,000	$240,000	$240,000	$240,000	$1,745,000
Vehicles		V	$0	$0	$0	$0	$0	$0	$0
			$700,000	**$760,000**	**$265,000**	**$240,000**	**$240,000**	**$240,000**	**$1,745,000**
SOURCE OF FUNDS									
Capital Funds on Hand		Cap	$210,000	$210,000	$0	$0	$0	$0	$210,000
Debenture Debt (New Debt Only)		Debt	$0	$0	$200,000	$200,000	$200,000	$200,000	$800,000
Equipment Replacement Fund		ERF	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		Grant	$490,000	$490,000	$0	$0	$0	$0	$490,000
Donations / Third Party Funding		Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund		Res	$0	$60,000	$65,000	$40,000	$40,000	$40,000	$245,000
			$700,000	**$760,000**	**$265,000**	**$240,000**	**$240,000**	**$240,000**	**$1,745,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.238B
Service Name: Community Transportation (SSI)

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-01	New	Pathway Booth Canal to Vesuvius - Phase 2	Pathway Booth Canal to Vesuvius - Phase 2	$210,000	S	Cap	$210,000	$210,000	$0	$0	$0	$0	$210,000
20-01	New	Pathway Booth Canal to Vesuvius - Phase 2	Pathway Booth Canal to Vesuvius - Phase 2	$490,000	S	Grant	$490,000	$490,000	$0	$0	$0	$0	$490,000
21-01	new	2021 Annual Pathway Detailed Design and Permiting Program	Develop a long term stragety and program to design and construct pathway networks on SSI. Carry out first annual program to develop detailed design and obtain permits and regulatory approvals for pathway project for construction the following year	$60,000	S	Res	$0	$60,000	$0	$0	$0	$0	$60,000
22-01	New	Referendum or Alternative Approval Process - Funding for Future Projects	Referendum - annual pathway network construction	$15,000	S	Res	$0	$0	$15,000	$0	$0	$0	$15,000
22-02	New	Public Engagement for Future Projects	Public Engagement - annual pathway network construction	$10,000	S	Res	$0	$0	$10,000	$0	$0	$0	$10,000
22-03	new	2022 Construction Program for Pathway Network on SSI	Construction of pathway network sections that has been designed in the previous year	$200,000	S	Debt	$0	$0	$200,000	$0	$0	$0	$200,000
22-04	new	2022 Annual Pathway Detailed Design and Permiting Program	Annual program to develop detailed design and obtain permits and regulatory approvals for pathway project for the next year	$40,000	S	Res	$0	$0	$40,000	$0	$0	$0	$40,000
23-01	new	2023 Construction Program for Pathway Network on SSI	Construction of pathway network sections that has been designed in the previous year	$200,000	S	Debt	$0	$0	$0	$200,000	$0	$0	$200,000
23-02	new	2023 Annual Pathway Detailed Design and Permiting Program	Annual program to develop detailed design and obtain permits and regulatory approvals for pathway project for the next year	$40,000	S	Res	$0	$0	$0	$40,000	$0	$0	$40,000
24-01	new	2024 Construction Program for Pathway Network on SSI	Construction of pathway network sections that has been designed in the previous year	$200,000	S	Debt	$0	$0	$0	$0	$200,000	$0	$200,000
24-02	new	2024 Annual Pathway Detailed Design and Permiting Program	Annual program to develop detailed design and obtain permits and regulatory approvals for pathway project for the next year	$40,000	S	Res	$0	$0	$0	$0	$40,000	$0	$40,000
25-01	new	2025 Construction Program for Pathway Network on SSI	Construction of pathway network sections that has been designed in the previous year	$200,000	S	Debt	$0	$0	$0	$0	$0	$200,000	$200,000
25-02	new	2025 Annual Pathway Detailed Design and Permiting Program	Annual program to develop detailed design and obtain permits and regulatory approvals for pathway project for the next year	$40,000	S	Res	$0	$0	$0	$0	$0	$40,000	$40,000
			GRAND TOTAL	$1,745,000			$700,000	$760,000	$265,000	$240,000	$240,000	$240,000	$1,745,000

Service: **1.238B** **Community Transportation (SSI)**

Proj. No.	20-01	**Capital Project Title**	Pathway Booth Canal to Vesuvius - Phase 2	**Capital Project Description**	Pathway Booth Canal to Vesuvius - Phase 2
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Complete second phase of Booth Canal to Vesuvius Pathway project. Contingent on electorate approval*				

Proj. No.	21-01	**Capital Project Title**	2021 Annual Pathway Detailed Design and Permiting Program	**Capital Project Description**	Develop a long term stragety and program to design and construct pathway networks on SSI. Carry out first annual program to develop detailed design and obtain permits and regulatory approvals for pathway project for construction the following year
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	22-01	**Capital Project Title**	Referendum or Alternative Approval Process - Funding for Future Projects	**Capital Project Description**	Referendum - annual pathway network construction
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	22-02	**Capital Project Title**	Public Engagement for Future Projects	**Capital Project Description**	Public Engagement - annual pathway network construction
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	22-03	**Capital Project Title**	2022 Construction Program for Pathway Network on SSI	**Capital Project Description**	Construction of pathway network sections that has been designed in the previous year
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	22-04	**Capital Project Title**	2022 Annual Pathway Detailed Design and Permiting Program	**Capital Project Description**	Annual program to develop detailed design and obtain permits and regulatory approvals for pathway project for the next year
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	23-01	**Capital Project Title**	2023 Construction Program for Pathway Network on SSI	**Capital Project Description**	Construction of pathway network sections that has been designed in the previous year
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	23-02	**Capital Project Title**	2023 Annual Pathway Detailed Design and Permiting Program	**Capital Project Description**	Annual program to develop detailed design and obtain permits and regulatory approvals for pathway project for the next year
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	24-01	**Capital Project Title**	2024 Construction Program for Pathway Network on SSI	**Capital Project Description**	Construction of pathway network sections that has been designed in the previous year
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	24-02	**Capital Project Title**	2024 Annual Pathway Detailed Design and Permiting Program	**Capital Project Description**	Annual program to develop detailed design and obtain permits and regulatory approvals for pathway project for the next year
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	25-01	**Capital Project Title**	2025 Construction Program for Pathway Network on SSI	**Capital Project Description**	Construction of pathway network sections that has been designed in the previous year
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	25-02	**Capital Project Title**	2025 Annual Pathway Detailed Design and Permiting Program	**Capital Project Description**	Annual program to develop detailed design and obtain permits and regulatory approvals for pathway project for the next year
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Community Transportation (SSI)
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	10,080	15,080	20,080	20,080	20,080	20,080
Pathways CRF	20,455	51,572	75,572	118,572	147,572	163,572
Sidewalks CRF	26,926	26,926	26,926	26,926	26,926	26,926
North Ganges Transportation Plan	12,773	12,773	12,773	12,773	12,773	12,773
Total	**70,234**	**106,351**	**135,351**	**178,351**	**207,351**	**223,351**

Reserve Schedule

Reserve Fund: 1.238B Transportation (SSI) - Operating Reserve Fund - Bylaw 4146

For non-recurring repairs and maintenance on paths and trails

Reserve Cash Flow

Fund:	**1500**	**Estimated**	**Budget**				
Fund Centre:	**105539**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		5,000	10,080	15,080	20,080	20,080	20,080
Transfer from Ops Budget		5,000	5,000	5,000	-	-	-
Interest Income		80					
Ending Balance $		**10,080**	**15,080**	**20,080**	**20,080**	**20,080**	**20,080**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.238B Transit (SSI) - Capital Reserve Fund - Bylaw 3943

For Pathway and Bike Lane infrastructure

Reserve Cash Flow

Fund:	**1086**	**Estimated**	**Budget**				
Fund Centre:	**102142**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		187,265	20,455	51,572	75,572	118,572	147,572
Transfer from Ops Budget		40,350	91,117	89,000	83,000	69,000	56,000
Planned Purchase		(210,000)	(60,000)	(65,000)	(40,000)	(40,000)	(40,000)
Interest Income		2,840					
Ending Balance $		**20,455**	**51,572**	**75,572**	**118,572**	**147,572**	**163,572**

Assumptions/Background:

Fund balance to provide for capital expenditures for or in respect of capital projects, land, machinery or equipment for them and extension or renewal of existing capital works and related debt servcing payments. Should allow for CRD to participate in partnership with Island Pathways on planned projects

Reserve Schedule

Reserve Fund: 1.238B Transit (SSI) - Capital Reserve Fund

Bylaw 3943

Reserve Cash Flow

Fund:	**1086**	**Estimated**	**Budget**				
Fund Centre:	**102147**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		26,526	26,926	26,926	26,926	26,926	26,926
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income		400					
Ending Balance $		**26,926**	**26,926**	**26,926**	**26,926**	**26,926**	**26,926**

Assumptions/Background:

Funds received from property owners for sidewalks infront of their properties
100 Rainbow Road $16,000; 127 Rainbow Road $4,900; 125 Rainbow Road $4,900

Reserve Schedule

Reserve Fund: 1.238B Transit (SSI) - Capital Reserve Fund

Bylaw 3943

Reserve Cash Flow

Fund:	1086	Estimated	Budget				
Fund Centre:	102148	2020	2021	2022	2023	2024	2025
Beginning Balance		1,180,373	12,773	12,773	12,773	12,773	12,773
Transfer from Ops Budget		50,000	-	-	-	-	-
Planned Purchase		(365,000)	-	-	-	-	-
Amended Planned Purchase		(870,500)	-	-	-	-	-
Interest Income		17,900					
Ending Balance $		12,773	12,773	12,773	12,773	12,773	12,773

Assumptions/Background:

$250,000 per year transferred from requisition in accordance with Bylaw 3956 (four years 2015-2018)

CAPITAL REGIONAL DISTRICT

2021 Budget

Salt Spring Island Arts

EAC Review

Service: 1.299 SSI Arts **Committee: Electoral Area**

DEFINITION:

To establish a service for the purpose of contributing to the cost of maintaining, equipping and operating the ArtSpring Theatre and contributing to arts programming through the Gulf Islands Community Arts Council (Bylaw No. 3116, January 29, 2004).

SERVICE DESCRIPTION:

This is a service for the contribution to the operation of the ArtSpring Theatre and the arts programs on Salt Spring Island. ArtSpring Theatre is operated by the Island Arts Centre Society. The arts programs are run by the Gulf Islands Community Arts Council. The CRD owns the land that the ArtSpring Theatre is situated on and there is a 10 year license of occupation with the Island Arts Society. Funds provided to ArtSpring Theatre are for maintaining, equipping and operating the facility. Funds provided to the Community Arts Council are for arts programming.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of $93,050 or $0.031 / $1,000 on actual assessed value of land and improvements. To a maximum of $136,491.

FUNDING:

Requisition

1.299 - Salt Spring Island Arts	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Art Centre Society	79,934	79,934	81,130	-	-	81,130	82,348	83,580	85,253	86,961
Gulf Islands Community Arts Council	34,257	34,257	34,770	-	-	34,770	35,292	35,820	36,537	37,269
Allocations	1,957	1,957	2,377	-	-	2,377	2,373	2,421	2,469	2,519
Other Operating Expenses	200	200	200	-	-	200	200	200	200	200
TOTAL COSTS	**116,348**	**116,348**	**118,477**	**-**	**-**	**118,477**	**120,213**	**122,021**	**124,459**	**126,949**
*Percentage Increase over prior year						1.8%	1.5%	1.5%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(267)	(267)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(76)	(76)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
Revenue - Other	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	**(343)**	**(343)**	**(70)**	**-**	**-**	**(70)**	**(70)**	**(70)**	**(70)**	**(70)**
REQUISITION	**(116,005)**	**(116,005)**	**(118,407)**	**-**	**-**	**(118,407)**	**(120,143)**	**(121,951)**	**(124,389)**	**(126,879)**
*Percentage increase over prior year Requisition						2.1%	1.5%	1.5%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

SSI Building Numbering

EAC Review

Service: 1.316 SSI Building Numbering **Committee: Electoral Area**

DEFINITION:

To provide the extended service of numbering of buildings within the Electoral Area of Salt Spring Island.
Bylaw No. 2082, adopted February 1993.

SERVICE DESCRIPTION:

Implementation and maintenance of a building numbering system with corresponding notification and mapped integration with departmental operations and emergency services.

PARTICIPATION:

The Electoral Area of Salt Spring Island.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

1.316 - SSI Building Numbering	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Building Inspection	8,636	8,636	8,916	-	-	8,916	9,094	9,276	9,462	9,651
Allocations	573	573	514	-	-	514	471	480	490	499
Other Operating Expenses	20	20	20	-	-	20	20	20	20	20
TOTAL COSTS	**9,229**	**9,229**	**9,450**	**-**	**-**	**9,450**	**9,585**	**9,776**	**9,972**	**10,170**
*Percentage Increase over prior year						2.4%	1.4%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	57	57	-	-	-	-	-	-	-	-
Other Revenue	(20)	(20)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	**37**	**37**	**(30)**	**-**	**-**	**(30)**	**(30)**	**(30)**	**(30)**	**(30)**
REQUISITION	**(9,266)**	**(9,266)**	**(9,420)**	**-**	**-**	**(9,420)**	**(9,555)**	**(9,746)**	**(9,942)**	**(10,140)**
*Percentage increase over prior year Requisition						1.7%	1.4%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

SSI Emergency Program

EAC Review

Service: 1.371 SSI Emergency Program **Committee: Electoral Area**

DEFINITION:

To provide an Emergency Program as an Extended Service in preparation for emergencies.
Establishment Bylaw No. 2084 (December 16, 1992). Bylaw No. 2094 (February 1993), establishes the mode of operation and administration of the program.
Bylaw No. 2204 (April 27, 1994) and Bylaw No. 2205 (April 27, 1994) repeal and replace Bylaws 2084 and 2094 respectively.
Bylaw No. 2486 (March 26, 1997) establishes guidelines for the operation and administration of the SSI Program and repeals Bylaw No. 2205.
Order in Council #287 provides the CRD with the same powers as a local authority under the Emergency Program Act.

SERVICE DESCRIPTION:

Governed by Bylaw #3446, this service provides planning and management of community disaster emergency response and recovery plans for the communities of Salt Spring Island Electoral Area. The service was started in 1992 in response to the *Provincial Emergency Program Act*.

The Planning and Protective Services department has administrative responsibility for the service and the Manager of Electoral Area Fire and Emergency Programs has immediate operational responsibility.

PARTICIPATION:

The service and participating area shall be coterminous with that of the Salt Spring Island Electoral Area.

LEVY:

The cost of providing the service established shall be recovered by requisition of money under Section 809.1 of the Municipal Act to be collected by a property value tax to be levied and collected under Section 810.1 of the Municipal Act.

FUNDING:

Requisition

1.371 - SSI Emergency Program	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Travel Expense	1,270	1,500	1,500	-	-	1,500	1,530	1,560	1,590	1,620
Contract for Services	62,190	62,190	76,969	-	3,000	79,969	76,969	76,969	76,969	76,969
Neighbourhood Program	8,890	4,350	4,400	-	-	4,400	4,490	4,580	4,670	4,760
Emergency Social Services	5,100	2,013	100	-	-	100	100	100	100	100
Building Rent	10,190	10,190	17,100	-	-	17,100	17,440	17,790	18,150	18,510
Staff Training & Development	2,000	1,000	2,000	-	-	2,000	2,040	2,080	2,120	2,160
Supplies	2,880	5,250	5,250	-	-	5,250	5,360	5,470	5,580	5,700
Allocations	3,935	3,935	4,821	-	-	4,821	5,691	5,805	5,921	6,040
Other Operating Expenses	15,140	13,570	15,960	-	2,000	17,960	16,270	16,590	16,910	17,230
TOTAL OPERATING COSTS	**111,595**	**103,998**	**128,100**	**-**	**5,000**	**133,100**	**129,890**	**130,944**	**132,010**	**133,089**
*Percentage Increase over prior year						19.3%	-2.4%	0.8%	0.8%	0.8%
CAPITAL / RESERVES										
Transfer to Operating Reserve Fund	-	7,497	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	**-**	**7,497**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
TOTAL COSTS	**111,595**	**111,495**	**128,100**	**-**	**5,000**	**133,100**	**129,890**	**130,944**	**132,010**	**133,089**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve	-	-	-	-	(5,000)	(5,000)	-	-	-	-
Grants in Lieu of Taxes	(87)	(87)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
Revenue - Other	(200)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(287)**	**(187)**	**(180)**	**-**	**(5,000)**	**(5,180)**	**(180)**	**(180)**	**(180)**	**(180)**
REQUISITION	**(111,308)**	**(111,308)**	**(127,920)**	**-**	**-**	**(127,920)**	**(129,710)**	**(130,764)**	**(131,830)**	**(132,909)**
*Percentage increase over prior year Requisition						14.9%	1.4%	0.8%	0.8%	0.8%

SSI Emergency Program
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	41,769	41,769	41,769	41,769	41,769	41,769
Operating Reserve Fund	23,539	18,539	18,539	18,539	18,539	18,539
Equipment Replacement Fund	3,452	3,452	3,452	3,452	3,452	3,452
Total	**68,760**	**63,760**	**63,760**	**63,760**	**63,760**	**63,760**

Reserve Schedule

Reserve Fund: 1.371 SSI Emergency Program - Capital Reserve Fund

Bylaw 3389

Reserve Cash Flow

Fund:	1073	Estimated	Budget				
Fund Centre:	101949	2020	2021	2022	2023	2024	2025
Beginning Balance		41,149	41,769	41,769	41,769	41,769	41,769
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		620	-	-	-	-	-
Ending Balance $		**41,769**	**41,769**	**41,769**	**41,769**	**41,769**	**41,769**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.371 SSI Emergency Program - Operating Reserve Fund

.

Bylaw 4146

Reserve Cash Flow

Fund:	**1500**	**Estimated**	**Budget**				
Fund Centre:	**105402**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		23,189	23,539	18,539	18,539	18,539	18,539
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget		-	(5,000)	-	-	-	-
Interest Income		350	-	-	-	-	-
Ending Balance $		**23,539**	**18,539**	**18,539**	**18,539**	**18,539**	**18,539**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.371 SSI Emergency Program - Equipment Replacement Fund

.

ERF Group: SSIEMERG.ERF

Reserve Cash Flow

Fund:	**1022**	**Estimated**	**Budget**				
Fund Centre:	**101437**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		4,161	3,452	3,452	3,452	3,452	3,452
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		(709)	-	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**3,452**	**3,452**	**3,452**	**3,452**	**3,452**	**3,452**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

SSI Search and Rescue

EAC Review

Service: 1.378 SSI Search and Rescue **Committee: Electoral Area Services**

DEFINITION:

To establish a contribution to a search and rescue service in the Salt Spring Island Electoral Area.
Establishment Bylaw No. 3494 (Nov. 14, 2007).

SERVICE DESCRIPTION:

Governed by Bylaw #3494, the service provides cost coverage for overhead expenses for the Salt Spring Island Search and Rescue Society.

The CRD has no operational responsibility beyond payment for overhead.

PARTICIPATION:

The Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of $15,000 or $0.0053 / $1,000 on actual assessed value of land and improvements. To a maximum of $23,336.

FUNDING:

Requisition

1.378 - SSI Search and Rescue	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Transfers to SSI SAR Society	23,054	23,054	22,113	-	-	22,113	22,194	22,169	22,144	22,118
Allocations	1,298	1,298	1,323	-	-	1,323	1,242	1,267	1,292	1,318
TOTAL COSTS	**24,352**	**24,352**	**23,436**	**-**	**-**	**23,436**	**23,436**	**23,436**	**23,436**	**23,436**
*Percentage Increase over prior year						-3.8%	0.0%	0.0%	0.0%	0.0%
FUNDING SOURCES (REVENUE)										
Balance c/fwd from 2019 to 2020	(2,220)	(2,220)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(18)	(18)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Revenue - Other	(80)	(80)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
TOTAL REVENUE	**(2,318)**	**(2,318)**	**(100)**	**-**	**-**	**(100)**	**(100)**	**(100)**	**(100)**	**(100)**
REQUISITION	**(22,034)**	**(22,034)**	**(23,336)**	**-**	**-**	**(23,336)**	**(23,336)**	**(23,336)**	**(23,336)**	**(23,336)**
*Percentage increase over prior year Requisition						5.9%	0.0%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Salt Spring Island - Community Parks

EAC Review

Service: **1.455** **SSI Community Parks** **Committee: Salt Spring Island Parks and Recreation**

DEFINITION:

Supplementary Letters Patent - August, 1975 grants the power of acquiring, developing, operating and maintaining community parks.
Bylaw No. 245 (Nov. 26, 1975); amended by Bylaw No. 461 (March 8, 1978) to add Salt Spring Island as a participant.

SERVICE DESCRIPTION:

This is a service for the provision of, parks, trails, Saturday market, disc golf course and playgrounds on Salt Spring Island.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of $498,297 or $0.15 / $1,000 on actual assessed value of land and improvements. To a maximum of $660,440.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Salt Spring Island Parks and Recreation Advisory Commission
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area.
Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

FUNDING:

Requisition

Change in Budget 2020 to 2021

Service: 1.455 SSI Parks	**Total Expenditure**	**Comments**
2020 Budget	**856,149**	
Change in Salaries:		
Base salary change	11,609	Inclusive of estimated collective agreement changes
Other (explain as necessary)	(14,116)	Decrease of OT and Auxiliary budgets
Total Change in Salaries	(2,507)	
Other Changes:		
Internal Allocations	40,896	Standard OH, HR, SSI PARC Admin
Labour Consumption	20,114	24k Bylaw, (4k) Parks Maintenance Workers
Reserve Transfers	5,000	Transfer to CRF
Other	(2,482)	
Total Other Changes	63,528	
2021 Budget	**919,677**	
% expense increase from 2020:	***7.4%***	
% Requisition increase from 2020 (if applicable):	***9.9%***	*Requisition funding is 75% of service revenue*

Overall 2020 Budget Performance
(expected variance to budget and surplus treatment)

Minor deficit to be covered by removal of $5k ERF transfers. Higher parks maintenance labour along with relatively stable salary costs, and lower rental income have resulted in minor deficit for service.

1.455 - Salt Spring Island Recreation - Community Parks	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Salaries	432,537	333,495	430,030	-	-	430,030	431,565	440,811	450,251	459,899
Maintenance, Security & Insurance	43,405	46,308	43,920	-	-	43,920	44,810	45,710	46,630	47,570
Internal Allocations	76,587	76,587	117,483	-	-	117,483	128,164	129,489	130,838	132,197
Utilities & Operating - Supplies	33,550	34,533	35,070	-	-	35,070	35,740	36,420	37,110	37,840
Contract for Services	35,500	23,000	33,100	-	-	33,100	33,760	34,430	35,110	35,800
Travel - Vehicles	17,500	17,500	17,800	-	-	17,800	18,160	18,520	18,890	19,270
Parks Maintenance Labour	190,304	208,436	186,207	-	-	186,207	189,929	193,730	197,602	201,555
Bylaw Labour	21,766	34,500	34,827	11,150	-	45,977	46,268	47,144	48,059	48,989
TOTAL OPERATING COSTS	**851,149**	**774,359**	**898,437**	**11,150**	**-**	**909,587**	**928,396**	**946,254**	**964,490**	**983,120**
*Percentage Increase						6.9%	2.1%	1.9%	1.9%	1.9%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	5,000	-	5,090	-	-	5,090	5,290	5,490	5,600	5,710
Transfer to Reserve Fund	-	-	5,000	-	-	5,000	5,000	5,000	5,000	5,100
TOTAL CAPITAL / RESERVES	**5,000**	**-**	**10,090**	**-**	**-**	**10,090**	**10,290**	**10,490**	**10,600**	**10,810**
Debt	-	-	-	-	-	-	24,250	76,825	76,825	76,825
TOTAL COST	**856,149**	**774,359**	**908,527**	**11,150**	**-**	**919,677**	**962,936**	**1,033,569**	**1,051,915**	**1,070,755**
Internal Time Recovery	(350,735)	(350,735)	(356,700)	-	-	(356,700)	(363,830)	(371,110)	(378,530)	(386,100)
TOTAL COSTS NET OF RECOVERIES	**505,414**	**423,624**	**551,827**	**11,150**	**-**	**562,977**	**599,106**	**662,459**	**673,385**	**684,655**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Rental Income	(119,800)	(37,510)	(115,170)	-	-	(115,170)	(117,470)	(119,820)	(122,210)	(124,660)
Revenue-Other	(5,306)	(5,806)	(30,000)	-	-	(30,000)	(30,600)	(31,210)	(31,830)	(32,470)
Grant in Lieu - Federal	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	(125,106)	(43,316)	(145,170)	-	-	(145,170)	(148,070)	(151,030)	(154,040)	(157,130)
REQUISITION	**(380,308)**	**(380,308)**	**(406,657)**	**(11,150)**	**-**	**(417,807)**	**(451,036)**	**(511,429)**	**(519,345)**	**(527,525)**
*Percentage increase over prior year requisition						9.9%	8.0%	13.4%	1.5%	1.6%
AUTHORIZED POSITIONS:										
Salaried	4.6	4.6	4.6			4.6	4.6	4.6	4.6	4.6
User Funding	23.70%					20.46%	19.61%	18.09%	18.15%	18.21%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.455 SSI Community Parks	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$5,000	$35,000	$35,000	$35,000	$35,000	$35,000	$175,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$255,000	$255,000	$1,000,000	$110,000	$0	$10,000	$1,375,000
Vehicles		$0	$65,000	$40,000	$0	$0	$55,000	$160,000
		$260,000	**$355,000**	**$1,075,000**	**$145,000**	**$35,000**	**$100,000**	**$1,710,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$1,000,000	$0	$0	$0	$1,000,000
Equipment Replacement Fund		$5,000	$5,000	$45,000	$5,000	$5,000	$60,000	$120,000
Grants (Federal, Provincial)		$125,000	$125,000	$0	$0	$0	$0	$125,000
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$130,000	$225,000	$30,000	$140,000	$30,000	$40,000	$465,000
		$260,000	**$355,000**	**$1,075,000**	**$145,000**	**$35,000**	**$100,000**	**$1,710,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.455

Service Name: SSI Community Parks

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-08	New	Centennial Park Upgrades	Upgrades or replacement of park features and ammenities	$200,000	S	Res	$100,000	$100,000	$0	$100,000	$0	$0	$200,000
20-08	New	Centennial Park Upgrades	Community Works Funds commited to park upgrades	$0	S	Grant	$100,000	$100,000	$0	$0	$0	$0	$100,000
20-06	New	Construction of Ganges Boardwalk	The construction of the Ganges boardwalk to connect the village core to the harbours end has been a long standing project. A feasibility study of existing features is currently underway.	$1,000,000	S	Debt	$0	$0	$1,000,000	$0	$0	$0	$1,000,000
19-07	Renewal	Improve Beach Accesses	Upgrades and improvements required for existing beach accesses on MOTI right of ways. 2021 replace stairs at Baker Beach.	$30,000	S	Res	$10,000	$10,000	$0	$10,000	$0	$10,000	$30,000
20-04	Replacement	Rotary Dock Replacement	Replace rotary dock	$25,000	S	Grant	$25,000	$25,000	$0	$0	$0	$0	$25,000
20-05	Replacement	Boardwalk Gazebo	Repair existing boardwalk gazebo	$20,000	S	Res	$20,000	$20,000	$0	$0	$0	$0	$20,000
21-05	Replacement	Vehicle Replacement	Replace maintenance truck	$40,000	V	ERF	$0	$0	$40,000	$0	$0	$55,000	$95,000
19-09	Replacement	ERF for maintenance equipment	Replace maintenance equipment	$25,000	E	ERF	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$25,000
21-06	New	New mower	New mower for parks	$20,000	V	Res	$0	$20,000	$0	$0	$0	$0	$20,000
21-08	New	New park maintenance truck	Additional vehicle needed for park maintenance	$40,000	V	Res	$0	$45,000	$0	$0	$0	$0	$45,000
21-01	New	Linear Park Development	Trial and parking upgrades or development	$150,000	S	Res	$0	$30,000	$30,000	$30,000	$30,000	$30,000	$150,000
			GRAND TOTAL	**$1,550,000**			**$260,000**	**$355,000**	**$1,075,000**	**$145,000**	**$35,000**	**$100,000**	**$1,710,000**

Service: 1.455 SSI Community Parks

Proj. No.	20-08	**Capital Project Title**	Centennial Park Upgrades	**Capital Project Description**	Upgrades or replacement of park features and ammenities
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Upgrades based on the 2016 Centennial Park Master Plan*				

Proj. No.	20-06	**Capital Project Title**	Construction of Ganges Boardwalk	**Capital Project Description**	The construction of the Ganges boardwalk to connect the village core to the harbours end has been a long standing project. A feasibility study of existing features is currently underway.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Project is dependant on securing tenure along the foreshore*				

Proj. No.	19-07	**Capital Project Title**	Improve Beach Accesses	**Capital Project Description**	Upgrades and improvements required for existing beach accesses on MOTI right of ways. 2021 replace stairs at Baker Beach.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	20-04	**Capital Project Title**	Rotary Dock Replacement	**Capital Project Description**	Replace rotary dock
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Project is dependant on securing grant funding or donations.*				

Proj. No.	20-05	**Capital Project Title**	Boardwalk Gazebo	**Capital Project Description**	Repair existing boardwalk gazebo
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Gazebo is closed to the public while assesment is completed.*				

Proj. No.	21-05	**Capital Project Title**	Vehicle Replacement	**Capital Project Description**	Replace maintenance truck
Asset Class	V	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*New vehicle to replace 2011 Chevy Colorado*				

Proj. No.	19-09	**Capital Project Title**	ERF for maintenance equipment	**Capital Project Description**	Replace maintenance equipment
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Replacement of equipment that has reached its end of life.*				

Proj. No.	21-06	**Capital Project Title**	New mower	**Capital Project Description**	New mower for parks
Asset Class	V	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*New mower required for park maintenance. Green or electric options are to be considered.*				

Proj. No.	21-08	**Capital Project Title**	New park maintenance truck	**Capital Project Description**	Additional vehicle needed for park maintenance
Asset Class	V	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Additional vehicle required for park maintenance*				

Proj. No.	21-01	**Capital Project Title**	Linear Park Development	**Capital Project Description**	Trial and parking upgrades or development
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Upgrade existing trail network, develop new trails, improve or expand parking*				

1.45X SSI Pool, Parks, Recreation and Parkland
Reserves Summary
2021 - 2025 Financial Plan

Reserve/Fund Summary

Reserve/Fund Summary Projected year end balance	Estimated 2020	Budget 2021	2022	2023	2024	2025
1.45X - Equipment Replacement Funds	120,512	138,102	97,882	96,722	127,404	109,594
1.459 - Land Acquisition Reserve Fund	834,104	34,104	34,104	34,104	34,104	34,104
1.459 - Pool Facility Capital Reserve Fund	185,398	30,398	30,398	25,398	26,498	28,618
1.455 - Community Parks Reserve Fund	174,472	89,472	69,572	49,772	30,072	10,582
1.455/458 - Parks & Rec Reserve Funds	357,782	258,782	58,867	77,981	110,461	235,237
1.459 - 2nd Land Reserve Fund	1,361	1,361	1,361	1,361	1,361	1,361
Total projected year end balance	**1,673,629**	**552,219**	**292,184**	**285,338**	**329,900**	**419,496**

ERF Summary

Fund: 1022 Fund Center: 101412/44/45 ERF Group: SSIPARC.ERF	Estimated 2020	Budget 2021	2022	2023	2024	2025
Beginning Balance	103,752	120,512	138,102	97,882	96,722	127,404
Planned Purchase	45,000	55,090	72,280	73,840	75,682	77,190
Transfer from Operating Budget	(28,240)	(37,500)	(112,500)	(75,000)	(45,000)	(95,000)
Interest Income	-	-	-	-	-	-
Ending Balance $	**120,512**	**138,102**	**97,882**	**96,722**	**127,404**	**109,594**

Equipment Replacement Reserve Schedule

Reserve Fund: 1.455 SSI Parks

For replacement of equipment and vehicles belonging to SSI Parks.

Reserve Cash Flow

Fund: 1022 Fund Centre: 101444	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	72,562	82,562	92,652	63,162	74,092	85,704
Transfer from Ops Budget	15,000	15,090	15,510	15,930	16,612	16,940
Expenditures (Based on Capital Plan)	(5,000)	(5,000)	(45,000)	(5,000)	(5,000)	(60,000)
Interest Income	-	-	-	-	-	-
Ending Balance $	**82,562**	**92,652**	**63,162**	**74,092**	**85,704**	**42,644**

Assumptions/Background:

Maintain adequate funding for lifecycle replacement of maintenance equipment, machinery and vehicles.

Reserve Schedule

1.455 - Community Parks

Bylaw 3085

Reserve Cash Flow

Fund:	1064	Estimated	Budget				
Fund Centre:	101792	2020	2021	2022	2023	2024	2025
Beginning Balance		118,536	174,472	89,472	69,572	49,772	30,072
Transfer from Ops Budget		55,320	10,000	10,100	10,200	10,300	10,510
Expenditures (Based on Capital Plan)		-	(95,000)	(30,000)	(30,000)	(30,000)	(30,000)
Interest Income*		616					
Ending Balance $		**174,472**	**89,472**	**69,572**	**49,772**	**30,072**	**10,582**

Assumptions/Background:

Fund balance to provide for community park capital expenditures or in respect of capital projects, land, machinery or equipment and extension or renewal of existing capital works.

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

1.455 - Community Park Facilities

Bylaw 2859

Reserve Cash Flow

Fund:	1060	Estimated	Budget				
Fund Centre:	102030	2020	2021	2022	2023	2024	2025
Beginning Balance		36,238	41,426	16,426	21,536	17,756	24,116
Transfer from Ops Budget		5,000	5,000	5,110	6,220	6,360	6,490
Expenditures (Based on Capital Plan)		-	(30,000)	-	(10,000)	-	(10,000)
Interest Income*		188	-	-	-	-	-
Ending Balance $		**41,426**	**16,426**	**21,536**	**17,756**	**24,116**	**20,606**

Assumptions/Background:

Fund balance to provide for community park facilities capital expenditures or in respect of capital projects and extension or renewal of existing facilities capital works.

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2021 Budget

Salt Spring Island - Community Recreation

EAC Review

Service: 1.458 SSI Community Recreation **Committee: Salt Spring Island Parks & Recreation**

DEFINITION:

Supplementary Letters Patent, Division XV, October 3, 1975 established to provide recreational programs for any Electoral Area.
Bylaw No. 462 (March 8, 1978) to add Salt Spring Island as a participant.

SERVICE DESCRIPTION:

This is a service for the provision of recreation programs and day camps for youth on Salt Spring Island.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

$0.063 / $1,000 on actual assessed value of land and improvements. To a maximum of $277,385.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Salt Spring Island Parks and Recreation Advisory Commission
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area.
Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

FUNDING:

Change in Budget 2020 to 2021

Service: 1.458 SSI Recreation	**Total Expenditure**	**Comments**
2020 Budget	**231,954**	
Change in Salaries:		
Base salary change	12,824	Inclusive of estimated collective agreement changes
Other (explain as necessary)	23,964	Auxiliary for Preschool operations
Total Change in Salaries	36,788	
Other Changes:		
Internal Allocations	10,012	Standard OH, HR, SSI PARC Admin
Contract for Services	(6,442)	Reduced program offerings
Other	2,026	
Total Other Changes	5,596	
2021 Budget	**274,338**	
% expense increase from 2020:	***18.3%***	
% Requisition increase from 2020 (if applicable):	***7.2%***	*Requisition funding is 18% of service revenue*

Overall 2020 Budget Performance
(expected variance to budget and surplus treatment)

Year end surplus to be carried forward $10k into 2021. Drivers are lower salary and recreation program costs. Savings partially offset by lower fee revenue.

1.458 - SALT SPRING ISLAND - COMMUNITY RECREATION PROGRAMS	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Salaries and Wages	99,459	48,371	136,993	-	-	136,993	155,497	158,701	161,973	165,302
Recreation Programs	90,450	26,753	84,928	-	-	84,928	87,567	89,477	91,428	93,176
Internal Allocations	26,275	8,881	36,287	-	-	36,287	39,320	39,686	40,059	40,434
Travel and Insurance	6,290	1,530	6,500	-	-	6,500	6,630	6,760	6,890	7,020
Other Operating	9,480	4,640	9,630	-	-	9,630	9,830	10,030	10,230	10,430
TOTAL OPERATING COSTS	**231,954**	**90,175**	**274,338**	**-**	**-**	**274,338**	**298,844**	**304,654**	**310,580**	**316,362**
*Percentage Increase						18.3%	8.9%	1.9%	1.9%	1.9%
TOTAL COSTS	**231,954**	**90,175**	**274,338**	**-**	**-**	**274,338**	**298,844**	**304,654**	**310,580**	**316,362**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	10,057	(10,057)	-	-	(10,057)	-	-	-	-
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Revenue - Fees	(182,000)	(47,578)	(210,770)	-	-	(210,770)	(228,020)	(232,780)	(237,640)	(242,390)
Payments in Lieu	(36)	(36)	-	-	-	-	-	-	-	-
Revenue - Other	-	(2,700)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(182,036)	(40,257)	(220,827)	**-**	**-**	(220,827)	(228,020)	(232,780)	(237,640)	(242,390)
REQUISITION	**(49,918)**	**(49,918)**	**(53,511)**	**-**	**-**	**(53,511)**	**(70,824)**	**(71,874)**	**(72,940)**	**(73,972)**
*Percentage increase over prior year requisition						7.2%	32.4%	1.5%	1.5%	1.4%
AUTHORIZED POSITIONS:										
Salaried	0.7	0.7	0.7			0.7	0.7	0.7	0.7	0.7
User Funding %						76.8%	76.3%	76.4%	76.5%	76.6%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No. 1.458 SSI Community Recreation	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE							
Buildings	$0	$15,000	$0	$0	$0	$0	$15,000
Equipment	$0	$5,000	$5,000	$5,000	$5,000	$5,000	$25,000
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$300,000	$0	$0	$0	$300,000
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$0	**$20,000**	**$305,000**	**$5,000**	**$5,000**	**$5,000**	**$340,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$0	$5,000	$5,000	$5,000	$5,000	$5,000	$25,000
Grants (Federal, Provincial)	$0	$0	$175,000	$0	$0	$0	$175,000
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$15,000	$125,000	$0	$0	$0	$140,000
	$0	**$20,000**	**$305,000**	**$5,000**	**$5,000**	**$5,000**	**$340,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.458
Service Name: SSI Community Recreation

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-09	Replacement	Replace Tennis Court #2,3,4	Tennis court replacement required to mediate drainage issues and replace cracked pads	$300,000	S	Res	$0	$0	$125,000	$0	$0	$0	$125,000
21-09	Replacement	Replace Tennis Court #2,3,4	Grant funding required for tennis court replacement	$0	S	Grant	$0	$0	$175,000	$0	$0	$0	$175,000
19-09	Replacement	Office and computer equipment	Upgrade and replace office and computer equipment	$25,000	E	ERF	$0	$5,000	$5,000	$5,000	$5,000	$5,000	$25,000
21-07	Renewal	Tennis Court Upgrades	Resurface tennis courts	$15,000	B	Res	$0	$15,000	$0	$0	$0	$0	$15,000
			GRAND TOTAL	**$340,000**			**$0**	**$20,000**	**$305,000**	**$5,000**	**$5,000**	**$5,000**	**$340,000**

Service: 1.458 **SSI Community Recreation**

Proj. No.	21-09	**Capital Project Title**	Replace Tennis Court #2,3,4	**Capital Project Description**	Tennis court replacement required to mediate drainage issues and replace cracked pads
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*The existing court seface is at the end of its life and needs to be replaced. Court fencing has already been removed for safety reasons.*				

Proj. No.	19-09	**Capital Project Title**	Office and computer equipment	**Capital Project Description**	Upgrade and replace office and computer equipment
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	21-07	**Capital Project Title**	Tennis Court Upgrades	**Capital Project Description**	Resurface tennis courts
Asset Class	B	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Cracks in tennis courts need to be filled and resurfaced*				

1.45X SSI Pool, Parks, Recreation and Parkland
Reserves Summary
2021 - 2025 Financial Plan

Reserve/Fund Summary

Reserve/Fund Summary Projected year end balance	Estimated 2020	Budget 2021	2022	2023	2024	2025
1.45X - Equipment Replacement Funds	120,512	138,102	97,882	96,722	127,404	109,594
1.459 - Land Acquisition Reserve Fund	834,104	34,104	34,104	34,104	34,104	34,104
1.459 - Pool Facility Capital Reserve Fund	185,398	30,398	30,398	25,398	26,498	28,618
1.455 - Community Parks Reserve Fund	174,472	89,472	69,572	49,772	30,072	10,582
1.455/458 - Parks & Rec Reserve Funds	357,782	258,782	58,867	77,981	110,461	235,237
1.459 - 2nd Land Reserve Fund	1,361	1,361	1,361	1,361	1,361	1,361
Total projected year end balance	**1,673,629**	**552,219**	**292,184**	**285,338**	**329,900**	**419,496**

ERF Summary

Fund: 1022 Fund Center: 101412/44/45 ERF Group: SSIPARC.ERF	Estimated 2020	Budget 2021	2022	2023	2024	2025
Beginning Balance	103,752	120,512	138,102	97,882	96,722	127,404
Planned Purchase	45,000	55,090	72,280	73,840	75,682	77,190
Transfer from Operating Budget	(28,240)	(37,500)	(112,500)	(75,000)	(45,000)	(95,000)
Interest Income	-	-	-	-	-	-
Ending Balance $	**120,512**	**138,102**	**97,882**	**96,722**	**127,404**	**109,594**

Equipment Replacement Reserve Schedule

Reserve Fund: 1.458 SSI Recreation

For replacement of equipment and vehicles belonging to SSI Recreation services.

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101445	2020	2021	2022	2023	2024	2025
Beginning Balance		12,136	12,136	12,136	12,246	12,466	12,796
Transfer from Ops Budget		5,000	5,000	5,110	5,220	5,330	5,440
Expenditures (Based on Capital Plan)		(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Interest Income		-	-	-	-	-	-
Ending Balance $		**12,136**	**12,136**	**12,246**	**12,466**	**12,796**	**13,236**

Assumptions/Background:

Maintain adequate funding for lifecycle replacement of computer equipment, furnishings, program supplies and equipment

Reserve Schedule

1.458 - Community Recreation Facilities

Bylaw 2859

Reserve Cash Flow

Fund: 1060 Fund Centre: 101786	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	133,135	139,827	130,827	11,957	18,217	24,617
Transfer from Ops Budget	6,000	6,000	6,130	6,260	6,400	6,530
Expenditures (Based on Capital Plan)	-	(15,000)	(125,000)	-	-	-
Interest Income*	692					
Ending Balance $	**139,827**	**130,827**	**11,957**	**18,217**	**24,617**	**31,147**

Assumptions/Background:

Fund balance to provide for community recreation facilities capital expenditures or in respect of capital projects and extension or renewal of existing capital works.

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2021 Budget

Salt Spring Island - Pool and Park Land

EAC Review

Service: 1.459 SSI Pool & Park Land **Committee:** Salt Spring Island Parks & Recreation

DEFINITION:

A specified area established in 1972 to provide parks, recreation and related community programs, equipment, facilities and acquisition of real property. Bylaw No. 91(February 23, 1972). Since repealed, Bylaw No. 2422 (1996) and Bylaw No. 3183 (2004).
Bylaw 4002 (2015) repeals bylaw 2422 and 3206.

SERVICE DESCRIPTION:

This is a service for the provision of general administrative services, water access points, active parks (playing fields) and overseeing facility upgrades, leisure brochures for Salt Spring Island.

PARTICIPATION:

Electoral Area of Salt Spring Island

MAXIMUM LEVY:

Greater of $1,861,432 or $0.6325 / $1,000 on actual assessed value of land and improvements. To a maximum of $2,784,855.

MAXIMUM CAPITAL DEBT:

N/A

COMMISSION:

Salt Spring Island Parks and Recreation Advisory Commission
Continuation Bylaw #3763 (May 2011), an advisory commission for Parks and Recreation in the Salt Spring Island Electoral Area.
Original established by Bylaw (Bylaw No. 327 - January 12, 1977).

FUNDING:

Requisition

Change in Budget 2020 to 2021

Service: 1.459 SSI Pool and Park Land	**Total Expenditure**	**Comments**
2020 Budget	**1,949,320**	
Change in Salaries:		
SSI Pool		
Base salary change	12,757	Inclusive of estimated collective agreement changes
Other (explain as necessary)	(185,458)	Reduction in Auxiliary staffing
SSI Park Land		
Base salary change	6,144	Inclusive of estimated collective agreement changes
Other (explain as necessary)	-	
Total Change in Salaries	(166,557)	
Other Changes:		
SSI Pool		
Debt	(144,138)	Debt retirement in 2020
Labour Consumption	35,800	Parks Maintenance Worker labour in alignment with historical actuals costs
Reserve Transfers	35,000	25k CRF, 10k ERF
Repairs and Maintenance	15,500	Based on budget overages in 2018/2019 for increase in maintenance costs.
Other	1,633	
SSI Park Land		
Internal Allocation	11,976	Standard OH, HR, SSI Admin
Land Rentals	5,545	Increase in lease payment for Fulford Ball Park
Utilities	2,160	Increased water charges
Maintenance& Disposal	3,140	Parking Lot dust suppressant spray
Others	1,200	
Total Other Changes	(32,184)	
2021 Budget	**1,750,579**	
% expense increase from 2020:	***-10.2%***	
% Requisition increase from 2020 (if applicable):	***-2.7%***	*Requisition funding is 91% of service revenue*

Overall 2020 Budget Performance
(expected variance to budget and surplus treatment)

Closure of pool resulted in lower salary expenses. These savings were offset by lower fee revenue and internal recoveries. Overall performance was a surplus primarily from greater salary savings than lower fee revenue.Estimated overall surplus of 13K from Park Land budget will be transferred to CRFand 20K from Pool budget will be transferred to ERF.

1.459 - Salt Spring Island - Pool & Park Land	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Pool	920,539	696,960	800,771	-	-	800,771	1,007,761	1,028,422	1,049,543	1,071,090
Park Land	647,477	632,498	686,787	(6,005)	-	680,782	692,730	705,099	719,166	734,021
TOTAL OPERATING COSTS	**1,568,016**	**1,329,458**	**1,487,558**	**(6,005)**	**-**	**1,481,553**	**1,700,491**	**1,733,521**	**1,768,709**	**1,805,111**
*Percentage Increase						-5.5%	14.8%	1.9%	2.0%	2.1%
CAPITAL / RESERVES										
Transfer to Pool CRF	40,000	40,000	65,000	-	-	65,000	50,000	50,000	51,100	52,120
Transfer to Pool ERF	25,000	45,000	35,000	-	-	35,000	51,660	52,690	53,740	54,810
Transfer to Park, Land & Recreation CRF	129,140	142,399	126,000	-	-	126,000	130,185	134,314	137,780	140,186
Transfer to Park, Land & Recreation ERF	15,000	15,000	15,000	-	-	15,000	15,330	15,660	16,342	16,670
TOTAL CAPITAL / RESERVES	**209,140**	**242,399**	**241,000**	**-**	**-**	**241,000**	**247,175**	**252,664**	**258,962**	**263,786**
DEBT CHARGES	172,164	172,164	28,026	-	-	28,026	1,050	133,050	458,814	458,814
TOTAL COSTS	**1,949,320**	**1,744,021**	**1,756,584**	**(6,005)**	**-**	**1,750,579**	**1,948,716**	**2,119,235**	**2,486,485**	**2,527,711**
Internal Recoveries	(112,958)	(92,498)	(96,138)	-	-	(96,138)	(98,254)	(98,559)	(98,870)	(99,163)
OPERATING LESS RECOVERIES	**1,836,362**	**1,651,523**	**1,660,446**	**(6,005)**	**-**	**1,654,441**	**1,850,462**	**2,020,676**	**2,387,615**	**2,428,548**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Pool Fees	(285,535)	(99,600)	(149,045)	-	-	(149,045)	(283,065)	(288,740)	(294,530)	(300,410)
Payments in Lieu	(3,169)	(3,169)	(2,050)	-	-	(2,050)	(2,090)	(2,110)	(2,130)	(2,150)
Revenue - Other	(6,500)	(7,596)	(3,300)	-	-	(3,300)	(6,000)	(6,940)	(7,090)	(7,230)
TOTAL REVENUE	(295,204)	(110,365)	(154,395)	-	-	(154,395)	(291,155)	(297,790)	(303,750)	(309,790)
REQUISITION	**(1,541,158)**	**(1,541,158)**	**(1,506,051)**	**6,005**	**-**	**(1,500,046)**	**(1,559,307)**	**(1,722,886)**	**(2,083,865)**	**(2,118,758)**
*Percentage increase over prior year requisition						-2.7%	4.0%	10.5%	21.0%	1.7%
AUTHORIZED POSITIONS:										
Salaried	6.1	6.1	6.1	-	-	6.1	6.1	6.1	6.1	6.1
User Funding %	14.6%					8.5%	14.5%	13.6%	11.8%	11.9%

1.459 - Salt Spring Island Recreation - Swimming Pool	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Salaries & Wages	624,965	374,563	452,264	-	-	452,264	643,271	656,655	670,314	684,262
Contract for Services	4,000	2,500	4,070	-	-	4,070	4,150	4,230	4,310	4,400
Utilities	124,900	129,160	128,060	-	-	128,060	131,230	133,860	136,540	139,270
Supplies - Chemicals	55,000	49,500	50,940	-	-	50,940	55,000	56,100	57,220	58,360
Programs and Other Operating	61,120	40,183	59,701	-	-	59,701	64,320	65,600	66,940	68,300
Maintenance & Insurance	30,500	46,000	46,000	-	-	46,000	46,920	47,850	48,810	49,780
Internal Allocations	15,054	15,054	18,936	-	-	18,936	21,254	21,679	22,112	22,555
Parks Maintenance Labour	5,000	40,000	40,800	-	-	40,800	41,616	42,448	43,297	44,163
TOTAL OPERATING COSTS	**920,539**	**696,960**	**800,771**	-	-	**800,771**	**1,007,761**	**1,028,422**	**1,049,543**	**1,071,090**
*Percentage Increase						-13.0%	25.8%	2.1%	2.1%	2.1%
CAPITAL / RESERVES										
Transfer to Capital Reserve Fund	40,000	40,000	65,000	-	-	65,000	50,000	50,000	51,100	52,120
Transfer to Equipment Replacement Fund	25,000	45,000	35,000	-	-	35,000	51,660	52,690	53,740	54,810
DEBT CHARGES	172,164	172,164	28,026	-	-	28,026	1,050	133,050	458,814	458,814
TOTAL CAPITAL / RESERVES	**237,164**	**257,164**	**128,026**	-	-	**128,026**	**102,710**	**235,740**	**563,654**	**565,744**
TOTAL COSTS	**1,157,703**	**954,124**	**928,797**	-		**928,797**	**1,110,471**	**1,264,162**	**1,613,197**	**1,636,834**
Internal Recoveries	(20,000)	(2,606)	(20,440)	-	-	(20,440)	(20,890)	(21,350)	(21,820)	(22,260)
OPERATING LESS RECOVERIES	**1,137,703**	**951,518**	**908,357**	-	-	**908,357**	**1,089,581**	**1,242,812**	**1,591,377**	**1,614,574**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Revenue - Fees	(277,535)	(96,400)	(141,150)	-	-	(141,150)	(275,000)	(280,500)	(286,110)	(291,830)
Payments in Lieu	(2,640)	(2,640)	(2,050)	-	-	(2,050)	(2,090)	(2,110)	(2,130)	(2,150)
Revenue - Other	(6,500)	(1,450)	(3,300)	-	-	(3,300)	(6,000)	(6,940)	(7,090)	(7,230)
TOTAL REVENUE	(286,675)	(100,490)	(146,500)	-	-	(146,500)	(283,090)	(289,550)	(295,330)	(301,210)
REQUISITION	**(851,028)**	**(851,028)**	**(761,857)**	-	-	**(761,857)**	**(806,491)**	**(953,262)**	**(1,296,047)**	**(1,313,364)**
*Percentage increase over prior year requisition						-10.5%	5.9%	18.2%	36.0%	1.3%
User Funding %	24.0%					15.2%	24.8%	22.2%	17.7%	17.8%
User Funding excluding debt %	28.2%					15.7%	24.8%	24.8%	24.8%	24.8%

1.459 - Salt Spring Island - Park Land	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Salaries & Wages	250,446	240,719	256,590	-	-	256,590	257,221	262,764	268,425	274,206
Allocation to SSI Admin	128,324	128,324	132,744	-	-	132,744	133,214	135,979	138,802	141,695
Maintenance, Disposal & Security	21,060	18,618	24,200	-	-	24,200	24,390	22,910	23,270	23,730
Utilities	25,730	21,730	27,890	-	-	27,890	28,440	29,010	29,210	29,780
Contract for Services, Rent & Legal	25,355	32,765	25,895	5,145	-	31,040	31,660	32,290	32,930	33,580
Advertising, Promotion & Planning	12,200	9,200	7,250	-	-	7,250	7,390	7,530	7,680	7,830
Internal Allocations	67,882	58,382	75,438	-	-	75,438	82,307	83,952	85,631	87,343
Travel & Training	6,250	4,000	6,360	-	-	6,360	6,490	6,620	6,750	6,880
Licences, Fees & Insurance	12,080	12,608	15,510	-	-	15,510	15,830	16,150	16,470	16,790
Supplies & Other	9,900	20,402	13,620	-	-	13,620	13,880	14,150	14,380	14,660
Parks Maintenance Labour	74,710	84,250	87,750	-	-	87,750	89,504	91,295	93,121	94,982
Bylaw Labour	13,540	1,500	13,540	(11,150)	-	2,390	2,404	2,449	2,497	2,545
TOTAL OPERATING COSTS	**647,477**	**632,498**	**686,787**	**(6,005)**	**-**	**680,782**	**692,730**	**705,099**	**719,166**	**734,021**
*Percentage Increase						5.1%	1.8%	1.8%	2.0%	2.1%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	15,000	15,000	15,000	-	-	15,000	15,330	15,660	16,342	16,670
Transfer to Reserve Fund - Pool	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve Fund - Parkland	129,140	142,399	126,000	-	-	126,000	130,185	134,314	137,780	140,186
TOTAL CAPITAL / RESERVES	144,140	157,399	141,000	**-**	**-**	**141,000**	145,515	149,974	154,122	156,856
Debt Servicing	-	-	-	-	-		-	-	-	-
TOTAL COSTS	**791,617**	**789,897**	**827,787**	**(6,005)**	**-**	**821,782**	**838,245**	**855,073**	**873,288**	**890,877**
Internal Recoveries	(92,958)	(89,892)	(75,698)	-	-	(75,698)	(77,364)	(77,209)	(77,050)	(76,903)
OPERATING LESS RECOVERIES	**698,659**	**700,005**	**752,089**	**(6,005)**	**-**	**746,084**	**760,881**	**777,864**	**796,238**	**813,974**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Rental Income	(8,000)	(3,200)	(7,895)	-	-	(7,895)	(8,065)	(8,240)	(8,420)	(8,580)
Payments in Lieu	(529)	(529)	-	-	-	-	-	-	-	-
Revenue - Other	-	(6,146)	-	-	-	-	-	-	-	-
TOTAL REVENUE	(8,529)	(9,875)	(7,895)	**-**	**-**	(7,895)	(8,065)	(8,240)	(8,420)	(8,580)
REQUISITION	**(690,130)**	**(690,130)**	**(744,194)**	**6,005**	**-**	**(738,189)**	**(752,816)**	**(769,624)**	**(787,818)**	**(805,394)**
*Percentage increase over prior year requisition						7.0%	2.0%	2.2%	2.4%	2.2%
User Funding %	1.0%					1.0%	1.0%	1.0%	1.0%	1.0%

1.455 / 1.458 / 1.459 Salt Spring Island Recreation - All Service Areas	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Swimming Pool	920,539	696,960	800,771	-	-	800,771	1,007,761	1,028,422	1,049,543	1,071,090
Park Land	647,477	632,498	686,787	(6,005)	-	680,782	692,730	705,099	719,166	734,021
Community Recreation	231,954	90,175	274,338	-	-	274,338	298,844	304,654	310,580	316,362
Community Parks	851,149	774,359	898,437	11,150	-	909,587	928,396	946,254	964,490	983,120
TOTAL OPERATING COSTS	**2,651,119**	**2,193,992**	**2,660,333**	**5,145**	**-**	**2,665,478**	**2,927,731**	**2,984,429**	**3,043,779**	**3,104,593**
*Percentage Increase						0.5%	9.8%	1.9%	2.0%	2.0%
CAPITAL / RESERVE										
Swimming Pool	65,000	85,000	100,000	-	-	100,000	101,660	102,690	104,840	106,930
Park Land	144,140	157,399	141,000	-	-	141,000	145,515	149,974	154,122	156,856
Community Parks	5,000	-	10,090	-	-	10,090	10,290	10,490	10,600	10,810
DEBT CHARGES	172,164	172,164	28,026	-	-	28,026	25,300	209,875	535,639	535,639
TOTAL CAPITAL / RESERVES	386,304	414,563	279,116	**-**	**-**	279,116	282,765	473,029	805,201	810,235
TOTAL COSTS	**3,037,423**	**2,608,555**	**2,939,449**	**5,145**	**-**	**2,944,594**	**3,210,496**	**3,457,458**	**3,848,980**	**3,914,828**
Internal Recoveries	(463,693)	(443,233)	(452,838)	-	-	(452,838)	(462,084)	(469,669)	(477,400)	(485,263)
OPERATING LESS RECOVERIES	**2,573,730**	**2,165,322**	**2,486,611**	**5,145**	**-**	**2,491,756**	**2,748,412**	**2,987,789**	**3,371,580**	**3,429,565**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	10,057	(10,057)	-	-	(10,057)	-	-	-	-
Balance c/fwd from 2019 to 2020	-	-	-	-	-	-	-	-	-	-
Swimming Pool	(286,675)	(100,490)	(146,500)	-	-	(146,500)	(283,090)	(289,550)	(295,330)	(301,210)
Park Land	(8,529)	(9,875)	(7,895)	-	-	(7,895)	(8,065)	(8,240)	(8,420)	(8,580)
Community Recreation	(182,036)	(40,257)	(220,827)	-	-	(220,827)	(228,020)	(232,780)	(237,640)	(242,390)
Community Parks	(125,106)	(43,316)	(145,170)	-	-	(145,170)	(148,070)	(151,030)	(154,040)	(157,130)
TOTAL REVENUE	(602,346)	(193,938)	(520,392)	-	-	(520,392)	(667,245)	(681,600)	(695,430)	(709,310)
REQUISITION	**(1,971,384)**	**(1,971,384)**	**(1,966,219)**	**(5,145)**	**-**	**(1,971,364)**	**(2,081,167)**	**(2,306,189)**	**(2,676,150)**	**(2,720,255)**
*Percentage increase over prior year requisition						0.0%	5.6%	10.8%	16.0%	1.6%
AUTHORIZIED POSITIONS:										
Salaried	10.7	10.7	10.7			10.7	10.7	10.7	10.7	10.7
Hourly	0.7	0.7	0.7			0.7	0.7	0.7	0.7	0.7

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No. 1.459 SSI Park Land & Rec Programs	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE							
Buildings	$336,500	$481,500	$175,000	$8,205,000	$2,445,000	$75,000	$11,381,500
Equipment	$0	$27,500	$62,500	$60,000	$35,000	$30,000	$215,000
Land	$90,000	$910,000	$0	$0	$100,000	$0	$1,010,000
Engineered Structures	$0	$50,000	$400,000	$100,000	$30,000	$0	$580,000
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$426,500	**$1,469,000**	**$637,500**	**$8,365,000**	**$2,610,000**	**$105,000**	**$13,186,500**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$8,000,000	$0	$0	$8,000,000
Equipment Replacement Fund	$0	$27,500	$62,500	$60,000	$35,000	$30,000	$215,000
Grants (Federal, Provincial)	$176,500	$246,500	$325,000	$150,000	$2,425,000	$25,000	$3,171,500
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$250,000	$1,195,000	$250,000	$155,000	$150,000	$50,000	$1,800,000
	$426,500	**$1,469,000**	**$637,500**	**$8,365,000**	**$2,610,000**	**$105,000**	**$13,186,500**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.459
Service Name: SSI Park Land & Rec Programs

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles
E - Equipment

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-10	New	Sport Field Development	Develop additional sports fields for youth and adults	$550,000	S	Res	$0	$50,000	$100,000	$100,000	$0	$0	$250,000
20-10	New	Sport Field Development	CWF/Grant required to complete sports field development and upgrades.		S	Grant	$0	$0	$300,000	$0	$0	$0	$300,000
19-12	New	Expand or upgrade Trail Network and parking	Upgrade Drake Road to Bishops walk Trail	$80,000	L	Res	$80,000	$80,000	$0	$0	$0	$0	$80,000
19-12	New	Expand or upgrade Trail Network and parking	20k of Community Works Fund need to be allocated to project completion	$20,000	L	Grant	$0	$20,000	$0	$0	$0	$0	$20,000
19-13	New	Purchase Additional Parkland	The purchase of additional parkland (10-15 acres) is required to develop additional sports fields for youth and adults.	$800,000	L	Res	$0	$800,000	$0	$0	$0	$0	$800,000
19-14	Renewal	Portlock Park Upgrades	Community consultation, conceptual designs, detailed designs and construction	$2,510,000	L	Res	$10,000	$10,000	$0	$0	$100,000	$0	$110,000
19-14	Renewal	Portlock Park Upgrades	Grant funding required to upgrade portlock park		B	Grant	$0	$0	$0	$0	$2,400,000	$0	$2,400,000
20-14	New	Park Maintenance Facility	Fesability study, design and construction of a new park maintenance facility.	$535,000	B	Res	$20,000	$35,000	$100,000	$0	$0	$0	$135,000
18-01	Renewal	Repairs to Pool Building	Repairs to doors, windows, pipes, fencing and other building components as the facility reaches its tenth year.	$125,000	B	Res	$0	$20,000	$0	$20,000	$20,000	$20,000	$80,000
18-01	Renewal	Repairs to Pool Building	CWF/Grant required for pool upgrades	$125,000	B	Grant	$0	$25,000	$25,000	$25,000	$25,000	$25,000	$125,000
20-01	Study	Pool site master plan	A site master plan is required prior to a facility expansion	$40,000	B	Res	$40,000	$25,000	$0	$0	$0	$0	$25,000
20-02	New	Pool Electrical Equipment Repair and Replacement	A condition assessment of the Rainbow Road pool found the electrical infrastructure in a state of urgent repair and replacement.	$276,500	B	Res	$100,000	$100,000	$0	$0	$0	$0	$100,000
20-02	New	Pool Electrical Equipment Repair and Replacement	A condition assessment of the Rainbow Road pool found the electrical infrastructure in a state of urgent repair and replacement.		B	Grant	$176,500	$176,500	$0	$0	$0	$0	$176,500
21-01	New	Recreation Centre Expansion	Facility expansion to include a leisure therapy pool and multipurpose room	$8,275,000	B	Res	$0	$75,000	$50,000	$0	$0	$0	$125,000
21-01	New	Recreation Centre Expansion	Facility expansion to include a leisure therapy pool and multipurpose room (Donation from SPLASH)		B	Grant	$0	$0	$0	$125,000	$0	$0	$125,000
21-01	New	Recreation Centre Expansion	Debt funding required for recreation centre expansion		B	Debt	$0	$0	$0	$8,000,000	$0	$0	$8,000,000
21-02	New	Referendum Facility Expansion	Funding for public referendum for pool expansion	$10,000	B	Res	$0	$0	$0	$10,000	$0	$0	$10,000
20-03	Replacement	Replace Pool Flooring	Replacement of pool lobby flooring and re-grouting of pool tile bottom	$25,000	B	Res	$0	$0	$0	$25,000	$0	$0	$25,000
22-04	New	Upgrade Pool Parking Lot	Upgrade existing gravel lot to capped, paved or permeable surface.	$30,000	S	Res	$0	$0	$0	$0	$30,000	$0	$30,000
19-15	Replacement	Pool equipment replacements	Replace pool office and mechanical equipment including pumps, filters, boilers, fans, strantrol, chlorinator	$241,215	E	ERF	$0	$27,500	$22,500	$20,000	$35,000	$30,000	$135,000
21-04	New	Accessible ramp and EV Charger	CWF committed to fund an accessibility ramp and EV charger at the pool.	$25,000	B	Grant	$0	$25,000	$0	$0	$0	$0	$25,000
25-01	Replacement	Replace pool expansion joints	New caulking in pool basin	$10,000	B	Res	$0	$0	$0	$0	$0	$10,000	$10,000
25-02	Replacement	Rainbow Road Dog Park	Upgrade or relocate dog park	$20,000	B	Res	$0	$0	$0	$0	$0	$20,000	$20,000
22-05	Replacement	Pool Changeroom Lockers	Replace lockers in mens and family changerooms	$80,000	E	ERF	$0	$0	$40,000	$40,000	$0	$0	$80,000
			GRAND TOTAL	**$13,777,715**			**$426,500**	**$1,469,000**	**$637,500**	**$8,365,000**	**$2,610,000**	**$105,000**	**$13,186,500**

Service: **1.459** **SSI Park Land & Rec Programs**

Proj. No.	20-10	**Capital Project Title**	Sport Field Development	**Capital Project Description**	Develop additional sports fields for youth and adults
Asset Class	L	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Limited playing field options on Salt Spring Island*				

Proj. No.	19-12	**Capital Project Title**	Expand or upgrade Trail Network and parking	**Capital Project Description**	Upgrade Drake Road to Bishops walk Trail
Asset Class	L	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Upgrades to existing trail required to address drainage issues*				

Proj. No.	19-13	**Capital Project Title**	Purchase Additional Parkland	**Capital Project Description**	The purchase of additional parkland (10-15 acres) is required to develop additional sports fields for youth and adults.
Asset Class	L	**Board Priority Area**	Climate Action & Environmental	**Corporate Priority Area**	Recreation
Project Rationale	*Additional parkland required to build additional sports fields*				

Proj. No.	19-14	**Capital Project Title**	Portlock Park Upgrades	**Capital Project Description**	Community consultation, conceptual designs, detailed designs and construction
Asset Class	L	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Upgrades to existing infrastructure that is at or near its end of life*				

Proj. No.	18-01	**Capital Project Title**	Repairs to Pool Building	**Capital Project Description**	Repairs to doors, windows, pipes, fencing and other building components as the facility reaches its tenth year.
Asset Class	B	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Capital improvements to pool building*				

Proj. No.	20-01	**Capital Project Title**	Pool site master plan	**Capital Project Description**	A site master plan is required prior to a facility expansion
Asset Class	B	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Master plan to inform future capital improvements*				

Proj. No.	20-02	**Capital Project Title**	Pool Electrical Equipment Repair and Replacement	**Capital Project Description**	A condition assessment of the Rainbow Road pool found the electrical infrastructure in a state of urgent repair and replacement.
Asset Class	B	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*A condition assessment of the Rainbow Road pool found the electrical infrastructure in a state of urgent repair and replacement.*				

Proj. No.	21-01	**Capital Project Title**	Recreation Centre Expansion	**Capital Project Description**	Facility expansion to include a leisure therapy pool and multipurpose room
Asset Class	B	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Facility expansion to meet growing community needs*				

Proj. No.	21-02	**Capital Project Title**	Referendum Facility Expansion	**Capital Project Description**	Funding for public referendum for pool expansion
Asset Class	B	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	20-03	**Capital Project Title**	Replace Pool Flooring	**Capital Project Description**	Replacement of pool lobby flooring and re-grouting of pool tile bottom
Asset Class	B	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Lobby flooring is reaching end of useful life*				

Proj. No.	22-04	**Capital Project Title**	Upgrade Pool Parking Lot	**Capital Project Description**	Upgrade existing gravel lot to capped, paved or permeable surface.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	19-15	**Capital Project Title**	Pool equipment replacements	**Capital Project Description**	Replace pool office and mechanical equipment including pumps, filters, boilers, fans, strantrol, chlorinator
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	21-04	**Capital Project Title**	Accessible ramp and EV Charger	**Capital Project Description**	community works funds needed to fund an accessibility ramp and EV charger at the pool
Asset Class	B	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	25-01	**Capital Project Title**	Replace pool expansion joints	**Capital Project Description**	New caulking in pool basin
Asset Class	B	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	25-02	**Capital Project Title**	Rainbow Road Dog Park	**Capital Project Description**	Upgrade or relocate dog park
Asset Class	B	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	22-05	**Capital Project Title**	Pool Changeroom Lockers	**Capital Project Description**	Replace lockers in mens and family changerooms
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

1.45X SSI Pool, Parks, Recreation and Parkland
Reserves Summary
2021 - 2025 Financial Plan

Reserve/Fund Summary

Reserve/Fund Summary Projected year end balance	Estimated 2020	Budget 2021	2022	2023	2024	2025
1.45X - Equipment Replacement Funds	120,512	138,102	97,882	96,722	127,404	109,594
1.459 - Land Acquisition Reserve Fund	834,104	34,104	34,104	34,104	34,104	34,104
1.459 - Pool Facility Capital Reserve Fund	185,398	30,398	30,398	25,398	26,498	28,618
1.455 - Community Parks Reserve Fund	174,472	89,472	69,572	49,772	30,072	10,582
1.455/458 - Parks & Rec Reserve Funds	357,782	258,782	58,867	77,981	110,461	235,237
1.459 - 2nd Land Reserve Fund	1,361	1,361	1,361	1,361	1,361	1,361
Total projected year end balance	**1,673,629**	**552,219**	**292,184**	**285,338**	**329,900**	**419,496**

ERF Summary

Fund: 1022 Fund Center: 101412/44/45 ERF Group: SSIPARC.ERF	Estimated 2020	Budget 2021	2022	2023	2024	2025
Beginning Balance	103,752	120,512	138,102	97,882	96,722	127,404
Planned Purchase	45,000	55,090	72,280	73,840	75,682	77,190
Transfer from Operating Budget	(28,240)	(37,500)	(112,500)	(75,000)	(45,000)	(95,000)
Interest Income	-	-	-	-	-	-
Ending Balance $	**120,512**	**138,102**	**97,882**	**96,722**	**127,404**	**109,594**

Equipment Replacement Reserve Schedule

Reserve Fund: 1.459 SSI Pool

Maintain adequate funding for lifecycle replacement of maintenance equipment, machinery and vehicles.

Reserve Cash Flow

Fund: 1022 **Fund Centre:** 101412	**Estimated**	**Budget**				
	2020	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance	19,053	25,813	33,313	22,473	10,163	28,903
Transfer from Ops Budget	25,000	35,000	51,660	52,690	53,740	54,810
Expenditures (Based on Capital Plan)	(18,240)	(27,500)	(62,500)	(65,000)	(35,000)	(30,000)
Interest Income	-	-	-	-	-	-
Ending Balance $	**25,813**	**33,313**	**22,473**	**10,163**	**28,903**	**53,713**

Assumptions/Background:

Maintain adequate funding for lifecycle replacement of computer equipment, furnishings, pool mechanical, machinery and vehicles.

Reserve Schedule

1.459 - Parkland Acquisition

Bylaw 2110

Reserve Cash Flow

Fund:	1035	Estimated	Budget				
Fund Centre:	101379	2020	2021	2022	2023	2024	2025
Beginning Balance		829,789	834,104	34,104	34,104	34,104	34,104
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures (Based on Capital Plan)		-	(800,000)	-	-	-	-
Interest Income*		4,315					
Ending Balance $		834,104	34,104	34,104	34,104	34,104	34,104

Assumptions/Background:

Fund balance to provide for the purchase of land for the purpose of community parks, trails or beach accesses.

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

1.459 - Salt Spring Island Pool

Bylaw 3686

Reserve Cash Flow

Fund:	1078	Estimated	Budget				
Fund Centre:	102045	2020	2021	2022	2023	2024	2025
Beginning Balance		294,023	185,398	30,398	30,398	25,398	26,498
Transfer from Ops Budget		40,000	65,000	50,000	50,000	51,100	52,120
Expenditures (Based on Capital Plan)		(150,000)	(220,000)	(50,000)	(55,000)	(50,000)	(50,000)
Interest Income*		1,375					
Ending Balance $		**185,398**	**30,398**	**30,398**	**25,398**	**26,498**	**28,618**

Assumptions/Background:

Fund balance to provide for capital expenditures or in respect of capital projects, pool mechanical, machinery or equipment and extension or renewal of existing capital works.

*Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

1.459 - Park Land

Bylaw 2859

Reserve Cash Flow

Fund: 1060 Fund Centre: 101603	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	112,852	176,528	111,528	25,373	42,007	61,727
Transfer from Ops Budget	62,820	110,000	113,845	116,634	119,720	121,756
Expenditures (Based on Capital Plan)	-	(175,000)	(200,000)	(100,000)	(100,000)	-
Interest Income*	856					
Ending Balance $	**176,528**	**111,528**	**25,373**	**42,007**	**61,727**	**183,483**

Assumptions/Background:

Fund balance to provide for capital expenditures or in respect of capital projects, land, machinery or equipment and extension or renewal of existing capital works.

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Capital Reserve Fund - Bylaw 3286

Fund 1071 was created as a CRF for the 2nd SSI Parks service established by Bylaw 2809 for the purpose of buying real estate, servicing debt and contributing to a CRF. That Bylaw expired on Dec 31, 2010.

Reserve Cash Flow

Fund: 1071 Fund Centre: 101898	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	1,354	1,361	1,361	1,361	1,361	1,361
Transfer from Ops Budget	-	-	-	-	-	-
Expenditures (Based on Capital Plan)	-	-	-	-	-	-
Interest Income	7					
Ending Balance $	**1,361**	**1,361**	**1,361**	**1,361**	**1,361**	**1,361**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Storm Water Quality Management (SSI)

EAC Review

Service: 1.535 SSI Stormwater Quality Management **Committee: Electoral Area**

DEFINITION:

To provide for the control of pollution in stormwater runoff from land. In Bylaw No. 2454 (adopted February, 1997 for the EA of Salt Spring Island) "stormwater runoff" includes seepage, overland flow and stormwater runoff within ditches, streams, rivers, ponds, lakes and other watercourses.

SERVICE DESCRIPTION:

The service provides a stormwater quality program in the Salt Spring Island Electoral Area to coordinate and provide information for management of stormwater quality and watershed protection.

PARTICIPATION:

The Electoral Area of the Salt Spring Island.

MAXIMUM LEVY:

$27,500

FUNDING:

Requisition

1.535 - Storm Water Quality Management (SSI)	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Contract for Services & Consulting	5,000	12,000	16,500	-	-	16,500	16,830	17,160	17,510	17,860
Allocations	17,171	5,630	10,390	-	-	10,390	10,050	9,710	9,350	8,990
Other Operating Expenses	690	190	640	-	-	640	650	660	670	680
TOTAL OPERATING COSTS	**22,861**	**17,820**	**27,530**	**-**	**-**	**27,530**	**27,530**	**27,530**	**27,530**	**27,530**
*Percentage Increase over prior year						20.4%	0.0%	0.0%	0.0%	0.0%
Transfer from Operating Reserve Fund	(331)	-	-	-	-	-	-	-	-	-
NET OPERATING COSTS	**22,530**	**17,820**	**27,530**	**-**	**-**	**27,530**	**27,530**	**27,530**	**27,530**	**27,530**
*Percentage Increase over prior year						22.2%	0.0%	0.0%	0.0%	0.0%
CAPITAL/RESERVE										
Transfer to Operating Reserve Fund	-	4,710	-	-	-	-	-	-	-	-
TOTAL COSTS	**22,530**	**22,530**	**27,530**	**-**	**-**	**27,530**	**27,530**	**27,530**	**27,530**	**27,530**
*Percentage Increase over prior year						22.2%	0.0%	0.0%	0.0%	0.0%
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(18)	(18)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
Other Revenue	(10)	(10)	(10)	-	-	(10)	(10)	(10)	(10)	(10)
TOTAL REVENUE	**(28)**	**(28)**	**(30)**	**-**	**-**	**(30)**	**(30)**	**(30)**	**(30)**	**(30)**
REQUISITION	**(22,502)**	**(22,502)**	**(27,500)**	**-**	**-**	**(27,500)**	**(27,500)**	**(27,500)**	**(27,500)**	**(27,500)**
*Percentage increase over prior year Requisition						22.2%	0.0%	0.0%	0.0%	0.0%

Reserve Schedule

Reserve Fund: Storm Water Quality Management (SSI) - Operating Reserve Fund

Reserve is being applied to supporting Salt Spring Island Watershed Protection Authority for studies related to drinking water lakes impacted by stormwater runoff.

Reserve Cash Flow

Fund: 1500 / Fund Centre: 105529	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	47,729	48,118	48,118	48,118	48,118	48,118
Transfer from Ops Budget	-	-	-	-	-	-
Transfer to Ops Budget	(331)	-	-	-	-	-
Interest Income*	720	-	-	-	-	-
Ending Balance $	**48,118**	**48,118**	**48,118**	**48,118**	**48,118**	**48,118**

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2021 Budget

Emergency Comm - CREST (SSI)

EAC Review

Service: 1.925 **SSI Emergency Comm. - CREST** **Committee: Governance & Finance**

DEFINITION:

A service established for emergency communications, including contributions towards the cost of an emergency communications service operated by another person or organization (Bylaw No. 2891, adopted July 17, 2001).

PARTICIPATION:

The Electoral Area of Salt Spring Island.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

1.925 - Emergency Comm - CREST (SSI)	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Payments to CREST	86,785	86,785	88,260	-	-	88,260	90,030	91,830	93,670	95,540
Allocations	1,771	1,771	1,811	-	-	1,811	1,819	1,855	1,892	1,930
Other Operating Expenses	600	600	600	-	-	600	600	600	600	600
TOTAL COSTS	**89,156**	**89,156**	**90,671**	**-**	**-**	**90,671**	**92,449**	**94,285**	**96,162**	**98,070**
*Percentage Increase over prior year						1.7%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(463)	(463)	-	-	-	-	-	-	-	-
Interest Income	(70)	(70)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
Grants in Lieu of Taxes	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	**(583)**	**(583)**	**(120)**	**-**	**-**	**(120)**	**(120)**	**(120)**	**(120)**	**(120)**
REQUISITION	**(88,573)**	**(88,573)**	**(90,551)**	**-**	**-**	**(90,551)**	**(92,329)**	**(94,165)**	**(96,042)**	**(97,950)**
*Percentage increase over prior year Requisition						2.2%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Highland Water System (SSI)

EAC Review

Service: 2.620 Highland Water (SSI) **Committee: Electoral Area**

DEFINITION:

To provide and operate water supply and distribution facilities for the Salt Spring Island Highland Water System Specified Area. Bylaw No. 847 (March 25, 1981). Local Service Establishment Bylaw No. 1937 (October 9, 1991).

PARTICIPATION:

Local Service Area #13, H(764)

MAXIMUM LEVY:

Greater of $120,000 or $5.50 / $1,000 of actual assessed value of land and improvements. To maximum of $749,821.

MAXIMUM CAPITAL DEBT:

Authorized:	LA3580 (April 3, 2009)	$559,000 *
Borrowed:	SI Bylaw 3634 (2009, 4.13%)	($250,000)
	SI Bylaw 3817 (2012, 3.4%)	($150,680)
Remaining:		$158,320

COMMITTEE:

Highland Water Committee established by Resolution No. 675.

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding property that is taxable for school purposes by Special Act.

Parcel Tax: - Annual, only on properties capable of being connected to the system.

RESERVE FUND:

Highland Water System Capital Reserve Fund, Bylaw No. 1501 (Dec. 17, 1986)

2.620 - Highland Water System (SSI)	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
				2021						
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Allocations	876	876	394	-	-	394	201	205	209	213
TOTAL OPERATING COSTS	**876**	**876**	**394**	**-**	**-**	**394**	**201**	**205**	**209**	**213**
*Percentage Increase over prior year						-55.0%	-49.0%	2.0%	2.0%	1.9%
DEBT										
MFA Debt Principal	20,010	20,010	20,010	-	-	20,010	20,010	20,010	20,010	7,525
MFA Debt Interest	10,858	10,858	10,868	-	-	10,868	10,868	10,868	10,868	5,243
TOTAL DEBT	**30,868**	**30,868**	**30,878**	**-**	**-**	**30,878**	**30,878**	**30,878**	**30,878**	**12,768**
TOTAL COSTS	**31,744**	**31,744**	**31,272**	**-**	**-**	**31,272**	**31,079**	**31,083**	**31,087**	**12,981**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,120)	(1,120)	-	-	-	-	-	-	-	-
Other Income	(110)	(110)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
TOTAL REVENUE	**(1,230)**	**(1,230)**	**(120)**	**-**	**-**	**(120)**	**(120)**	**(120)**	**(120)**	**(120)**
REQUISITION - PARCEL TAX	**(30,514)**	**(30,514)**	**(31,152)**	**-**	**-**	**(31,152)**	**(30,959)**	**(30,963)**	**(30,967)**	**(12,861)**
*Percentage increase over prior year Requisition						2.1%	-0.6%	0.0%	0.0%	-58.5%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.620 Highland Water (SSI)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$0	$0	$0	$0	$0	$0
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$79,365	$0	$0	$0	$0	$79,365
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$79,365**	**$0**	**$0**	**$0**	**$0**	**$79,365**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$79,365	$0	$0	$0	$0	$79,365
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$0	$0	$0	$0	$0	$0
		$0	**$79,365**	**$0**	**$0**	**$0**	**$0**	**$79,365**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.620
Service Name: Highland Water (SSI)

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
16-01	Renewal	Infrastructure Upgrades (Valve Distribution)	Infrastructure upgrades	$173,623	S	Cap	$0	$0	$0	$0	$0	$0	$0
16-01	Renewal	Infrastructure Upgrades (Valve Distribution)	Middle Reservoir repairs	$0	S	Cap	$0	$50,000	$0	$0	$0	$0	$50,000
16-01	Renewal	Infrastructure Upgrades (Valve Distribution)	Upper Reservoir assessment and remedial work	$0	S	Cap	$0	$0	$0	$0	$0	$0	$0
16-01	Renewal	Infrastructure Upgrades (Valve Distribution)	Demolition of abandoned Highlands Treatment plant	$0	S	Cap	$0	$29,365	$0	$0	$0	$0	$29,365
16-01	Renewal	Infrastructure Upgrades (Valve Distribution)	Repair failed standpipes	$0	S	Cap	$0	$0	$0	$0	$0	$0	$0
16-01	Renewal	Infrastructure Upgrades (Valve Distribution)	Repair failing water service repairs	$0	S	Cap	$0	$0	$0	$0	$0	$0	$0
			GRAND TOTAL	**$173,623**			**$0**	**$79,365**	**$0**	**$0**	**$0**	**$0**	**$79,365**

Service: **2.620** **Highland Water (SSI)**

Proj. No.	16-01	**Capital Project Title**	Infrastructure Upgrades (Valve Distribution)	**Capital Project Description**	Infrastructure upgrades
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0

Project Rationale *These funds are reserved for Highland only upgrades as it was collected from Highland customers prior to the merging of the Highland and Fernwood systems. The agreed to projects are as follows: 1) Replacement of failed piping at Middle reservoir, 2) Demolision of old intake pump station; 3) Replacement of failed standpipes; 4) Replacement of failing services from the main to the property line in strategic locations; and 5) the Upper Reservoir assessment and repairs requires the reprioritizing of the Middle Reservoir project as reported in the 2018 Annual General Meeting.*

Proj. No.	16-01	**Capital Project Title**	Infrastructure Upgrades (Valve Distribution)	**Capital Project Description**	Infrastructure upgrades
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0

Project Rationale *Currently the Upper Reservoir is leaking profoundly which sigificantly affects the storage capacity of the service as well as wastes precious portable water resources. The reservoir was built in 1980s and has reached the end of its life. The project scope includes demolition of existing reservoir, construction of a new steel bolted reservoir and engineering supervior/project management.*

CAPITAL REGIONAL DISTRICT

2021 Budget

Highland/Fernwood Water (SSI)

EAC Review

Service: 2.621 Highland & Fernwood Water (SSI) **Committee: Electoral Area**

DEFINITION:

To construct water works for the provision, supply, treatment, conveyance, storage and distribution of water for the Salt Spring Island Highland and Fernwood Water Service, Bylaw No. 3753 (April 13, 2011).

PARTICIPATION:

Local Service Area #63, 3(764)

MAXIMUM LEVY:

Greater of $350,000 or $2.572 / $1,000 of actual assessed value of land and improvements. To a maximum of $492,501.

MAXIMUM CAPITAL DEBT:

Authorized:	LA3754 (April 13, 2011)	$500,000	
Borrowed:	SI Bylaw 3800 (Aug 10, 2011)	($500,000)	3.25%
Remaining:		$0	

COMMITTEE:

Highland Water Committee established by Resolution No. 675 and Fernwood Local Service Committee established by Bylaw No. 1774.
Highland Fernwood Water Services Commission Established by Bylaw 3911, March 2015

FUNDING:

Parcel Tax: Annual, levied only on all properties capable of being connected to the system.

User Charge: Annual Fixed Fee per single family dwelling unit or equivalent.
The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate: (BL4311, June 2019)

- First 38 cubic metres or portion - $0.64 / cubic metre
- Next 68 cubic metres or portion - $2.00 / cubic metre
- Greater than 106 cubic metres - $5.13 / cubic metre

Water Connection Charge: Actual cost for the connection.

RESERVE FUND:

Established by Bylaw #3907 (April 16, 2014)

2.621 - Highland/Fernwood Water (SSI)	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Sludge Hauling Contract	9,000	8,100	9,150	-	-	9,150	9,330	9,520	9,710	9,900
Waste Sludge Disposal	9,000	12,970	12,500	-	-	12,500	12,750	13,010	13,270	13,540
Repairs & Maintenance	28,720	31,570	23,880	-	-	23,880	29,060	30,240	10,850	11,070
Allocations	23,987	23,987	20,944	-	-	20,944	20,472	20,857	21,249	21,647
Water Testing	13,240	14,200	13,470	-	-	13,470	13,740	14,010	14,290	14,580
Electricity	20,050	20,500	20,390	-	-	20,390	20,800	21,220	21,640	22,070
Supplies	22,340	23,380	22,720	-	-	22,720	23,170	23,630	24,100	24,580
Labour Charges	166,617	245,000	172,553	-	-	172,553	176,195	179,723	183,322	186,992
Other Operating Expenses	18,310	25,640	22,440	-	-	22,440	35,270	18,220	18,570	18,920
TOTAL OPERATING COSTS	**311,264**	**405,347**	**318,047**	**-**	**-**	**318,047**	**340,787**	**330,430**	**317,001**	**323,299**
*Percentage Increase over prior year						2.2%	7.1%	-3.0%	-4.1%	2.0%
Transfer from Operating Reserve Fund	(20,000)	(20,000)	(15,000)	-	-	(15,000)	(20,000)	(20,000)	-	-
NET OPERATING COSTS	**291,264**	**385,347**	**303,047**	**-**	**-**	**303,047**	**320,787**	**310,430**	**317,001**	**323,299**
Percentage Increase over prior year										
DEBT / RESERVES										
Transfer to Operating Reserve Fund	19,380	19,380	19,710	-	-	19,710	20,100	20,500	20,910	21,330
Transfer to Capital Reserve Fund	47,210	47,210	48,250	-	-	48,250	49,310	50,390	51,500	52,530
MFA Debt Principal	24,971	24,971	24,971	-	-	24,971	53,305	96,196	96,196	96,196
MFA Debt Interest	17,811	17,812	18,445	-	-	18,445	36,380	70,310	70,310	70,310
TOTAL DEBT / RESERVES	**109,372**	**109,372**	**111,376**	**-**	**-**	**111,376**	**159,095**	**237,396**	**238,916**	**240,366**
TOTAL COSTS	**400,636**	**494,719**	**414,423**	**-**	**-**	**414,423**	**479,882**	**547,826**	**555,917**	**563,665**
FUNDING SOURCES (REVENUE)										
Balance Carry Forward from 2020 to 2021	-	(102,480)	102,480	-	-	102,480	-	-	-	-
Sales - Water	(60,000)	(47,000)	(61,020)	-	-	(61,020)	(62,240)	(63,480)	(64,750)	(66,050)
User Charges	(283,084)	(283,084)	(380,133)	-	-	(380,133)	(336,882)	(398,576)	(400,387)	(401,825)
Other Revenue	(730)	(5,333)	(750)	-	-	(750)	(760)	(770)	(780)	(790)
TOTAL REVENUE	**(343,814)**	**(437,897)**	**(339,423)**	**-**	**-**	**(339,423)**	**(399,882)**	**(462,826)**	**(465,917)**	**(468,665)**
REQUISITION - PARCEL TAX	**(56,822)**	**(56,822)**	**(75,000)**	**-**	**-**	**(75,000)**	**(80,000)**	**(85,000)**	**(90,000)**	**(95,000)**
*Percentage increase over prior year										
Sales						1.7%	2.0%	2.0%	2.0%	2.0%
User Fee						34.3%	-11.4%	18.3%	0.5%	0.4%
Requisition						32.0%	6.7%	6.3%	5.9%	5.6%
Combined						**29.1%**	**-7.2%**	**14.2%**	**1.5%**	**1.4%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No. 2.621 Highland & Fernwood Water (SSI)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$50,000	$74,000	$280,000	$20,000	$25,000	$40,000	$439,000
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$20,000	$620,000	$1,500,000	$0	$0	$0	$2,120,000
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$70,000	**$694,000**	**$1,780,000**	**$20,000**	**$25,000**	**$40,000**	**$2,559,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$50,000	$50,000	$0	$0	$0	$0	$50,000
Debenture Debt (New Debt Only)	$0	$490,000	$1,740,000	$0	$0	$0	$2,230,000
Equipment Replacement Fund	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	$0	$85,000	$0	$0	$0	$0	$85,000
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$20,000	$69,000	$40,000	$20,000	$25,000	$40,000	$194,000
	$70,000	**$694,000**	**$1,780,000**	**$20,000**	**$25,000**	**$40,000**	**$2,559,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.621
Service Name: Highland & Fernwood Water (SSI)

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	Replace intake	Construct new intake and screen	$100,000	S	Debt	$0	$100,000	$0	$0	$0	$0	$100,000
19-02	New	DAF Float Waste Pump Design and Const	Design and construct waste pump	$80,000	E	Cap	$50,000	$50,000	$0	$0	$0	$0	$50,000
19-05	New	Referendum or Alternative Approval Process - Funding for Future Projects	Undertake a referendum or AAP to borrow funds to carry out the intake,back up power and upper reservoir projects	$20,000	S	Res	$20,000	$20,000	$0	$0	$0	$0	$20,000
21-01	New	Public Engagement for Future Projects	public engagement for the intake and upper reservoir projects	$10,000	S	Res	$0	$10,000	$0	$0	$0	$0	$10,000
21-02	New	Power generation equipment	Back-Up Power Detailed Design	$24,000	E	Res	$0	$24,000	$0	$0	$0	$0	$24,000
22-01	New	Power generation equipment	Back-Up Power Construction	$240,000	E	Debt	$0	$0	$240,000	$0	$0	$0	$240,000
21-03	Replacement	Highland Upper Reservoir Replacement	Replace existing leaky upper reservoir	$390,000	S	Debt	$0	$390,000	$0	$0	$0	$0	$390,000
21-04	New	Water main replacement stategy and detailed design	Conduct watermain replacement assessment and develop a phased replacement strategy and design drawings and specs	$15,000	S	Res	$0	$15,000	$0	$0	$0	$0	$15,000
21-04	New	Water main replacement stategy and detailed design	Conduct watermain replacement assessment and develop a phased replacement strategy and design drawings and specs	$85,000	S	Grant	$0	$85,000	$0	$0	$0	$0	$85,000
23-01	New	Initial phase of Water main replacement	Detailed design and construction of replacement/renewal of failing water main for high priority areas	$1,500,000	S	Debt	$0	$0	$1,500,000	$0	$0	$0	$1,500,000
22-03	New	Safety Improvements for the WTF	Design and installation of eyewash, safe access platform, roof access hatch	$40,000	E	Res	$0	$0	$40,000	$0	$0	$0	$40,000
24-01	New	Fernwood PS Haz Assess and Demolition	Assessment of hazard and demolition	$20,000	E	Res	$0	$0	$0	$20,000	$0	$0	$20,000
24-02	New	Strainer installation for PRV	Install strainer for North End and Maliview PRV	$25,000	E	Res	$0	$0	$0	$0	$25,000	$0	$25,000
25-01	New	Fence installation around storage reservoirs	Install fencing around all reservoirs and WTP	$40,000	E	Res	$0	$0	$0	$0	$0	$40,000	$40,000
			GRAND TOTAL	**$2,589,000**			**$70,000**	**$694,000**	**$1,780,000**	**$20,000**	**$25,000**	**$40,000**	**$2,559,000**

Service: 2.621 **Highland & Fernwood Water (SSI)**

Proj. No.	19-01	**Capital Project Title**	Replace intake	**Capital Project Description**	Construct new intake and screen
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Tender and construct intake*				

Proj. No.	19-02	**Capital Project Title**	DAF Float Waste Pump Design and Const	**Capital Project Description**	Design and construct waste pump
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*To design and install a system to pump DAF Float Waste, to replace the existing failing pumps.*				

Proj. No.	19-05	**Capital Project Title**	Referendum or Alternative Approval Process - Funding for Future Projects	**Capital Project Description**	Undertake a referendum or AAP to borrow funds to carry out the intake,back up power and upper reservoir projects
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	21-01	**Capital Project Title**	Public Engagement for Future Projects	**Capital Project Description**	public engagement for the intake and upper reservoir projects
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	21-02	**Capital Project Title**	Power generation equipment	**Capital Project Description**	Back-Up Power Detailed Design
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	21-03	**Capital Project Title**	Highland Upper Reservoir Replacement	**Capital Project Description**	Replace existing leaky upper reservoir
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	21-04	**Capital Project Title**	Water main replacement stategy and detailed design	**Capital Project Description**	Conduct watermain replacement assessment and develop a phased replacement strategy and design drawings and specs
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	22-01	**Capital Project Title**	Power generation equipment	**Capital Project Description**	Back-Up Power Construction
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	22-03	**Capital Project Title**	Safety Improvements for the WTF	**Capital Project Description**	Design and installation of eyewash, safe access platform, roof access hatch
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	24-01	**Capital Project Title**	Fernwood PS Haz Assess and Demolition	**Capital Project Description**	Assessment of hazard and demolition
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	24-02	**Capital Project Title**	Strainer installation for PRV	**Capital Project Description**	Install strainer for North End and Maliview PRV
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	25-01	**Capital Project Title**	Fence installation around storage reservoirs	**Capital Project Description**	Install fencing around all reservoirs and WTP
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Highland/Fernwood Water (SSI)
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	25,260	4,510	13,820	44,210	70,710	83,240
Operating Reserve Fund	17,055	21,765	21,865	22,365	43,275	64,605
Total	**42,314**	**26,274**	**35,684**	**66,574**	**113,984**	**147,844**

Reserve Schedule

Reserve Fund: 2.621 Highland/Fernwood Water (SSI) - Capital Reserve Fund - Bylaw 3991

For capital repairs, additions and improvements to sewage system infrastructure

Reserve Cash Flow

Fund:	1088	Estimated	Budget				
Fund Centre:	102156	2020	2021	2022	2023	2024	2025
Beginning Balance		55,892	25,260	4,510	13,820	44,210	70,710
Transfer from Ops Budget		47,210	48,250	49,310	50,390	51,500	52,530
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(80,000)	(69,000)	(40,000)	(20,000)	(25,000)	(40,000)
Interest Income*		2,158	-	-	-	-	-
Ending Balance $		**25,260**	**4,510**	**13,820**	**44,210**	**70,710**	**83,240**

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.621 Highland/Fernwood Water (SSI) - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance etc. Optimum minimum balance of $30,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 / Fund Centre: 105205	Estimated 2020	Budget 2021	2022	2023	2024	2025
Beginning Balance	17,345	17,055	21,765	21,865	22,365	43,275
Transfer from Ops Budget	19,380	19,710	20,100	20,500	20,910	21,330
Transfer to Ops Budget	-	-	-	-	-	-
Expenditures	(20,000)	(15,000)	(20,000)	(20,000)	-	-
Planned Maintenance Activity	Reservior cleanining and inspection (Ph2) and Arc Flash Study	Hydrant maintenance	Fiter media replacement	Reservoir cleaning and inspection		
Interest Income	330	-	-	-	-	-
Ending Balance $	**17,055**	**21,765**	**21,865**	**22,365**	**43,275**	**64,605**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Cedars of Tuam Water (SSI)

EAC Review

Service: 2.622 Cedars of Tuam Water (SSI) **Committee: Electoral Area**

DEFINITION:

To provide and operate water supply and distribution facilities for the Salt Spring Island Cedars of Tuam Water System Service Area. Bylaw No. 3021 (October 9, 2002).

PARTICIPATION:

Local Service Area #45, T(764).

MAXIMUM LEVY:

Greater of $25,425 or $6.75 / $1,000 on actual assessed value of land and improvements. To a maximum of $72,162.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3024 (October 10, 2002)		24,000	
BORROWED:	SI Bylaw No. 3050 (March 12, 2003)	5.5%	(24,000)	(Rate reduced to 2.1% June 2013)
REMAINING:			$0	

COMMITTEE:

Cedars of Tuam Water Service Committee established by bylaw No 3055 (March 12, 2003).

FUNDING:

User Charge

- Annual Fixed Fee per per single family dwelling unit or equivalent plus consumption charge
- The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate: (BL4311 June 2019)
  - First 38 cubic metres or portion - $0.90 / cubic metre
  - Greater than 38 cubic metres - $7.70 / cubic metre

Water Connection Charge

- Actual cost for the connection. See rates and regulations Bylaw No 4311 (June 2019).

RESERVE FUND:

Fund 1057, established by Bylaw #3136 (June 14, 2004); amended by Bylaw 3948 (April 16, 2014).

2.622 - Cedars of Tuam Water (SSI)	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Repairs & Maintenance	13,060	12,500	2,060	-	-	2,060	560	560	560	10,560
Allocations	2,582	2,582	3,314	-	-	3,314	3,154	3,212	3,273	3,334
Water Testing	2,030	1,800	2,060	-	-	2,060	2,100	2,140	2,180	2,220
Electricity	630	670	640	-	-	640	650	660	670	680
Supplies	710	490	720	-	-	720	730	740	750	760
Labour Charges	19,613	23,000	20,369	-	-	20,369	20,802	21,219	21,644	22,078
Other Operating Expenses	1,380	1,290	1,400	-	-	1,400	1,410	1,420	1,430	1,440
TOTAL OPERATING COSTS	**40,005**	**42,332**	**30,563**	**-**	**-**	**30,563**	**29,406**	**29,951**	**30,507**	**41,072**
*Percentage Increase over prior year						-23.6%	-3.8%	1.9%	1.9%	34.6%
Transfer from Operating Reserve Fund	(12,500)	(12,500)	(1,500)	-	-	(1,500)	-	-	-	(10,000)
NET OPERATING COSTS	**27,505**	**29,832**	**29,063**	**-**	**-**	**29,063**	**29,406**	**29,951**	**30,507**	**31,072**
DEBT / RESERVES										
Transfer to Capital Reserve Fund	3,000	1,372	5,000	-	-	5,000	6,000	6,000	6,000	6,000
Transfer to Operating Reserve Fund	2,750	2,750	2,800	-	-	2,800	2,860	2,920	2,980	3,040
MFA Debt Principal	-	-	-	-	-	-	-	867	19,756	19,756
MFA Debt Interest	1,058	1,058	-	-	-	-	221	10,268	16,015	16,015
TOTAL DEBT / RESERVES	**6,808**	**5,180**	**7,800**	**-**	**-**	**7,800**	**9,081**	**20,055**	**44,751**	**44,811**
TOTAL COSTS	**34,313**	**35,012**	**36,863**	**-**	**-**	**36,863**	**38,487**	**50,006**	**75,258**	**75,883**
FUNDING SOURCES (REVENUE)										
Sales - Water	(1,100)	(1,800)	(1,120)	-	-	(1,120)	(1,140)	(1,160)	(1,180)	(1,200)
User Charges	(33,163)	(33,162)	(35,693)	-	-	(35,693)	(37,297)	(48,796)	(74,028)	(74,633)
Other Revenue	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	**(34,313)**	**(35,012)**	**(36,863)**	**-**	**-**	**(36,863)**	**(38,487)**	**(50,006)**	**(75,258)**	**(75,883)**
REQUISITION - PARCEL TAX	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
*Percentage increase over prior year										
Sales						1.8%	1.8%	1.8%	1.7%	1.7%
User Charge						7.6%	4.5%	30.8%	51.7%	0.8%
Requisition						0.0%	0.0%	0.0%	0.0%	0.0%
Combined						**7.4%**	**4.4%**	**29.9%**	**50.5%**	**0.8%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.622 Cedars of Tuam Water (SSI)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$36,000	$35,000	$600,000	$0	$0	$671,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$77,000	$5,000	$0	$0	$82,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$36,000**	**$112,000**	**$605,000**	**$0**	**$0**	**$753,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$15,000	$605,000	$0	$0	$620,000
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$30,000	$79,000	$0	$0	$0	$109,000
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$6,000	$18,000	$0	$0	$0	$24,000
		$0	**$36,000**	**$112,000**	**$605,000**	**$0**	**$0**	**$753,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.622
Service Name: Cedars of Tuam Water (SSI)

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Decommission	Abandon unused wells	Decommission wells	$5,000	S	Debt	$0	$0	$0	$5,000	$0	$0	$5,000
21-05	New	Cholorinator, level transducer and flow meter replacement	replace chlorinator and chlorine analyzer, install well level transducer and replace raw water flow meter	$30,000	E	Grant	$0	$30,000	$0	$0	$0	$0	$30,000
21-05	New	Cholorinator, level transducer and flow meter replacement	replace chlorinator and chlorine analyzer, install well level transducer and replace raw water flow meter	$6,000	E	Res	$0	$6,000	$0	$0	$0	$0	$6,000
21-01	Renewal	Public Engagement for Future Projects	Inform and engage public within service area on upcoming works that will require borrowing to fund.	$5,000	E	Res	$0	$0	$5,000	$0	$0	$0	$5,000
21-02	Renewal	Referendum or Alternative Approval Process - Funding for Future Projects	Undertake a referendum or AAP to borrow funds to carry out the new well design and construction	$5,000	E	Res	$0	$0	$5,000	$0	$0	$0	$5,000
21-03	Study	New well detailed designs	Detailed designs, IHA application, construction documents	$70,000	S	Grant	$0	$0	$70,000	$0	$0	$0	$70,000
21-03	Study	New well detailed designs	Detailed designs, IHA application, construction documents	$7,000	S	Res	$0	$0	$7,000	$0	$0	$0	$7,000
21-04	New	Construct new well and dist system	Construction of new infrastructure for future needs	$600,000	E	Debt	$0	$0	$0	$600,000	$0	$0	$600,000
22-01	Study	Power generation equipment	Back up power detailed designs	$5,000	E	Debt	$0	$0	$5,000	$0	$0	$0	$5,000
22-02	New	Power generation equipment	Back up power construction	$10,000	E	Debt	$0	$0	$10,000	$0	$0	$0	$10,000
22-03	New	Vortex sand seperator replacement	Investigate current issues and install a suitable sand seperator - gas tax funded	$10,000	E	Grant	$0	$0	$9,000	$0	$0	$0	$9,000
22-03	New	Vortex sand seperator replacement	Investigate current issues and install a suitable sand seperator	$10,000	E	Res	$0	$0	$1,000	$0	$0	$0	$1,000
			GRAND TOTAL	**$763,000**			**$0**	**$36,000**	**$112,000**	**$605,000**	**$0**	**$0**	**$753,000**

Service: 2.622 **Cedars of Tuam Water (SSI)**

Proj. No.	18-01	**Capital Project Title**	Abandon unused wells	**Capital Project Description**	Decommission wells
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Abandon unused wells*				

Proj. No.	21-01	**Capital Project Title**	Public Engagement for Future Projects	**Capital Project Description**	Inform and engage public within service area on upcoming works that will require borrowing to fund.
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Designs for power generation equipment for emergecy back up power*				

Proj. No.	21-02	**Capital Project Title**	Referendum or Alternative Approval Process - Funding for Future Projects	**Capital Project Description**	Undertake a referendum or AAP to borrow funds to carry out the new well design and construction
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	21-03	**Capital Project Title**	New well detailed designs	**Capital Project Description**	Detailed designs, IHA application, construction documents
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	21-04	**Capital Project Title**	Construct new well and dist system	**Capital Project Description**	Construction of new infrastructure for future needs
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	21-05	**Capital Project Title**	Cholorinator, level transducer and flow meter replacement	**Capital Project Description**	replace chlorinator and chlorine analyzer, install well level transducer and replace raw water flow meter
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	22-01	**Capital Project Title**	Power generation equipment	**Capital Project Description**	Back up power detailed designs
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	22-02	**Capital Project Title**	Power generation equipment	**Capital Project Description**	Back up power construction
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Construct and install power generation equipment for emergency back up power.*				

Cedars of Tuam Water (SSI)
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	1,397	2,697	5,557	8,477	11,457	4,497
Capital Reserve Fund	14,727	13,727	1,727	7,727	13,727	19,727
Total	**16,124**	**16,424**	**7,284**	**16,204**	**25,184**	**24,224**

Reserve Schedule

Reserve Fund: 2.622 Cedars of Tuam Water (SSI) - Operating Reserve Fund

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant teardowns and ground water well maintenance. Optimum minimum balance of $2,500 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund:	**1500**	**Estimated**	**Budget**				
Fund Centre:	**105532**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		10,977	1,397	2,697	5,557	8,477	11,457
Transfer from Op Budget		2,750	2,800	2,860	2,920	2,980	3,040
Expenditures		(12,500)	(1,500)	-	-	-	(10,000)
Planned Maintenance Activity		Reservoir cleaning and inspection/ Well inspection	Hydrant/Standpipe maintenance/ System Flush				Reservoir cleaning and inspection
Interest Income*		170	-	-	-	-	-
Ending Balance $		**1,397**	**2,697**	**5,557**	**8,477**	**11,457**	**4,497**

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.622 Cedars of Tuam Water (SSI) - Capital Reserve Fund - Bylaw 3948

Monies in the reserve fund will be used to provide for capital works, including the planning, study, design, construction of water facilities, conveyance, treatment, storage, distribution of water, land purchases, machinery or equipment necessary for the extension or renewal of existing capital works and related debt servicing payments.

Reserve Cash Flow

Fund: 1057 / Fund Centre: 101843	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	13,155	14,727	13,727	1,727	7,727	13,727
Transfer from Ops Budget	1,372	5,000	6,000	6,000	6,000	6,000
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	-	(6,000)	(18,000)	-	-	-
Interest Income*	200	-	-	-	-	-
Ending Balance $	**14,727**	**13,727**	**1,727**	**7,727**	**13,727**	**19,727**

Assumptions/Background:

Transfer as much as operating budget will allow.

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2021 Budget

Beddis Water

EAC Review

Service: 2.624 Beddis Water (SSI) **Committee: Electoral Area**

DEFINITION:

To provide and operate water supply and distribution facilities for the Salt Spring Island Beddis Water System Service Area. Bylaw No. 3188 (November 24, 2004).

PARTICIPATION:

Order in Council No 176, February 24, 2005.

MAXIMUM LEVY:

Greater of $133,000 or $2.71 / $1,000 on actual assessed value of land and improvements. To a maximum of $286,057.

MAXIMUM CAPITAL DEBT:

Beddis Waterworks 1994 previous debt paid out 2011		$95,909		
AUTHORIZED:	LA Bylaw No. 3193 (November 24, 2004)		$325,500	
BORROWED:	SI Bylaw No. 3291		($325,500)	1.80%
Remaining:			$0	
AUTHORIZED:	LA Bylaw No. 3825 (July 11, 2012)		$400,000	
BORROWED:	SI Bylaw No. 3882 (Jan 9, 2013) Matured 2023		($300,000)	3.15%
BORROWED:	SI Bylaw No. 3910 (July 2013)		($70,000)	3.85%
Remaining:			$30,000	

COMMITTEE:

Beddis Water Service committee established by Bylaw No. 3247 (Dec 15, 2004)

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding propert that is taxable for school purposes by Special Act.

User Charge: Fixed user charge + variable consumption charge to all metered properties

Parcel Tax: Annual, only on properties capable of being connected to the system, starting 2006

User Charge:

- Annual Fixed Fee per per single family dwelling unit or equivalent
- The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate: (BL4311 June 2019)
  - First 38 cubic metres or portion - $3.10 / cubic metre
  - Next 68 cubic metres or portion - $6.30 / cubic metre
  - Greater than 106 cubic metres - $8.50 / cubic metre

Water Connection Charge: The connection charge for a service shall be the actual cost for the connection

RESERVE FUND:

Fund 1069, established by Bylaw # 3274 (April 27, 2005)

2.624 - Beddis Water	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Operations Contracts	48,270	43,000	49,090	-	-	49,090	50,070	51,070	52,090	53,130
Grit & Waste Sludge Disposal	11,940	11,940	12,140	-	-	12,140	12,390	12,640	12,890	13,140
Repairs & Maintenance	13,540	12,540	5,650	-	-	5,650	5,760	5,870	6,000	21,120
Allocations	13,076	13,076	12,042	-	-	12,042	12,021	12,262	12,497	12,746
Water Testing	9,680	7,500	9,840	-	-	9,840	10,040	10,240	10,440	10,650
Electricity	11,230	11,230	11,420	-	-	11,420	11,650	11,880	12,120	12,360
Supplies	10,360	15,040	10,550	-	-	10,550	10,760	10,970	11,180	11,400
Labour Charges	33,640	32,000	36,008	-	-	36,008	36,840	37,578	38,332	39,101
Other Operating Expenses	18,310	27,370	18,590	-	-	18,590	18,950	19,320	19,700	20,080
Contingency	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING COSTS	**170,046**	**173,696**	**165,330**	**-**	**-**	**165,330**	**168,481**	**171,830**	**175,249**	**193,727**
*Percentage Increase over prior year						-2.8%	1.9%	2.0%	2.0%	10.5%
Transfer from Operating Reserve Fund	(8,000)	(8,000)	-	-	-	-	-	-	-	(15,000)
NET OPERATING COSTS	**162,046**	**165,696**	**165,330**	**-**	**-**	**165,330**	**168,481**	**171,830**	**175,249**	**178,727**
*Percentage Increase over prior year						2.0%	1.9%	2.0%	2.0%	2.0%
DEBT / RESERVES										
Transfer to Capital Reserve Fund	8,140	8,140	29,000	-	-	29,000	29,000	29,000	29,000	29,000
Transfer to Operating Reserve Fund	5,100	5,100	5,190	-	-	5,190	5,290	5,400	5,510	5,620
MFA Debt Principal	48,290	48,290	30,817	-	-	30,817	30,817	39,491	26,021	26,021
MFA Debt Interest	18,004	18,004	12,145	-	-	12,145	15,070	16,120	8,550	8,550
TOTAL DEBT / RESERVES	**79,534**	**79,534**	**77,152**	**-**	**-**	**77,152**	**80,177**	**90,011**	**69,081**	**69,191**
TOTAL COSTS	**241,580**	**245,230**	**242,482**	**-**	**-**	**242,482**	**248,658**	**261,841**	**244,330**	**247,918**
FUNDING SOURCES (REVENUE)										
Estimated Balance C/FW from 2020 to 2021	-	(23,650)	23,650	-	-	23,650	-	-	-	-
Sales - Water	(82,000)	(62,000)	(70,000)	-	-	(70,000)	(81,470)	(83,260)	(85,090)	(86,790)
User Charges	(87,240)	(87,240)	(118,456)	-	-	(118,456)	(92,760)	(94,770)	(96,840)	(98,780)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(169,340)**	**(172,990)**	**(164,906)**	**-**	**-**	**(164,906)**	**(174,330)**	**(178,130)**	**(182,030)**	**(185,670)**
REQUISITION - PARCEL TAX	**(72,240)**	**(72,240)**	**(77,576)**	**-**	**-**	**(77,576)**	**(74,328)**	**(83,711)**	**(62,300)**	**(62,248)**
*Percentage increase over prior year										
Sales						-14.6%	16.4%	2.2%	2.2%	2.0%
User Fee						35.8%	-21.7%	2.2%	2.2%	2.0%
Requisition						7.4%	-4.2%	12.6%	-25.6%	-0.1%
Combined						**10.2%**	**-6.6%**	**5.3%**	**-6.7%**	**1.5%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.624 Beddis Water (SSI)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$132,000	$150,000	$0	$0	$30,000	$312,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$36,000	$85,000	$300,000	$50,000	$0	$471,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$168,000**	**$235,000**	**$300,000**	**$50,000**	**$30,000**	**$783,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$150,000	$300,000	$0	$0	$450,000
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$150,000	$50,000	$0	$0	$0	$200,000
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$18,000	$35,000	$0	$50,000	$30,000	$133,000
		$0	**$168,000**	**$235,000**	**$300,000**	**$50,000**	**$30,000**	**$783,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.624
Service Name: Beddis Water (SSI)

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-02	Study	Referendum or Alternative Approval Process - Funding for Future Projects	Seek service area electors approval to fund projects	$15,000	S	Res	$0	$0	$15,000	$0	$0	$0	$15,000
21-02	Study	Public Engagement for Future Projects	Undertake a referendum or AAP to borrow funds to carry out the	$10,000	S	Res	$0	$0	$10,000	$0	$0	$0	$10,000
20-04	New	Beddis Intake and screen	Construct and install intake screen and pipe improvements	$120,000	E	Grant	$0	$120,000	$0	$0	$0	$0	$120,000
20-04	New	Beddis Intake and screen	Construct and install intake screen and pipe improvements	$12,000	E	Res	$0	$12,000	$0	$0	$0	$0	$12,000
20-06	Study	Power generation equipment	Back up power detailed designs	$10,000	E	Cap	$0	$0	$0	$0	$0	$0	$0
21-01	New	Power generation equipment	Back up power construction	$150,000	E	Debt	$0	$0	$150,000	$0	$0	$0	$150,000
21-01	New	Premilinary design of booster pump and second reservoir at Sky Valley lower reservior and dcomission of upper reservoir and Lautman reservoir	Preliminary design of booster pump and second reservoir at Sky Valley lower reservior	$30,000	S	Grant	$0	$30,000	$0	$0	$0	$0	$30,000
21-01	New	Premilinary and detailed design of booster pump and second reservoir at Sky Valley lower reservior and dcomission of upper reservoir and Lautman reservoir	Preliminary and detailed design of booster pump and second reservoir at Sky Valley lower reservior-ineligible for gax tax	$16,000	S	Res	$0	$6,000	$10,000	$0	$0	$0	$16,000
22-02	New	Detailed design of booster pump and second reservoir at Sky Valley lower reservior and dcomission of upper reservoir and Lautman reservoir	Detailed design of booster pump and second reservoir at Sky Valley lower reservior	$50,000	S	Grant	$0	$0	$50,000	$0	$0	$0	$50,000
25-02	New	Construction of booster pump and second reservoir at Sky Valley lower reservior	Construction of booster pump and second reservoir at Sky Valley lower reservior	$300,000	S	Debt	$0	$0	$0	$300,000	$0	$0	$300,000
25-01	Decommission	Decommission of Sky Valley Upper Reservoir	Decommission and removal of Sky Valley Upper Reservoir	$50,000	S	Res	$0	$0	$0	$0	$50,000	$0	$50,000
17-01	Decommission	Lautman reservoir	Dismantle and remove Lautman reservior	$30,000	E	Res	$0	$0	$0	$0	$0	$30,000	$30,000
			GRAND TOTAL	**$793,000**			**$0**	**$168,000**	**$235,000**	**$300,000**	**$50,000**	**$30,000**	**$783,000**

Service: 2.624 **Beddis Water (SSI)**

Proj. No.	17-01	**Capital Project Title**	Lautman reservoir	**Capital Project Description**	Dismantle and remove Lautman reservior
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Lautman reservior has been decommissioned and requires dismantling and removal to mitigate risk. Tank was not designed to withstand seismic loading and would likely fail in a seismic event.*				

Proj. No.	20-02	**Capital Project Title**	Referendum or Alternative Approval Process - Funding for Future Projects	**Capital Project Description**	Seek service area electors approval to fund projects
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*As per Commission request (Dec. 15/2015), capital construction projects greater than $50,000 are to be funded thru debt, in which case a referndum may be required.*				

Proj. No.	20-04	**Capital Project Title**	Beddis Intake and screen	**Capital Project Description**	Construct and install intake screen and pipe improvements
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*To resolve the intermittent operation issue where the Cusheion Lake raw water intake pumps lose their prime (become air-locked) and either pump erratically or completley stop pumping raw water into treatment. 2019 GreatPacific evaluation and optimization of raw water intake system at the Beddis WTP.*				

Proj. No.	20-06	**Capital Project Title**	Power generation equipment	**Capital Project Description**	Back up power detailed designs
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Back up power*				

Proj. No.	21-01	**Capital Project Title**	Power generation equipment	**Capital Project Description**	Back up power construction
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Back up power*				

Proj. No.	21-02	**Capital Project Title**	Public Engagement for Future Projects	**Capital Project Description**	Undertake a referendum or AAP to borrow funds to carry out the
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	22-02	**Capital Project Title**	Detailed design of booster pump and second reservoir at Sky Valley lower reservior and dcomission of upper reservoir and Lautman reservoir	**Capital Project Description**	Detailed design of booster pump and second reservoir at Sky Valley lower reservior
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	25-01	**Capital Project Title**	Decommission of Sky Valley Upper Reservoir	**Capital Project Description**	Decommission and removal of Sky Valley Upper Reservoir
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	25-02	**Capital Project Title**	Construction of booster pump and second reservoir at Sky Valley lower reservior	**Capital Project Description**	Construction of booster pump and second reservoir at Sky Valley lower reservior
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Back up power*				

Beddis Water Reserves
Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	7,959	12,969	18,279	23,709	29,259	14,369
Capital Reserve Fund	7,018	18,018	12,018	41,018	20,018	19,018
Total	**14,977**	**30,987**	**30,297**	**64,727**	**49,277**	**33,387**

Reserve Schedule

Reserve Fund: 2.624 Beddis Water - Operating Reserve Fund

Reserve fund used for unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance. Optimum minimum balance of $14,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund:	**1500**	**Estimated**	**Budget**				
Fund Centre:	**105206**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		10,679	7,959	13,149	18,439	23,839	29,349
Transfer from Ops Budget		5,100	5,190	5,290	5,400	5,510	5,620
Transfer to Ops Budget		-	-	-	-	-	-
Expenditures		(8,000)	-	-	-	-	(15,000)
Planned Maintenance Activity		Hydrant maintenance					Reservoir cleaning and inspection
Interest Income		180	-	-	-	-	-
Ending Balance $		**7,959**	**13,149**	**18,439**	**23,839**	**29,349**	**19,969**

Reserve Schedule

Reserve Fund: 2.624 Beddis Water - Capital Reserve Fund - Bylaw 3274

For capital repairs, additions and improvements to water system infrastructure

Reserve Cash Flow

Fund:	1069	Estimated	Budget				
Fund Centre:	101894	2020	2021	2022	2023	2024	2025
Beginning Balance		50,868	7,018	18,018	12,018	41,018	20,018
Transfer from Ops Budget		8,140	29,000	29,000	29,000	29,000	29,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(52,500)	(18,000)	(35,000)	-	(50,000)	(30,000)
Interest Income		510	-	-	-	-	-
Ending Balance $		**7,018**	**18,018**	**12,018**	**41,018**	**20,018**	**19,018**

Assumptions/Background:

Debt costs will be reduced by $22k in 2021. Transfers to CRF may increase at that time

CAPITAL REGIONAL DISTRICT

2021 Budget

Fulford Water (SSI)

EAC Review

Service: **2.626 Fulford Water (SSI)** **Committee: Electoral Area**

DEFINITION:

To provide, operate and maintain water supply and distribution facilities for the Fulford Water Local Service Area on Salt Spring Island. Bylaw No. 3202 (November 24, 2004).

PARTICIPATION:

Order In Council No 177, Feb 24, 2005.

MAXIMUM LEVY:

Greater of $156,000 or $5.46 / $1,000 to a maximum of $362,147.

MAXIMUM CAPITAL DEBT:

COMMITTEE:

Fulford Water Service committee established by Bylaw No 3248 (Dec 15, 2004).

FUNDING:

Any deficiencies after user charge and/or parcel tax to be levied on taxable hospital assessments.

User Charge:	Fixed user charge + metered commercial properties.
Parcel Tax:	Annual, levied only on properties capable of being connected to the system, starting 2006. Parcel charge in lieu of parcel tax in 2005 only.
Connection Charge:	The connection charge for a service shall be the actual cost for the connection.
Consumption Charge:	Single Family Residential: No Consumption Charge Other: $3.27 per cubic metre Minimum charge per three months is $312.75 per service connection

MAXIMUM OPERATING EXPENDITURE:

RESERVE FUND BYLAW:

Fund 1070, established by Bylaw #3275 (April 27, 2005)

2.626 - Fulford Water (SSI)	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Operations Contract	50,810	47,800	51,670	-	-	51,670	52,700	53,750	54,820	55,920
Grit & Waste Sludge Disposal	7,380	7,800	7,510	-	-	7,510	7,660	7,810	7,970	8,130
Repairs & Maintenance	7,860	2,500	28,000	-	-	28,000	8,610	8,790	8,970	9,160
Allocations	9,653	9,653	8,622	-	-	8,622	8,207	8,367	8,530	8,696
Water Testing	5,680	4,200	5,780	-	-	5,780	5,900	6,020	6,140	6,260
Electricity	10,190	10,400	10,360	-	-	10,360	10,570	10,780	11,000	11,220
Supplies	7,520	11,240	7,650	-	-	7,650	7,800	7,950	8,100	8,250
Labour Charges	20,990	20,990	22,821	-	-	22,821	23,368	23,836	24,315	24,803
Other Operating Expenses	19,270	30,780	19,550	-	-	19,550	19,940	20,340	20,750	21,160
TOTAL OPERATING COSTS	**139,353**	**145,363**	**161,963**	**-**	**-**	**161,963**	**144,755**	**147,643**	**150,595**	**153,599**
*Percentage Increase over prior year						16.2%	-10.6%	2.0%	2.0%	2.0%
Transfer from Operating Reserve Fund	-	-	(20,000)	-	-	(20,000)	-	-	-	-
NET OPERATING COSTS	**139,353**	**145,363**	**141,963**	**-**	**-**	**141,963**	**144,755**	**147,643**	**150,595**	**153,599**
Percentage Increase over prior year										
DEBT / RESERVES										
Transfer to Operating Reserve Fund	7,280	7,280	7,400	-	-	7,400	7,550	7,700	7,850	8,010
Transfer to Capital Reserve Fund	10,900	7,097	46,000	-	-	46,000	46,000	28,306	27,080	27,620
MFA Debt Principal	39,250	39,250	8,490	-	-	8,490	8,490	18,899	43,875	43,875
MFA Debt Interest	16,209	16,209	5,915	-	-	5,915	8,570	22,535	30,135	30,135
TOTAL DEBT / RESERVES	**73,639**	**69,836**	**67,805**	**-**	**-**	**67,805**	**70,610**	**77,440**	**108,940**	**109,640**
TOTAL COSTS	**212,992**	**215,199**	**209,768**	**-**	**-**	**209,768**	**215,365**	**225,083**	**259,535**	**263,239**
FUNDING SOURCES (REVENUE)										
Sales - Water	(15,000)	(16,400)	(15,260)	-	-	(15,260)	(15,570)	(15,880)	(16,200)	(16,520)
User Charges	(130,793)	(131,600)	(133,233)	-	-	(133,233)	(135,855)	(138,573)	(141,345)	(144,179)
Other Revenue	(840)	(840)	(870)	-	-	(870)	(880)	(890)	(900)	(910)
TOTAL REVENUE	**(146,633)**	**(148,840)**	**(149,363)**	**-**	**-**	**(149,363)**	**(152,305)**	**(155,343)**	**(158,445)**	**(161,609)**
REQUISITION - PARCEL TAX	**(66,359)**	**(66,359)**	**(60,405)**	**-**	**-**	**(60,405)**	**(63,060)**	**(69,740)**	**(101,090)**	**(101,630)**
*Percentage increase over prior year										
Sales						1.73%	2.03%	1.99%	2.02%	1.98%
User Fee						1.9%	2.0%	2.0%	2.0%	2.0%
Requisition						-9.0%	4.4%	10.6%	45.0%	0.5%
Combined						**-1.5%**	**2.7%**	**4.5%**	**15.4%**	**1.4%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.626 Fulford Water (SSI)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$38,000	$180,000	$806,000	$10,000	$0	$1,034,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$120,000	$0	$0	$0	$0	$120,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$158,000**	**$180,000**	**$806,000**	**$10,000**	**$0**	**$1,154,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$180,000	$800,000	$0	$0	$980,000
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$80,000	$0	$0	$0	$0	$80,000
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$78,000	$0	$6,000	$10,000	$0	$94,000
		$0	**$158,000**	**$180,000**	**$806,000**	**$10,000**	**$0**	**$1,154,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.626
Service Name: Fulford Water (SSI)

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
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Cap = Capital Funds on Hand
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Funding Source Codes (con't)
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STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
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Capital Project Title
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Capital Project Description
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Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-01	New	WTP, Reservoir, PST Sunnyside Site Security	Security fencing to secure assests	$30,000	S	Res	$0	$30,000	$0	$0	$0	$0	$30,000
20-02	Study	Power generation equipment	Back up power detailed designs	$10,000	E	Res	$0	$0	$0	$0	$0	$0	$0
21-01	New	Power generation equipment	Back up power construction	$180,000	E	Debt	$0	$0	$180,000	$0	$0	$0	$180,000
21-02	Study	Public Engagement for Future Projects	Inform and engage public within service area on upcoming works that will require borrowing to fund.	$15,000	E	Res	$0	$15,000	$0	$0	$0	$0	$15,000
21-02	Study	Referendum or Alternative Approval Process - Funding for Future Projects	Undertake a referendum or AAP to borrow funds to carry out the new well design and construction	$10,000	E	Res	$0	$10,000	$0	$0	$0	$0	$10,000
22-01	New	Replacement of Flocculation mixer motor	Replace two flocculation mixer motors	$9,000	E	Res	$0	$9,000	$0	$0	$0	$0	$9,000
22-02	New	Installation of turbidity meter on influent line	Installation of turbidity meter on influent line	$4,000	E	Res	$0	$4,000	$0	$0	$0	$0	$4,000
23-01	New	Replacement of impellers of pumps at Sunnyside Pumpstation	Replacement of impellers of pumps at Sunnyside Pumpstation	$6,000	E	Res	$0	$0	$0	$6,000	$0	$0	$6,000
24-01	New	Electrical service improvement at Fulford WTP	Replacement of panel board directory and address issues with regard to resetting motor overload	$10,000	E	Res	$0	$0	$0	$0	$10,000	$0	$10,000
22-03	New	Water main assessment and replacement strategy and initial phase detailed design	Develop a stragey and phased program to replace aging AC water mains in the system and perform detailed design for initla phase	$80,000	S	Grant	$0	$80,000	$0	$0	$0	$0	$80,000
22-03	New	Water main assessment and replacement strategy and initial phase detailed design	Develop a stragey and phased program to replace aging AC water mains in the system-inelegible for gax tax items	$10,000	S	Res	$0	$10,000	$0	$0	$0	$0	$10,000
25-01	New	Initial phase of water main replacement	Water main replacement detailed design and construction for priority sections	$800,000	E	Debt	$0	$0	$0	$800,000	$0	$0	$800,000
			GRAND TOTAL	**$1,164,000**			**$0**	**$158,000**	**$180,000**	**$806,000**	**$10,000**	**$0**	**$1,154,000**

Service: **2.626** **Fulford Water (SSI)**

Proj. No.	20-01	**Capital Project Title**	WTP, Reservoir, PST Sunnyside Site Security	**Capital Project Description**	Security fencing to secure assests
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Perimeter fencing is required to secure assets.*				

Proj. No.	20-02	**Capital Project Title**	Power generation equipment	**Capital Project Description**	Back up power detailed designs
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Back up power designs.*				

Proj. No.	21-01	**Capital Project Title**	Power generation equipment	**Capital Project Description**	Back up power construction
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Back up power construction.*				

Proj. No.	21-02	**Capital Project Title**	Public Engagement for Future Projects	**Capital Project Description**	Inform and engage public within service area on upcoming works that will require borrowing to fund.
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Referendum to secure borrowing.*				

Proj. No.	22-01	**Capital Project Title**	Replacement of Flocculation mixer motor	**Capital Project Description**	Replace two flocculation mixer motors
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	22-02	**Capital Project Title**	Installation of turbidity meter on influent line	**Capital Project Description**	Installation of turbidity meter on influent line
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	22-01	**Capital Project Title**	Replacement of Flocculation mixer motor	**Capital Project Description**	Replace two flocculation mixer motors
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	22-02	**Capital Project Title**	Installation of turbidity meter on influent line	**Capital Project Description**	Installation of turbidity meter on influent line
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	22-03	**Capital Project Title**	Water main assessment and replacement strategy and initial phase detailed design	**Capital Project Description**	Develop a strategy and phased program to replace aging AC water mains in the system and perform detailed design for initia phase
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	23-01	**Capital Project Title**	Replacement of impellers of pumps at Sunnyside Pumpstation	**Capital Project Description**	Replacement of impellers of pumps at Sunnyside Pumpstation
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	24-01	**Capital Project Title**	Electrical service improvement at Fulford WTP	**Capital Project Description**	Replacement of panel board directory and address issues with regard to resetting motor overload
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	25-01	**Capital Project Title**	Initial phase of water main replacement	**Capital Project Description**	Water main replacement detailed design and construction for priority sections
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Fulford Water (SSI)
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	74,828	42,828	88,828	111,134	128,214	155,834
Operaring Reserve Fund	24,516	11,916	19,466	27,166	35,016	43,026
Total	**99,344**	**54,744**	**108,294**	**138,300**	**163,230**	**198,860**

Reserve Schedule

Reserve Fund: 2.626 Fulford Water (SSI) - Capital Reserve Fund

Bylaw 3275

Reserve Cash Flow

Fund: 1070 / Fund Centre: 101897	Estimated 2020	Budget 2021	2022	2023	2024	2025
Beginning Balance	89,131	74,828	42,828	88,828	111,134	128,214
Transfer from Ops Budget	7,097	46,000	46,000	28,306	27,080	27,620
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	(22,750)	(78,000)	-	(6,000)	(10,000)	-
Interest Income	1,350	-	-	-	-	-
Ending Balance $	**74,828**	**42,828**	**88,828**	**111,134**	**128,214**	**155,834**

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.626 Fulford Water (SSI) - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance. Optimum minimum balance of $14,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 / **Fund Centre:** 105207	**Estimated**	**Budget**				
	2020	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance	16,956	24,516	11,916	19,466	27,166	35,016
Transfer from Ops Budget	7,280	7,400	7,550	7,700	7,850	8,010
Expenditures	-	(20,000)	-	-	-	-
Planned Maintenance Activity		Reservoir cleaning and inspection				
Interest Income	280	-	-	-	-	-
Ending Balance $	**24,516**	**11,916**	**19,466**	**27,166**	**35,016**	**43,026**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Cedar Lane Water (SSI)

EAC Review

Service: 2.628 **Cedar Lane Water (SSI)** **Committee: Electoral Area**

DEFINITION:

To provide and operate water supply and distribution facilities for the Salt Spring Island Cedar Lane Water Service Area.
Bylaw 3424 (Oct 10, 2007)

PARTICIPATION:

Local Service Area #31, P(764)

MAXIMUM LEVY:

Greater of $54,000 or $4.76/ $1,000 on actual assessed value of land and improvements. To a maximum of $100,581.

MAXIMUM CAPITAL DEBT:

Authorized:	LA Bylaw No. 3425 (Oct 10, 2007)	$168,000	
Borrowed:	SI Bylaw 3514 (Feb 13, 2008)	($60,000)	Repaid April 23, 2018
	SI Bylaw 3634 (Aug 12, 2009)	($108,000)	Matures 2024 (4.13%)
Remaining:		$0	

COMMISSION:

Cedar Lane Water Service Commission established by Bylaw 3505, Feb 13, 2008.

FUNDING:

Parcel Tax: Annual charge only on properties capable of being connected to the system.

User Charge: Annual Fixed Fee per single family dwelling unit or equivalent.
The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate: (BL4311 June 2019)

- First 30 cubic metres or portion - $2.50 / cubic metre
- Next 30 cubic metres or portion - $9.00 / cubic metre
- Greater than 61 cubic metres - $25.00 / cubic metre

RESERVE FUND BYLAW:

Cedar Lane Water Service Capital Reserve Fund, Bylaw #3582 (Nov 12, 2008).

2.628 - Cedar Lane Water (SSI)	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Operations Contract	21,180	18,000	21,540	-	-	21,540	21,970	22,410	22,860	23,320
Repairs & Maintenance	21,070	20,000	6,080	-	-	6,080	1,110	1,140	1,170	21,200
Allocations	3,761	3,761	4,786	-	-	4,786	4,512	4,599	4,688	4,779
Water Testing	2,990	2,990	3,040	-	-	3,040	3,100	3,160	3,220	3,280
Electricity	4,500	4,200	4,580	-	-	4,580	4,670	4,760	4,860	4,960
Supplies	1,660	2,950	1,540	-	-	1,540	1,570	1,600	1,630	1,660
Labour Charges	10,329	10,500	11,231	-	-	11,231	11,500	11,730	11,966	12,207
Contingency	2,990	2,670	3,070	-	-	3,070	3,130	3,190	3,250	3,310
TOTAL OPERATING COSTS	**68,480**	**65,071**	**55,867**	**-**	**-**	**55,867**	**51,562**	**52,589**	**53,644**	**74,716**
*Percentage Increase over prior year						-18.4%	-7.7%	2.0%	2.0%	39.3%
Transfers from Operations Reserve Fund	(20,000)	(20,000)	(5,000)	-	-	(5,000)	-	-	-	(20,000)
NET OPERATING COSTS	**48,480**	**45,071**	**50,867**	**-**	**-**	**50,867**	**51,562**	**52,589**	**53,644**	**54,716**
DEBT / RESERVES										
Transfer to Capital Reserve Fund	4,096	6,406	4,170	-	-	4,170	4,250	5,000	5,000	5,000
Transfer to Operating Reserve Fund	1,000	1,000	4,200	-	-	4,200	4,280	4,370	4,460	4,550
MFA Debt Principal	5,394	5,394	5,394	-	-	5,394	5,394	5,394	5,394	-
MFA Debt Interest	2,460	2,460	2,460	-	-	2,460	2,460	2,460	2,460	30
TOTAL DEBT / RESERVES	**12,950**	**15,260**	**16,224**	**-**	**-**	**16,224**	**16,384**	**17,224**	**17,314**	**9,580**
TOTAL COSTS	**61,430**	**60,331**	**67,091**	**-**	**-**	**67,091**	**67,946**	**69,813**	**70,958**	**64,296**
FUNDING SOURCES (REVENUE)										
Sales - Water	(12,600)	(11,500)	(11,500)	-	-	(11,500)	(11,730)	(11,960)	(12,200)	(12,440)
User Charges	(36,699)	(36,700)	(43,387)	-	-	(43,387)	(43,932)	(44,819)	(45,724)	(46,646)
Other Revenue	(180)	(180)	(180)	-	-	(180)	(180)	(180)	(180)	(180)
TOTAL REVENUE	**(49,479)**	**(48,380)**	**(55,067)**	**-**	**-**	**(55,067)**	**(55,842)**	**(56,959)**	**(58,104)**	**(59,266)**
REQUISITION - PARCEL TAX	**(11,951)**	**(11,951)**	**(12,024)**	**-**	**-**	**(12,024)**	**(12,104)**	**(12,854)**	**(12,854)**	**(5,030)**
*Percentage increase over prior year										
Sales						-8.7%	2.0%	2.0%	2.0%	2.0%
User Charge						18.2%	1.3%	2.0%	2.0%	2.0%
Requisition						0.6%	0.7%	6.2%	0.0%	-60.9%
Combined						**11.3%**	**1.4%**	**2.0%**	**2.0%**	**2.0%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.628 Cedar Lane Water (SSI)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$0	$0	$0	$0	$0	$0
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$35,000	$105,000	$10,000	$30,000	$15,000	$0	$160,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$35,000	**$105,000**	**$10,000**	**$30,000**	**$15,000**	**$0**	**$160,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$50,000	$0	$0	$0	$0	$50,000
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$35,000	$55,000	$10,000	$30,000	$15,000	$0	$110,000
		$35,000	**$105,000**	**$10,000**	**$30,000**	**$15,000**	**$0**	**$160,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.628
Service Name: Cedar Lane Water (SSI)

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Renewal	Abandon unsused wells	Decommission wells	$10,000	S	Res	$0	$0	$10,000	$0	$0	$0	$10,000
20-01	New	WTP Manganese removal	Review and carry out a design to address manganese removal	$35,000	S	Res	$35,000	$35,000	$0	$0	$0	$0	$35,000
20-02	Study	Power generation equipment	Back up power designs and specifications	$5,000	S	Res	$0	$0	$0	$0	$0	$0	$0
21-01	New	Power generation equipment	Back up power construction	$15,000	S	Res	$0	$15,000	$0	$0	$0	$0	$15,000
23-01	New	Investigation for new groundwater sources	Conduct study and site investigation to identify groundwater sources and new well location	$30,000	S	Res	$0	$0	$0	$30,000	$0	$0	$30,000
24-01	New	Fencing for WTP, pump station and the reservoir	Conduct study and site investigation to identify groundwater sources and new well location	$15,000	S	Res	$0	$0	$0	$0	$15,000	$0	$15,000
21-02	New	Detailed Hydrogeological Assessment	Conduct a detailed hydrogelogical assement of the Cedar Lane water system	$50,000	S	Grant	$0	$50,000	$0	$0	$0	$0	$50,000
21-02	New	Detailed Hydrogeological Assessment	Conduct a detailed hydrogelogical assement of the Cedar Lane water system	$5,000	S	Res	$0	$5,000	$0	$0	$0	$0	$5,000
			GRAND TOTAL	**$165,000**			**$35,000**	**$105,000**	**$10,000**	**$30,000**	**$15,000**	**$0**	**$160,000**

Service: 2.628 **Cedar Lane Water (SSI)**

Proj. No.	18-01	**Capital Project Title**	Abandon unsused wells	**Capital Project Description**	Decommission wells
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*The orginial system drilled five wells, and two (well #1 and #5) are in production and operate separately. Wells that are no longer in use must be closed to avoid potential future aquifer contamination. Abanoning a well must be in accordance with Groundwater Protection Regulations*				

Proj. No.	20-01	**Capital Project Title**	WTP Manganese removal	**Capital Project Description**	Review and carry out a design to address manganese removal
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Health Canada has changed manganese limits. Maximum acceptable concentration (MAC) for total manganese in drinking water is 0.12 mg/L (120 µg/L).*				

Proj. No.	20-02	**Capital Project Title**	Power generation equipment	**Capital Project Description**	Back up power designs and specifications
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Back up power equipment*				

Proj. No.	21-01	**Capital Project Title**	Power generation equipment	**Capital Project Description**	Back up power construction
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Back up power equipment*				

Proj. No.	21-02	**Capital Project Title**	Detailed Hydrogeological Assessment	**Capital Project Description**	Conduct a detailed hydrogelogical assement of the Cedar Lane water system
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	23-01	**Capital Project Title**	Investigation for new groundwater sources	**Capital Project Description**	Conduct study and site investigation to identify groundwater sources and new well location
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	24-01	**Capital Project Title**	Fencing for WTP, pump station and the reservoir	**Capital Project Description**	Conduct study and site investigation to identify groundwater sources and new well location
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Cedar Lane Water (SSI)
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	5,295	4,495	8,775	13,145	17,605	2,155
Capital Reserve Fund	92,830	42,000	36,250	11,250	1,250	6,250
Total	**98,125**	**46,495**	**45,025**	**24,395**	**18,855**	**8,405**

Reserve Schedule

Reserve Fund: 2.628 Cedar Lane Water (SSI) - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance and ground water well maintenance. Optimum minimum balance of $4,500 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 / **Fund Centre:** 105208	**Estimated**	**Budget**				
	2020	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance	23,935	5,295	4,495	8,775	13,145	17,605
Transfer from Ops Budget	1,000	4,200	4,280	4,370	4,460	4,550
Expenditures	(20,000)	(5,000)	-	-	-	(20,000)
Planned Maintenance Activity	Reservoir cleaning and inspection	Distribution system flush and hydrant maintenance				Reservoir cleaning and inspection
Interest Income	360	-	-	-	-	-
Ending Balance $	**5,295**	**4,495**	**8,775**	**13,145**	**17,605**	**2,155**

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.628 Cedar Lane Water (SSI) - Capital Reserve Fund

Bylaw 3582

Reserve Cash Flow

Fund: 1076 / Fund Centre: 102020	Estimated 2020	Budget 2021	2022	2023	2024	2025
Beginning Balance	92,334	92,830	42,000	36,250	11,250	1,250
Transfer from Ops Budget	4,096	4,170	4,250	5,000	5,000	5,000
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	(5,000)	(55,000)	(10,000)	(30,000)	(15,000)	-
Interest Income	1,400	-	-	-	-	-
Ending Balance $	**92,830**	**42,000**	**36,250**	**11,250**	**1,250**	**6,250**

Assumptions/Background:

Transfer as much as operating budget will allow.

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2021 Budget

Fernwood Water (SSI)

EAC Review

Service: 2.660 Fernwood Water (SSI) **Committee: Electoral Area**

DEFINITION:

To provide, operate and maintain water supply and distribution facilities for the Fernwood Water Local Service Area on Salt Spring Island Bylaw No. 1772 (January 1990). Amended Bylaw No. 2034 (July 15, 1992).

PARTICIPATION:

Fernwood Area of Salt Spring Island. Local Service Area #6, F(764).

MAXIMUM LEVY:

Greater of $56,000 or $5.07 / $1,000 on actual assessed value of land and improvements. To a maximum of $279,482.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3581 (April 8, 2009)	$195,000
BORROWED:	SI Bylaw 3634 (Nov 2009)	$ (100,000)
	SI Bylaw 3677 (Feb 2010)	$ (50,000)
	SI Bylaw 3817 (May 2012)	$ (45,000)
REMAINING:		$0

COMMISSION:

Fernwood Local Services Committee established by Bylaw No. 1774.

FUNDING:

Any deficiencies after user charge and/or parcel tax to be levied on taxable hospital assessments.
Parcel Tax: - Annual, levied only on properties capable of being connected to the system.

MAXIMUM OPERATING EXPENDITURE:

Under Bylaw No. 2187 - Maximum requisition greater of $56,000 or $5.07 / $1,000 of actual assessments for land and improvements.

RESERVE FUND BYLAW:

Bylaw No. 1832.

2.660 - Fernwood Water (SSI)	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Allocations	821	821	348	-	-	348	178	181	185	189
TOTAL OPERATING COSTS	**821**	**821**	**348**	**-**	**-**	**348**	**178**	**181**	**185**	**189**
*Percentage Increase over prior year						-57.6%	-48.9%	1.7%	2.2%	2.2%
DEBT										
MFA Debt Principal	9,738	9,738	9,925	-	-	9,925	9,925	9,925	9,925	4,931
MFA Debt Interest	6,080	6,080	4,480	-	-	4,480	4,480	4,480	4,480	1,910
TOTAL DEBT	**15,818**	**15,818**	**14,405**	**-**	**-**	**14,405**	**14,405**	**14,405**	**14,405**	**6,841**
TOTAL COSTS	**16,639**	**16,639**	**14,753**	**-**	**-**	**14,753**	**14,583**	**14,586**	**14,590**	**7,030**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/f from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/f from 2019 to 2020	(451)	(451)	-	-	-	-	-	-	-	-
Othere Revenue	(50)	(50)	(60)	-	-	(60)	(60)	(60)	(60)	(60)
TOTAL REVENUE	**(501)**	**(501)**	**(60)**	**-**	**-**	**(60)**	**(60)**	**(60)**	**(60)**	**(60)**
REQUISITION - PARCEL TAX	**(16,138)**	**(16,138)**	**(14,693)**	**-**	**-**	**(14,693)**	**(14,523)**	**(14,526)**	**(14,530)**	**(6,970)**
*Percentage increase over prior year Requisition						-9.0%	-1.2%	0.0%	0.0%	-52.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

SSI Septage

EAC Review

Service: **3.705 SSI Liquid Waste Disposal** **Committee: Electoral Area**

DEFINITION:

To provide, operate, collect, treat and dispose of septage and sewage sludge and co-compost septage and sewage sludge with wood waste for the local service area on Salt Spring Island under Bylaw No. 2118 (April 1993).

PARTICIPATION:

The additional local service area is co-terminus with the boundaries of the electoral area of Salt Spring Island.
The electoral area of Salt Spring Island is the only participating area for this additional local service.

MAXIMUM LEVY:

Greater of $126,650 or $0.10 / $1,000 on actual assessments for land and improvements. To a maximum of $440,293.

COMMITTEE:

Salt Spring Island Liquid Waste Disposal Local Services Committee established by Bylaw No. 2119 (May, 1993).

FUNDING:

Parcel Tax:	Annual, levied on all properties in the Electoral Area
Tipping Fee:	$0.415 per imperial gallon (Bylaw No. 4311, Jun 12, 2019)
Connection Charge:	N/A

RESERVE FUND:

Bylaw No. 2274 (Feb 22, 1995)

Change in Budget 2020 to 2021

Service: 3.705 SSI Septage	**Total Expenditure**	**Comments**
2020 Budget	**802,935**	
Change in Salaries:		
Base salary change	-	Inclusive of estimated collective agreement changes
Step increase/paygrade change	-	
Other (explain as necessary)	-	
Total Change in Salaries	-	
Other Changes:		
Contracts for Services	88,900	Sludge hauling rates increased
Debt	(18,439)	Debt refinancing occurred April 2020, lower rate
Labour allocations	8,675	Increased operations and SSI Engineering
Standard Overhead	5,287	
Electricity	3,200	Alignment with estimated costs in 2020
Other	1,268	
Total Other Changes	88,891	
2021 Budget	**891,826**	
% expense increase from 2020:	***11.1%***	
% Requisition increase from 2020 (if applicable):	***2.3%***	*Requisition funding is 40% of service revenue*

Overall 2020 Budget Performance
(expected variance to budget and surplus treatment)

Increased sludge hauling costs were offset by revenue associated with sludge disposal. Minor overspend from operational labour was offset by higher sewage and septage sales.

3.705 - SSI Septage	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Sludge Hauling Contract	388,500	463,795	477,400	-	-	477,400	405,790	414,720	423,840	432,320
Grit & Waste Sludge Disposal	8,000	5,200	6,000	-	-	6,000	6,120	6,240	6,360	6,490
Repairs & Maintenance	5,820	7,450	12,490	-	-	12,490	7,690	16,800	7,910	8,070
Allocations	23,743	23,743	29,030	-	-	29,030	32,564	33,171	33,789	34,420
Electricity	4,600	7,600	7,800	-	-	7,800	7,960	8,120	8,280	8,450
Supplies	7,400	8,200	7,530	-	-	7,530	7,680	7,830	7,990	8,150
Labour Charges	145,330	151,598	154,073	-	-	154,073	157,536	160,695	163,916	167,203
Other Operating Expenses	10,640	13,600	11,970	-	-	11,970	12,220	12,470	12,720	12,980
TOTAL OPERATING COSTS	**594,033**	**681,186**	**706,293**	**-**	**-**	**706,293**	**637,560**	**660,046**	**664,805**	**678,083**
*Percentage Increase over prior year						18.9%	-9.7%	3.5%	0.7%	2.0%
Transfer from Operating Reserve Fund	-	-	(5,000)	-	-	(5,000)	-	(9,000)	-	-
NET OPERATING COSTS	**594,033**	**681,186**	**701,293**	**-**	**-**	**701,293**	**637,560**	**651,046**	**664,805**	**678,083**
*Percentage Increase over prior year						18.1%	-9.1%	2.1%	2.1%	2.0%
DEBT / RESERVES										
MFA Debt Reserve	560	560	620	-	-	620	620	20,620	620	620
MFA Debt Principal	104,877	104,877	107,308	-	-	107,308	107,308	107,308	222,959	189,000
MFA Debt Interest	74,195	74,195	53,265	-	-	53,265	53,265	62,765	88,115	71,805
Transfer to Operating Reserve Fund	3,200	8,063	3,270	-	-	3,270	3,340	3,410	3,490	3,560
Transfer to Capital Reserve Reserve Fund	26,070	26,070	26,070	-	-	26,070	40,000	40,000	40,000	40,000
TOTAL DEBT / RESERVES	**208,902**	**213,765**	**190,533**	**-**	**-**	**190,533**	**204,533**	**234,103**	**355,184**	**304,985**
TOTAL COSTS	**802,935**	**894,951**	**891,826**	**-**	**-**	**891,826**	**842,093**	**885,149**	**1,019,989**	**983,068**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	9,341	9,341	-	-	-	-	-	-	-	-
Sale - Septage Sludge	(286,000)	(355,080)	(356,000)	-	-	(356,000)	(291,930)	(298,350)	(304,910)	(311,010)
Sale - Sewage Sludge	(176,000)	(196,460)	(178,000)	-	-	(178,000)	(179,650)	(183,600)	(187,640)	(191,390)
Grants in Lieu of Taxes	(411)	(411)	-	-	-	-	-	-	-	-
Recoveries	-	(2,476)	-	-	-	-	-	-	-	-
Other Revenue	(1,060)	(1,060)	(1,130)	-	-	(1,130)	(1,140)	(1,150)	(1,160)	(1,170)
TOTAL REVENUE	**(454,130)**	**(546,146)**	**(535,130)**	**-**	**-**	**(535,130)**	**(472,720)**	**(483,100)**	**(493,710)**	**(503,570)**
REQUISITION	**(348,805)**	**(348,805)**	**(356,696)**	**-**	**-**	**(356,696)**	**(369,373)**	**(402,049)**	**(526,279)**	**(479,498)**
*Percentage increase over prior year Requisition						2.3%	3.6%	8.8%	30.9%	-8.9%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	3.705 SSI Septage / Composting	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$0	$0	$0	$0	$0	$0
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$30,000	$145,000	$210,000	$2,000,000	$0	$0	$2,355,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$30,000	**$145,000**	**$210,000**	**$2,000,000**	**$0**	**$0**	**$2,355,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$30,000	$30,000	$0	$0	$0	$0	$30,000
Debenture Debt (New Debt Only)		$0	$0	$0	$2,000,000	$0	$0	$2,000,000
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$40,000	$100,000	$0	$0	$0	$140,000
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$75,000	$110,000	$0	$0	$0	$185,000
		$30,000	**$145,000**	**$210,000**	**$2,000,000**	**$0**	**$0**	**$2,355,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 3.705
Service Name: SSI Septage / Composting

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
16-03	Study	Options Analysis	Options for treatment and disposal and public consultation	$65,000	S	Res	$0	$65,000	$0	$0	$0	$0	$65,000
17-01	Study	Public Engagement for Treatment Capital Project	Inform and engage public within service area on upcoming works that will require borrowing to fund.	$10,000	S	Res	$0	$0	$10,000	$0	$0	$0	$10,000
17-02	Study	Referendum or Alternative Approval Process - Funding for Future Projects	Undertake a referendum or AAP to borrow funds to carry out the	$15,000	S	Res	$0	$0	$15,000	$0	$0	$0	$15,000
18-01	Replacement	Treatment and Disposal	Engineering design of treatment and disposal-gas tax	$100,000	S	Grant	$0	$0	$100,000	$0	$0	$0	$100,000
18-01	Replacement	Treatment and Disposal	Engineering design of treatment and disposal-items ineligible for gax tax	$10,000	S	Res	$0	$0	$10,000	$0	$0	$0	$10,000
18-01	Replacement	Treatment and Disposal	Construction of treatment and disposal	$2,000,000	S	Debt	$0	$0	$0	$2,000,000	$0	$0	$2,000,000
19-01	Replacement	Groundwater Monitoring	Groundwater monitoring preliminary site investigation 1 & 2	$40,000	S	Cap	$30,000	$30,000	$0	$0	$0	$0	$30,000
20-01	Replacement	Lagoon Closure	Lagoon Closure	$75,000	S	Res	$0	$0	$75,000	$0	$0	$0	$75,000
21-01	Study	Strategic Asset management plan	Develop an asset management plan to develop asset invetory, asset conditions and develop strategies for near, medium, and long term capital/maintenance projects.	$40,000	S	Grant	$0	$40,000	$0	$0	$0	$0	$40,000
21-01	Study	Strategic Asset management plan	Develop an asset management plan to develop asset invetory, asset conditions and develop strategies for near, medium, and long term capital/maintenance projects.	$10,000	S	Res	$0	$10,000	$0	$0	$0	$0	$10,000
			GRAND TOTAL	**$2,365,000**			**$30,000**	**$145,000**	**$210,000**	**$2,000,000**	**$0**	**$0**	**$2,355,000**

Service: **3.705** **SSI Septage / Composting**

Proj. No.	16-03	**Capital Project Title**	Options Analysis	**Capital Project Description**	Options for treatment and disposal and public consultation
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Review options for the treatment and disposal of the septage sludge. Do complete life cycle analysis. Public engagement and referendum to borrow. Estimates to date indicate it will not be possible to construct the treatment and disposal facilities without additional money. While this may change once the septage receiving and storage phase is complete and prefered treatement and disposal option selected, it is prudent to assume a referendum and significant public engagement will be required.*				

Proj. No.	18-01	**Capital Project Title**	Treatment and Disposal	**Capital Project Description**	Engineering design of treatment and disposal-gas tax
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*This is the design and construction of the preferred treatment and disposal choosen through the options analysis.*				

Proj. No.	19-01	**Capital Project Title**	Groundwater Monitoring	**Capital Project Description**	Groundwater monitoring preliminary site investigation 1 & 2
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*As part of the long term impact analysis of the old lagoons, groundwater monitoring may be required. Groundwater monitoring may also be required for onsite disposal of the treated sludge.*				

Proj. No.	20-01	**Capital Project Title**	Lagoon Closure	**Capital Project Description**	Lagoon Closure
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*The old lagoons have not been officially closed. Additional tests and reports are required.*				

SSI Septage
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	142,773	93,843	23,843	63,843	103,843	143,843
Operating Reserve Fund	4,618	2,888	6,228	638	4,128	7,688
Total	**147,392**	**96,732**	**30,072**	**64,482**	**107,972**	**151,532**

Reserve Schedule

Reserve Fund: 3.705 SSI Septage - Capital Reserve Fund

Bylaw 2274

Reserve Cash Flow

Fund:	1087	Estimated	Budget				
Fund Centre:	102146	2020	2021	2022	2023	2024	2025
Beginning Balance		154,793	142,773	93,843	23,843	63,843	103,843
Transfer from Ops Budget		26,070	26,070	40,000	40,000	40,000	40,000
Transfer to Cap Fund		(40,000)	(75,000)	(110,000)	-	-	-
Interest Income		1,910					
Ending Balance $		**142,773**	**93,843**	**23,843**	**63,843**	**103,843**	**143,843**

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 3.705 SSI Septage - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as access road maintenance, power line maintenance and septage holding tank maintenance etc. Optimum minimum balance of $50,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 / Fund Centre: 105209	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	1,398	4,618	2,888	6,228	638	4,128
Transfer from Ops Budget	3,200	3,270	3,340	3,410	3,490	3,560
Expenditures	-	(5,000)	-	(9,000)	-	-
Planned Maintenance Activity		Access Road Maintenance		Power Line Maintenance		
Interest Income	20					
Ending Balance $	**4,618**	**2,888**	**6,228**	**638**	**4,128**	**7,688**

CAPITAL REGIONAL DISTRICT

2021 Budget

Ganges Sewer (SSI)

EAC Review

Service: **3.810 Ganges Sewer Utility (SSI)** **Committee: Electoral Area**

DEFINITION:

To provide, operate and maintain sewage collection treatment and disposal facilities in the Ganges area on Salt Spring Island (Letters Patent - March, 1978; Bylaw No. 492, 1978) Local Service Conversion Bylaw No. 1923, July 12, 1991

PARTICIPATION:

Ganges - C(764) LSA#10

MAXIMUM LEVY:

Greater of $270,000 or $7.46 / $1,000 on actual assessed value of land and improvements. To a maximum of $2,353,884.

MAXIMUM CAPITAL DEBT:

Authorized: (A Bylaw 4007, Aug 12, 2015)	$3,900,000
Borrowed:	$3,900,000
Remaining	$0

COMMISSION:

Ganges Sewer Local Services Committee established by Bylaw No. 1906, April 24, 1991

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding all the property of BC Hydro and Power Authority.

User Charge: Based on water consumption billed annually to properties connected to the system

Parcel Tax: Annual charge based only on properties capable of being connected to system

Connection Charge: Based on actual cost.

RESERVE FUND:

Bylaw No. 3125 (November 26, 2003)

Change in Budget 2020 to 2021

Service: 3.810 SSI Ganges Sewer	**Total Expenditure**	**Comments**
2020 Budget	**978,061**	
Change in Salaries:		
Base salary change	-	Inclusive of estimated collective agreement changes
Step increase/paygrade change	-	
Other (explain as necessary)	-	
Total Change in Salaries	-	
Other Changes:		
Operating Reserve	40,470	Increased contribution for cyclical maintenance
Capital Reserve	20,000	To cover future capital spending
Labour Consumption	12,571	Operations and SSI Engineering
Sludge Disposal	2,020	
Standard Overhead	2,809	
Other	3,442	
Total Other Changes	81,312	
2021 Budget	**1,059,373**	
% expense increase from 2020:	***8.3%***	
% Requisition increase from 2020 (if applicable):	***5.3%***	*Requisition funding is 5% of service revenue*

Overall 2020 Budget Performance
(expected variance to budget and surplus treatment)

Higher labour consumption and costs associated with sludge hauling and disposal are offset with a transfer in from the operating reserve.

3.810 - Ganges Sewer (SSI)	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Sludge Hauling Contracts	29,000	33,000	29,490	-	-	29,490	30,080	30,680	31,290	31,920
Screenings, Grit & Waste Sludge Disposal	122,300	134,100	124,380	-	-	124,380	126,870	129,400	131,980	134,620
Repairs & Maintenance	12,900	11,800	13,140	-	-	13,140	23,410	93,680	43,960	14,240
Allocations	39,677	39,677	39,332	-	-	39,332	40,960	41,665	42,385	43,119
Electricity	62,000	59,000	63,050	-	-	63,050	64,310	65,600	66,910	68,250
Water	4,850	7,500	7,600	-	-	7,600	7,750	7,910	8,070	8,230
Supplies	15,630	17,085	15,890	-	-	15,890	16,210	16,540	16,870	17,210
Labour Charges	358,591	374,796	373,688	-	-	373,688	381,601	389,242	397,035	404,986
Other Operating Expenses	29,060	43,510	27,940	-	-	27,940	28,470	29,020	29,590	30,160
TOTAL OPERATING COSTS	**674,008**	**720,468**	**694,510**	**-**	**-**	**694,510**	**719,661**	**803,737**	**768,090**	**752,735**
*Percentage Increase over prior year						3.0%	3.6%	11.7%	-4.4%	-2.0%
Transfer from Operating Reserve Fund	-	(45,761)	-	-	-	-	(10,000)	(80,000)	(30,000)	-
NET OPERATING COSTS	**674,008**	**674,707**	**694,510**	**-**	**-**	**694,510**	**709,661**	**723,737**	**738,090**	**752,735**
Percentage Increase over prior year										
DEBT / RESERVES										
Transfer to Operating Reserve Fund	27,700	27,000	28,170	40,000	-	68,170	69,530	70,920	72,340	73,790
Transfer to Capital Reserve Fund	30,000	30,000	50,000	-	-	50,000	60,000	60,000	60,000	60,000
MFA Principal Payment	128,013	128,013	128,013	-	-	128,013	128,013	128,013	128,013	128,013
MFA Interest Payment	118,340	118,340	118,680	-	-	118,680	118,680	118,680	118,680	118,680
MFA Debt Reserve/Charges	-	-	-	-	-	-	-	-	-	-
TOTAL DEBT / RESERVES	**304,053**	**303,353**	**324,863**	**40,000**	**-**	**364,863**	**376,223**	**377,613**	**379,033**	**380,483**
TOTAL COSTS	**978,061**	**978,060**	**1,019,373**	**40,000**	**-**	**1,059,373**	**1,085,884**	**1,101,350**	**1,117,123**	**1,133,218**
FUNDING SOURCES (REVENUE)										
User Charges	(922,221)	(922,220)	(960,303)	(40,000)	-	(1,000,303)	(1,024,794)	(1,037,240)	(1,049,993)	(1,060,880)
Other Revenue	(1,712)	(1,712)	(2,070)	-	-	(2,070)	(2,090)	(2,110)	(2,130)	(2,150)
TOTAL REVENUE	**(923,933)**	**(923,932)**	**(962,373)**	**(40,000)**	**-**	**(1,002,373)**	**(1,026,884)**	**(1,039,350)**	**(1,052,123)**	**(1,063,030)**
REQUISITION	**(54,128)**	**(54,128)**	**(57,000)**	**-**	**-**	**(57,000)**	**(59,000)**	**(62,000)**	**(65,000)**	**(70,188)**
*Percentage increase over prior year										
User Fee						8.5%	2.4%	1.2%	1.2%	1.0%
Requisition						5.3%	3.5%	5.1%	4.8%	8.0%
Combined						**8.3%**	**2.5%**	**1.4%**	**1.4%**	**1.4%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	3.810 Ganges Sewer Utility (SSI)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$106,500	$550,000	$0	$25,000	$0	$681,500
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$357,500	$50,000	$0	$0	$0	$407,500
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$464,000**	**$600,000**	**$0**	**$25,000**	**$0**	**$1,089,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$140,000	$140,000	$0	$0	$0	$280,000
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$324,000	$460,000	$0	$25,000	$0	$809,000
		$0	**$464,000**	**$600,000**	**$0**	**$25,000**	**$0**	**$1,089,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 3.810
Service Name: Ganges Sewer Utility (SSI)

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
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ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
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Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-03	Study	Ganges WWTP Storage	Concept Design for Storage at Ganges WWTP	$30,000	S	Res	$0	$0	$0	$0	$0	$0	$0
20-01	Renewal	SCADA upgrade	Upgrade SCADA to hot-standby system	$20,000	E	Res	$0	$6,500	$0	$0	$0	$0	$6,500
21-01	New	Strategic Asset Management Plan	Identify condition of assets, develop prioritized list of infrastructure replacement	$40,000	S	Grant	$0	$0	$40,000	$0	$0	$0	$40,000
21-01	New	Strategic Asset Management Plan	Identify condition of assets, develop prioritized list of infrastructure replacement	$10,000	S	Res	$0	$0	$10,000	$0	$0	$0	$10,000
21-02	New	Reclaimed Water Study	Feasibility study,identify infrastrucutre and regulatory requirements and develop conceptual plan and cost estimated for use reclaimed water	$50,000	S	Grant	$0	$50,000	$0	$0	$0	$0	$50,000
21-02	New	Reclaimed Water Study	Feasibility study,identify infrastrucutre and regulatory requirements and develop conceptual plan and cost estimated for use reclaimed water	$7,500	S	Res	$0	$7,500	$0	$0	$0	$0	$7,500
21-03	New	VFD installation for EQ Tank	Installation of VFD for EQ pumps to equalize feed rate for the plant	$50,000	S	Res	$0	$50,000	$0	$0	$0	$0	$50,000
21-04	New	Ganges WWTP Lab Room, Crew Room and blower room design	Detailed Design for lab and crew room/facility and Blower room expansion for Ganges WWTP	$50,000	S	Res	$0	$50,000	$0	$0	$0	$0	$50,000
21-05	New	Construction of WWTP Chemical storage, lab, crew room facilities	Construction of chemical storage, lab, crew room facilities	$200,000	S	Res	$0	$200,000	$0	$0	$0	$0	$200,000
21-03	New	Aeration system improvement detailed design and construction	Conduct detailed design for aeration system improvements including blowers, diffusers and piping systems.	$90,000	E	Grant	$0	$90,000	$0	$0	$0	$0	$90,000
21-03	New	Aeration system improvement detailed design and construction	Conduct detailed design for aeration system improvements including blowers, diffusers and piping systems.	$450,000	E	Res	$0	$0	$450,000	$0	$0	$0	$450,000
21-03	New	Aeration system improvement detailed design and construction	Conduct detailed design for aeration system improvements including blowers, diffusers and piping systems.	$100,000	E	Grant	$0	$0	$100,000	$0	$0	$0	$100,000
23-01	New	Compressor replacment	Replacement of compressors that are near end of life	$10,000	E	Res	$0	$10,000	$0	$0	$0	$0	$10,000
24-01	New	Electrical upgrdes -lighting and HMI	Installation of additional lighting and HMI upgrade	$25,000	E	Res	$0	$0	$0	$0	$25,000	$0	$25,000
			GRAND TOTAL	**$1,132,500**			**$0**	**$464,000**	**$600,000**	**$0**	**$25,000**	**$0**	**$1,089,000**

Service: **3.810** **Ganges Sewer Utility (SSI)**

Proj. No.	19-03	**Capital Project Title**	Ganges WWTP Storage	**Capital Project Description**	Concept Design for Storage at Ganges WWTP
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Windows based SCADA computers can fail unexpectedly- this presents a large operational risk to rely on a stand-alone computer to operate a major water/waste water treatment plant.*				

Proj. No.	20-01	**Capital Project Title**	SCADA upgrade	**Capital Project Description**	Upgrade SCADA to hot-standby system
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Windows based SCADA computers can fail unexpectedly- this presents a large operational risk to rely on a stand-alone computer to operate a major water/waste water treatment plant.*				

Proj. No.	21-01	**Capital Project Title**	Strategic Asset Management Plan	**Capital Project Description**	Identify condition of assets, develop prioritized list of infrastructure replacement
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	21-02	**Capital Project Title**	Reclaimed Water Study	**Capital Project Description**	Feasibility study,identify infrastrucutre and regulatory requirements and develop conceptual plan and cost estimated for use reclaimed water
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	21-03	**Capital Project Title**	VFD installation for EQ Tank	**Capital Project Description**	Installation of VFD for EQ pumps to equalize feed rate for the plant
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	21-04	**Capital Project Title**	Ganges WWTP Lab Room, Crew Room and blower room design	**Capital Project Description**	Detailed Design for lab and crew room/facility and Blower room expansion for Ganges WWTP
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	21-05	**Capital Project Title**	Construction of WWTP Chemical storage, lab, crew room facilities	**Capital Project Description**	Construction of chemical storage, lab, crew room facilities
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	23-01	**Capital Project Title**	Compressor replacment	**Capital Project Description**	Replacement of compressors that are near end of life
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	24-01	**Capital Project Title**	Electrical upgrdes -lighting and HMI	**Capital Project Description**	Installation of additional lighting and HMI upgrade
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Ganges Sewer (SSI)
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Total Capital Reserve Fund	752,033	478,033	78,033	138,033	173,033	233,033
Operating Reserve Fund	24,028	92,198	151,728	142,648	184,988	258,778
Total	**776,061**	**570,231**	**229,761**	**280,681**	**358,021**	**491,811**

Reserve Schedule

Reserve Fund: 3.810 Ganges Sewer (SSI) - Capital Reserve Fund #1 - Bylaw 3125

For capital repairs, additions and improvements to sewage system infrastructure

Reserve Cash Flow

Fund:	1056	Estimated	Budget				
Fund Centre:	101836	2020	2021	2022	2023	2024	2025
Beginning Balance		689,759	686,529	412,529	12,529	72,529	107,529
Transfer from Ops Budget		30,000	50,000	60,000	60,000	60,000	60,000
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(43,500)	(324,000)	(460,000)	-	(25,000)	-
Interest Income*		10,270	-	-	-	-	-
Ending Balance $		**686,529**	**412,529**	**12,529**	**72,529**	**107,529**	**167,529**

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 3.810 Ganges Sewer (SSI) - Capital Reserve Fund #2 - Bylaw 3125

For capital repairs, additions and improvements to sewage system infrastructure

Reserve Cash Flow

Fund:	1056	Estimated	Budget				
Fund Centre:	101900	2020	2021	2022	2023	2024	2025
Beginning Balance		64,524	65,504	65,504	65,504	65,504	65,504
Transfer from Ops Budget		-	-	-	-	-	-
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income		980	-	-	-	-	-
Ending Balance $		**65,504**	**65,504**	**65,504**	**65,504**	**65,504**	**65,504**

Assumptions/Background:

For use only to fund costs resulting from expansion of service

Reserve Schedule

Reserve Fund: 3.810 Ganges Sewer (SSI) - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as treatment facility tank cleaning and inspection, collection system flushing and inspection, outfall inspection etc. Optimum minimum balance of $50,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund:	**1500**	**Estimate**	**Budget**				
Fund Centre:	**105210**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance Transfer		41,359	24,028	92,198	151,728	142,648	184,988
from Ops Budget		27,700	68,170	69,530	70,920	72,340	73,790
Expenditures		(45,761)	-	(10,000)	(80,000)	(30,000)	-
Planned Maintenance Activity				Outfall Inspection	Sanitary sewer flushing and inspecitons	WWTP tank draining, cleaning and inspection	
Interest Income*		730	-	-	-	-	-
Ending Balance $		**24,028**	**92,198**	**151,728**	**142,648**	**184,988**	**258,778**

Assumptions/Background:

Membrane replacement at $500K every 10 years = $50k/yr

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2021 Budget

Maliview Sewer Utility (SSI)

EAC Review

Compiled and Presented by CRD Finance

Oct-20

Service: 3.820 **Maliview Sewer Utility (SSI)** **Committee: Electoral Area**

DEFINITION:

To operate and maintain a sewage collection and disposal system for the Maliview Estates Sewage Collection and disposal System Specified Area on Salt Spring Island (Local Service Establishment Bylaw No. 1938, October 23, 1991)

PARTICIPATION:

Maliview Estates - G(764) LSA#12

MAXIMUM LEVY:

Greater of $20,000 or $2.50 / $1,000 on actual assessed value of land and improvements. To a maximum of $114,344.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 2991	65,500
BORROWED:	Bylaw No. 3196 (Aug 2004)	(40,982)
	Bylaw No. 3364 (Aug 2006)	(24,000)
	Expired	(518)
REMAINING:		$0

COMMITTEE:

Highlands Sewer & Water Committee

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding property that is taxable for school purposes on by Special Act.

User Charge: Annual Fixed Fee per water service connection

Parcel Tax: Annual, levied only on properties capable of being connected to the system.

Consumption Charge: $1.75 per cubic meter of total water provided or delivered to the building served by the sewer connection to the CRD Highland Water System

Connection Charge: Actual cost to connect

RESERVE FUND:

Maliview Estates Sewerage System Capital Reserve Fund, Bylaw No. 1499 (Dec. 17, 1986)

3.820 - Maliview Estates Sewer System	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Sludge Hauling Contracts	13,990	23,200	23,000	-	-	23,000	23,460	23,930	24,410	24,900
Screenings, Grit & Waste Sludge Disposal	25,080	35,730	36,000	-	-	36,000	36,720	37,450	38,200	38,960
Repairs & Maintenance	7,760	10,900	2,810	-	-	2,810	9,860	2,910	42,960	3,010
Allocations	11,504	11,503	11,832	-	-	11,832	11,849	12,077	12,311	12,548
Electricity	3,600	3,000	3,200	-	-	3,200	3,260	3,330	3,400	3,470
Water	870	1,330	1,350	-	-	1,350	1,380	1,410	1,440	1,470
Supplies	1,100	1,530	1,120	-	-	1,120	1,140	1,160	1,180	1,200
Labour Charges	44,787	63,025	51,975	-	-	51,975	47,999	48,961	49,941	50,942
Other Operating Expenses	8,570	45,680	8,690	-	-	8,690	8,850	9,020	9,190	9,360
TOTAL OPERATING COSTS	**117,261**	**195,898**	**139,977**	**-**	**-**	**139,977**	**144,518**	**140,248**	**183,032**	**145,860**
*Percentage Increase over prior year						19.4%	3.2%	-3.0%	30.5%	-20.3%
Transfer from Operating Reserve Fund	(5,000)	(60,000)	-	-	-	-	(7,000)	-	(40,000)	-
NET OPERATING COSTS	**112,261**	**135,898**	**139,977**	**-**	**-**	**139,977**	**137,518**	**140,248**	**143,032**	**145,860**
*Percentage Increase over prior year						24.7%	-1.8%	2.0%	2.0%	2.0%
DEBT / RESERVES										
Transfer to Capital Reserve Fund	26,000	26,000	26,570	-	-	26,570	27,150	27,750	28,360	28,930
Transfer to Operating Reserve Fund	10,000	10,000	12,000	-	-	12,000	12,000	12,000	12,000	12,000
Debt Reserve Fund	20	20	3,010	-	-	3,010	21,010	10	10	10
MFA Principal Payment	1,199	1,199	1,199	-	-	1,199	9,366	61,131	61,131	61,131
MFA Interest Payment	420	420	2,295	-	-	2,295	21,150	62,100	62,100	62,100
TOTAL DEBT / RESERVES	**37,639**	**37,639**	**45,074**	**-**	**-**	**45,074**	**90,676**	**162,991**	**163,601**	**164,171**
TOTAL COSTS	**149,900**	**173,537**	**185,051**	**-**	**-**	**185,051**	**228,194**	**303,239**	**306,633**	**310,031**
FUNDING SOURCES (REVENUE)										
Balance Carry Forward 2020 to 2021	-	(27,727)	27,727	-	-	27,727	-	-	-	-
Sales - Sewer Use	(27,000)	(23,750)	(27,000)	-	-	(27,000)	(27,000)	(27,000)	(27,000)	(27,540)
User Charges	(122,730)	(121,520)	(185,618)	-	-	(185,618)	(201,034)	(276,079)	(279,473)	(282,331)
Other Revenue	(170)	(540)	(160)	-	-	(160)	(160)	(160)	(160)	(160)
TOTAL REVENUE	**(149,900)**	**(173,537)**	**(185,051)**	**-**	**-**	**(185,051)**	**(228,194)**	**(303,239)**	**(306,633)**	**(310,031)**
REQUISITION - PARCEL TAX	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
*Percentage increase over prior year										
Sales						0.0%	0.0%	0.0%	0.0%	2.0%
User Fees						51.2%	8.3%	37.3%	1.2%	1.0%
Requisition						0.0%	0.0%	0.0%	0.0%	0.0%
Combined						**42.0%**	**7.3%**	**32.9%**	**1.1%**	**1.1%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	3.820 Maliview Sewer Utility (SSI)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$0	$0	$0	$0	$0	$0
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$325,000	$2,100,000	$41,000	$0	$0	$2,466,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$325,000**	**$2,100,000**	**$41,000**	**$0**	**$0**	**$2,466,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$300,000	$2,100,000	$0	$0	$0	$2,400,000
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$0	$32,000	$0	$0	$32,000
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$25,000	$0	$9,000	$0	$0	$34,000
		$0	**$325,000**	**$2,100,000**	**$41,000**	**$0**	**$0**	**$2,466,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 3.820
Service Name: Maliview Sewer Utility (SSI)

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles
E - Equipment

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	Referendum for Borrowing	Referendum or Alternative Approval Process - Funding for Future Projects	$15,000	S	Res	$0	$15,000	$0	$0	$0	$0	$15,000
21-02	Replacement	Public Engagement	Inform and engage public within service area on upcoming works that will require borrowing to fund.	$10,000	S	Res	$0	$10,000	$0	$0	$0	$0	$10,000
21-03	Replacement	Wastewater Treatment Plant Upgrade	Upgrading current RBC process WWTP to MBBR process to meet regulatory requirements	$2,000,000	S	Debt	$0	$300,000	$1,700,000	$0	$0	$0	$2,000,000
22-02	Renewal	Collection system repairs	Replacement/repair of collection pipe and manholes	$400,000	S	Debt	$0	$0	$400,000	$0	$0	$0	$400,000
23-01	New	SAMP Development	Develop an asset management plan for the service	$9,000	S	Res	$0	$0	$0	$9,000	$0	$0	$9,000
23-02	New	SAMP Development	Develop an asset management plan for the service	$32,000	S	Grant	$0	$0	$0	$32,000	$0	$0	$32,000
			GRAND TOTAL	**$2,466,000**			**$0**	**$325,000**	**$2,100,000**	**$41,000**	**$0**	**$0**	**$2,466,000**

Service: 3.820 **Maliview Sewer Utility (SSI)**

Proj. No.	21-01	**Capital Project Title**	Referendum for Borrowing	**Capital Project Description**	Referendum or Alternative Approval Process - Funding for Future Projects
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Additional primary treatment (ultra-fine screening). The 2011 Stantec Report states that to achieve regulatory compliance requirements, prescreening will be required.*				

Proj. No.	21-02	**Capital Project Title**	Public Engagement	**Capital Project Description**	Inform and engage public within service area on upcoming works that will require borrowing to fund.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Proj. No.	21-03	**Capital Project Title**	Wastewater Treatment Plant Upgrade	**Capital Project Description**	Upgrading current RBC process WWTP to MBBR process to meet regulatory requirements
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*current RBC system can not consistently meet regulatory requirement and have been warned by both federal and provincial regulators in 2019 regarding effluent noncompliance.*				

Proj. No.	22-02	**Capital Project Title**	Collection system repairs	**Capital Project Description**	Replacement/repair of collection pipe and manholes
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*the current collection systems are aged and failing need to be replaced.This is the initial phase.*				

Proj. No.	23-01	**Capital Project Title**	SAMP Development	**Capital Project Description**	Develop an asset management plan for the service
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*this service has no up-to-date asset management plan*				

Proj. No.	23-02	**Capital Project Title**	SAMP Development	**Capital Project Description**	Develop an asset management plan for the service
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*0*				

Maliview Estates Sewer System
Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	23,223	24,793	51,943	70,693	99,053	127,983
Operating Reserve Fund	2,324	14,324	19,324	31,324	3,324	15,324
Total	**25,547**	**39,117**	**71,267**	**102,017**	**102,377**	**143,307**

Reserve Schedule

Reserve Fund: 3.820 Maliview Sewer Utility (SSI) - Capital Reserve Fund - Bylaw 1499

Surplus money from the operation of the sewerage system may be paid from time to time into the reserve fund.

Reserve Cash Flow

Fund: 1041 Fund Centre: 101385	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	18,933	23,223	24,793	51,943	70,693	99,053
Transfer from Ops Budget	26,000	26,570	27,150	27,750	28,360	28,930
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	(22,000)	(25,000)	-	(9,000)	-	-
Interest Income*	290					
Ending Balance $	**23,223**	**24,793**	**51,943**	**70,693**	**99,053**	**127,983**

Assumptions/Background:

*Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 3.820 Maliview Sewer Utility (SSI) - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as treatment facility tankage cleaning and inspection, collection system flushing and inspection, outfall inspection etc. Optimum minimum balance of $10,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 **Fund Centre:** 105211	**Estimated**	**Budget**				
	2020	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance	51,504	2,324	14,324	19,324	31,324	3,324
Transfer from Ops Budget	10,000	12,000	12,000	12,000	12,000	12,000
Transfer from Cap Fund	-	-	-	-	-	-
Expenditures	(60,000)	-	(7,000)	-	(40,000)	-
Planned Maintenance Activity	Biofilter media replacement		Outfall inspection		Sanitary sewer system flushing and inspections	
Interest Income*	820					
Ending Balance $	**2,324**	**14,324**	**19,324**	**31,324**	**3,324**	**15,324**

Assumptions/Background:

*Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Appendix C-1: Requisition Summary (SGI)

	Electoral Area Southern Gulf Islands	2021	Cost per Avg. Res Asst Parcel	2020	Cost per Avg. Res Asst Parcel	Difference Increase/ (Decrease)	Change in cost per avg household/Parcel $	%
1.010	Le islative & General Government	197,956	28.43	189,906	27.28	8,051	1.16	4.24%
1.101	G.I.S.	1,483	0.21	1,458	0.21	25	0.00	1.74%
1.224	Communit Health - Homeless Sec.	14,044	2.02	14,063	2.02	20	0.00	-0.14%
1.280	Re ional Parks	252,406	36.25	248,131	35.64	4,275	0.61	1.72%
1.280A	Re ional Parks - Land Acquisition	88,348	12.69	88,348	12.69	-	-	0.00%
1.309	Climate Action and Adaptation	8,039	1.15	7,904	1.14	134	0.02	1.70%
1.310	Land Bankin & Housin	30,615	4.40	29,354	4.22	1,261	0.18	4.30%
1.324	Re ional Plannin Service	27,194	3.91	26,739	3.84	455	0.07	1.70%
1.335	Geo-Spatial Referencin S stem	3,727	0.54	3,710	0.53	16	0.00	0.44%
1.374	Re ional Emer enc Pro ram Support	2,267	0.33	2,267	0.33	-	-	0.00%
1.375	Hazardous Material Incident Response	5,559	0.80	5,483	0.79	76	0.01	1.39%
1.911	Call Answe	1,868	0.27	1,839	0.26	29	0.00	1.55%
1.921	Re ional CREST Contribution	19,846	2.85	19,526	2.80	320	0.05	1.64%
21.ALL	Feasibilit Stud Reserve Fund - AL	-	-	918	0.13	918	0.13	-100.00%
	Total Regional	**$653,352**	**$93.84**	**$639,648**	**$91.87**	**$13,704**	**$1.97**	**2.14%**
1.230	Traffic Safet Commissio	1,698	0.24	1,698	0.24	-	-	0.00%
1.297	rts Grants	21,703	3.12	21,344	3.07	359	0.05	1.68%
1.311	Re ional Housin Trust Fund	20,651	2.97	20,651	2.97	-	-	0.00%
1.313	nimal Care Services	90,773	13.04	89,554	12.86	1,218	0.18	1.36%
1.912A	Call Answer - RCM	-	-	770	0.11	770	0.11	-100.00%
1.913	Fire Dispatch	41,656	5.98	40,619	5.83	1,037	0.15	2.55%
	Total Sub-Regional	**$176,481**	**$25.35**	**$173,097**	**$24.86**	**$3,385**	**$0.49**	**1.96%**
1.103	Elections	7,987	1.15	6,390	0.92	1,597	0.23	25.00%
1.104	U.B.C.M.	2,886	0.41	4,516	0.65	1,630	0.23	-36.10%
1.318	Buildin Inspection	142,268	20.43	132,962	19.10	9,306	1.34	7.00%
1.320	Noise Control	12,665	1.82	12,467	1.79	198	0.03	1.59%
1.322	Nuisances & Unsi htl Premises	16,822	2.42	16,537	2.38	285	0.04	1.72%
1.372	Electoral Area Emer enc Pro ram	47,161	6.77	46,428	6.67	733	0.11	1.58%
	Total Joint Electoral Are	**$229,790**	**$33.00**	**$219,301**	**$31.50**	**$10,490**	**$1.51**	**4.78%**
1.110	Electoral Area Admin Exp-SGI	342,385	49.18	342,385	49.18	-	-	0.00%
1.117	Grants in Aid - Southern Gulf Island	102,609	14.74	62,791	9.02	39,818	5.72	63.41%
1.125	SGI Economic Development Commission	117,326	16.85	90,831	13.05	26,495	3.81	29.17%
1.138	Southern Gulf Islands - Public Librar	204,275	29.34	200,278	28.77	3,997	0.57	2.00%
1.235	SGI Small Craft Harbour Facilities*	281,113	47.97	273,347	46.64	7,766	1.33	2.84%
1.314	SGI House Numberin	9,210	1.32	9,059	1.30	151	0.02	1.67%
1.373	Southern Gulf Islands. Emer enc Pro ram	242,588	34.84	242,888	34.89	300	0.04	-0.12%
1.533	Stormwater Qualit Mana ement - Southern Gulf Is	37,875	5.44	44,488	6.39	6,613	0.95	-14.86%
1.923	Emer enc Comm - Crest - S.G.I.	162,607	23.36	159,461	22.90	3,146	0.45	1.97%
	Total SGI Electoral Are	**$1,499,988**	**$223.03**	**$1,425,528**	**$212.13**	**$74,460**	**$10.90**	**5.14%**
	Total Capital Regional Distric	**$2,559,611**	**$375.22**	**$2,457,573**	**$360.36**	**$102,038**	**$14.87**	**4.13%**
						4.2%		
	Cost/average residential property	$375.22		$360.36		$14.87		
CRHD	Capital Re ional Hospital Distric	647,302	92.97	672,541	96.60	25,239	3.63	-3.75%
	Total CRD and CRHD	**$3,206,913**	**$468.20**	**$3,130,114**	**$456.96**	**$76,799**	**$11.24**	**2.46%**
	Average residential assessment (2019/2020)	**$492,635**		**$492,635**				

Major Impacts

Change in Cost per Average Household

	$ Change	% of Total Increase
REGIONAL		
Legislative & General Government	1.16	0.25%
Regional Parks	0.61	0.13%
JOINT EA		
Building Inspection	1.34	0.29%
SGI EA		
Grants in Aid - Southern Gulf Islands	5.72	1.25%
SGI Economic Development Commission	3.81	0.83%
Southern Gulf Islands - Public Library	0.57	0.13%
SGI Small Craft Harbour Facilities**	1.33	0.29%
Stormwater Quality Management - Southern Gulf Is.	(0.95)	-0.21%
Capital Regional Hospital District	(3.63)	-0.79%
Other	1.28	0.28%
Total	**$11.24**	**2.46%**

	Southern Gulf Islands Local/Specified/Defined Services	2021	Cost per Avg. Res Asst/ Parcel	2020	Cost per Avg. Res Asst/ Parcel	Difference Increase/ (Decrease)	Change in cost per avg household/Parcel $	%
1.137	Galiano Island Community Use Building	61,718	39.73	60,616	39.02	1,102	0.71	1.82%
1.170	Gossip Island Electric Power Supply	56,927	1,069.92	57,079	1,072.78	(152)	(2.86)	-0.27%
1.227	Saturna Island Medical Clinic	13,838	21.07	5,686	99.75	8,152	(78.68)	-78.88%
1.228	Galiano Health Service	125,080	80.52	122,684	78.98	2,396	1.54	1.95%
1.352	South Galiano Fire Protection	405,009	432.32	397,892	424.73	7,117	7.60	1.79%
1.356	Pender Fire Protection	1,029,018	408.96	1,007,568	400.43	21,450	8.52	2.13%
1.359	N. Galiano Fire Protection	222,730	554.44	210,515	524.03	12,215	30.41	5.80%
1.363	Saturna Is. Fire Protection	165,749	249.91	162,741	245.38	3,008	4.54	1.85%
1.465	Saturna Is Community Parks	23,000	34.84	17,554	26.59	5,446	8.25	31.02%
1.468	Saturna Is Community Recreation	13,368	20.25	11,621	17.60	1,747	2.65	15.03%
1.475	Mayne Is Community Parks	83,214	48.41	81,263	47.27	1,951	1.13	2.40%
1.478	Mayne Is Community Rec	34,207	19.90	32,797	19.08	1,410	0.82	4.30%
1.485	N & S Pender Community Parks	155,642	61.37	153,720	60.61	1,922	0.76	1.25%
1.488	N & S Pender Community Rec	60,847	23.99	58,653	23.13	2,194	0.87	3.74%
1.495	Galiano Parks	92,080	68.16	90,020	66.64	2,060	1.52	2.29%
1.498	Galiano Community Recreation	36,700	27.17	35,894	26.57	806	0.60	2.25%
2.630	Magic Lakes Estate Water System	568,517	497.39	568,517	497.39	-	-	0.00%
2.640	Lyall Harbour/Boot Cove Water	133,257	806.05	131,030	792.58	2,227	13.47	1.70%
2.642	Skana Water	22,885	329.95	23,070	332.62	(185)	(2.67)	-0.80%
2.665	Sticks Allison Water	10,000	276.98	5,000	138.49	5,000	138.49	100.00%
2.667	Surfside Park Estates Water	22,147	221.99	27,843	279.09	(5,696)	(57.10)	-20.46%
3.755	Regional Source Control - Magic Lake Estates	3,833	5.35	3,769	5.26	64	0.09	1.70%
3.830	Magic Lake Estates Sewer System	579,396	855.28	698,611	1,031.26	(119,215)	(175.98)	-17.06%
3.830D	Magic Lake Estates Sewer Debt	93,740	145.42	-	-	93,740	145.42	0.00%
	Total Local/Specified/Defined Services	**$4,012,903**		**$3,964,144**		**$48,759**		
	Average residential assessment (2019/2020)	**$492,635**		**$492,635**				

Appendix C-2

Southern Gulf Islands - Operating Budget Highlights - Gross Expenditure (+/- 1.7% and +/- $20,000)

SGI Services +/- 1.7% and +/- $20,000	Gross Expenditure 2021	Gross Expenditure 2020	Changes $	Changes %	Main Budget Driver
1.110 - Electoral Area Admin Exp - S.G.I.	396,198.00	420,697.00	(24,499)	-5.8%	• (21k) reduction in surplus carryforward in 2020 funding one-time program cost
1.117 - Grant-in-Aid - Southern Gulf Islands	103,479.00	63,643.00	39,836.00	62.6%	• 40k - additional funding per director's request
1.125 - SGI Economic Development Commission	119,726.00	98,462.00	21,264.00	21.6%	•30k net increase in contract for services and program development proposed by the SGI Community Economic Sustainability Commission • (8k) reduction in other misc operating cost
Total Southern Gulf Islands Electoral Area	**619,403**	**582,802**	**36,601**	**6.3%**	
1.356 - Pender Fire Protection	1,107,570.00	1,027,091.00	80,479.00	7.8%	• 58k short term loan payment for purchase of new fire truck funded by reserves • 13k increase in contractual payments to the Pender Fire Society pending final budget submission from the Society
3.830 - Magic Lake Estates Sewer System	950,193.00	974,068.00	(23,875)	-2.5%	•(40k) reduction in debt servicing cost related to the new 6M renewal project with the assumption of 10% of the properties will exercise the one-time lump sum payment option vs long-term debt payment, pending for final confirmation at the end of year. • 6k related to internal allocations including IWS ops, labs and standard OH • 10k related to core inflationary increase
Total Local/Specified/Defined Area	**2,057,763**	**2,001,159**	**56,604**	**2.8%**	
Other (Services not meeting criteria above)	4,886,218.58	4,832,147.97	54,071	1.1%	
Total Southern Gulf Islands	**7,563,385**	**7,416,109**	**147,276**	**2.0%**	

Appendix C-3

Southern Gulf Islands 2021 Major Capital Projects ≥ $100,000

SERVICE AREA	$('000)	FUNDING SOURCE
Protective Services		
1.352 South Galiano Fire Protection		
South Galiano Fire Hall	600	Debt
Water		
2.630 Magic Lake Estates Water		
Design and construction Buck Lake & Magic Lake adjustable intakes	225	Reserves
Sewer		
3.830 Magic Lake Estates Sewer		
Wastewater improvements - Phase I	5,750	Debt
Other		
1.235 SGI Small Craft Harbour Facilities		
Construction of the Anson Road facility	100	Capital Funds on Hand
Upgrades to Retreat Cove dock facility	185	Reserves
Decommission the Horton Bay dock	100	Capital Funds on Hand
Upgrades to Miners Bay	276	Debt, Reserves
Port Washington dock improvements	195	Debt
Installation of an additional float at the Piers Island dock	135	Reserves

Total Projects ≥ $100K	7,566
Total Projects < $100K	604
Total 2021 Capital Projects	8,170

Appendix C-4

CAPITAL REGIONAL DISTRICT - CAPITAL EXPENDITURE PLAN - SGI

2021 **Schedule B - Extract**

		CAPITAL EXPENDITURE						SOURCE OF FUNDING						
Service #	Service Name	Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Capital Reserves	Other	TOTAL
1.137	Galiano Island Community Use Building			15,000			**15,000**					15,000		**15,000**
1.235	SGI Small Craft Harbour Facilities				1,091,000		**1,091,000**	200,000	441,000			400,000	50,000	**1,091,000**
1.318	Building Inspection	3,250	14,625				**17,875**			17,875				**17,875**
1.352	South Galiano Fire			603,000			**603,000**		600,000	3,000				**603,000**
1.356	Pender Island Fire	34,000	75,000	18,000			**127,000**			109,000		18,000		**127,000**
1.369	Electoral Area Fire Services	82,839					**82,839**					82,839		**82,839**
1.372	Emergency Planning Coordination	813					**813**			813				**813**
1.465	Saturna Island Community Parks				10,000		**10,000**					10,000		**10,000**
1.485	Pender Island Community Parks				10,000		**10,000**					10,000		**10,000**
1.495	Galiano Community Parks				13,000		**13,000**					13,000		**13,000**
2.630	Magic Lake Estates Water (Pender)	250,000			90,000		**340,000**					340,000		**340,000**
2.640	Lyall Harbour Boot Cove Water (Saturna)				15,000		**15,000**					15,000		**15,000**
2.642	Skana Water (Mayne)				25,000		**25,000**					25,000		**25,000**
2.665	Sticks Allison Water (Galiano)	14,500					**14,500**					14,500		**14,500**
2.667	Surfside Park Estates (Mayne)	25,000					**25,000**					25,000		**25,000**
3.830	Magic Lake Sewer Utility (Pender)				5,780,000		**5,780,000**		5,750,000			30,000		**5,780,000**
TOTAL		**410,402**	**89,625**	**636,000**	**7,034,000**	**-**	**8,170,027**	**200,000**	**6,791,000**	**130,688**	**-**	**998,339**	**50,000**	**8,170,027**

Appendix C-5: SGI Service Budgets

JOINTLY FUNDED SERVICES

1.103 Elections

1.104 UBCM

1.318 Building Inspection

1.320 Noise Control

1.322 Nuisance & Unsightly Premises

1.369 Electoral Area Fire Services

1.372 EA Emergency Coordination

SOUTHERN GULF ISLANDS

1.110 Administration

1.117 Grants in Aid

1.125 Economic Development

1.137 Galiano Island Library Service

1.138 Southern Gulf Islands Public Library

1.170 Gossip Island Electric Power Supply

1.227 Saturna Health Service

1.228 Galiano Health Service

1.235 Small Craft Harbour Facilities

1.314 SGI House Numbering

Appendix C-5: SGI Service Budgets

1.352 South Galiano Island Fire

1.356 Pender Island Fire

1.359 North Galiano Island Fire

1.363 Saturna Island Fire

1.373 Emergency Program

1.465 Saturna Island Community Parks

1.468 Saturna Island Community Recreationn

1.475 Mayne Island Community Parks

1.476 Mayne Island Community Parks Donations

1.478 Mayne Island Community Recreation

1.485 Pender Island Community Parks

1.488 Pender Island Community Recreation

1.495 Galiano Island Community Parks

1.498 Galiano Island Community Recreation

1.533 Stormwater Quality

1.923 Emergency Communications – CREST

2.630 Magic Lake Estates Water (Pender Island)

2.640 Lyall Harbour/Boot Cove Water (Saturna Island)

Appendix C-5: SGI Service Budgets

2.642 Skana Water (Mayne Island)

2.665 Sticks Allison Water (Galiano Island)

2.667 Surfside Water (Mayne Island)

3.830 Magic Lake Estates Sewer System (Pender Island)

CAPITAL REGIONAL DISTRICT

2021 Budget

Elections

EAC Review

Service: 1.103 Elections **Committee:** Electoral Area

DEFINITION:

To maintain voters lists for electoral areas and to undertake elections as required (Sec. 787(b) Municipal Act - SLP February 1, 1966).

PARTICIPATION:

All electoral areas on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

No limit

FUNDING:

Requisition and contribution from Islands Trust.

1.103 - Elections	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	BUDGET REQUEST 2021 ONGOING	BUDGET REQUEST 2021 ONE-TIME	BUDGET REQUEST 2021 TOTAL	FUTURE PROJECTIONS 2022	FUTURE PROJECTIONS 2023	FUTURE PROJECTIONS 2024	FUTURE PROJECTIONS 2025
OPERATING COSTS										
Electoral Area Elections	-	520	-	-	-	-	122,500	-	-	-
Islands Trust	-	-	-	-	-	-	74,900	-	-	-
Allocations and Insurance	166	166	37	-	-	37	38	39	39	39
TOTAL OPERATING COSTS	**166**	**686**	**37**	**-**	**-**	**37**	**197,438**	**39**	**39**	**39**
*Percentage Increase over prior year						-77.7%	533516.2%	-100.0%	0.0%	0.0%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	19,992	19,902	25,033	-	-	25,033	29,863	32,031	34,031	36,031
TOTAL COSTS	**20,158**	**20,588**	**25,070**	**-**	**-**	**25,070**	**227,301**	**32,070**	**34,070**	**36,070**
FUNDING SOURCES (REVENUE)										
Recovery from Islands Trust	-	(500)	-	-	-	-	(74,900)	-	-	-
Transfer from Operating Reserve Fund	-	-	-	-	-	-	(122,331)	-	-	-
Other Income	(158)	(88)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
TOTAL REVENUE	**(158)**	**(588)**	**(70)**	**-**	**-**	**(70)**	**(197,301)**	**(70)**	**(70)**	**(70)**
REQUISITION	**(20,000)**	**(20,000)**	**(25,000)**	**-**	**-**	**(25,000)**	**(30,000)**	**(32,000)**	**(34,000)**	**(36,000)**
*Percentage increase over prior year Requisition						25.0%	20.0%	6.7%	6.3%	5.9%

Reserve Schedule

Reserve Fund: 1.103 Elections - Operating Reserve Fund

To stabilize requisition for Electoral Area Elections held every 4th year

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105515	2020	2021	2022	2023	2024	2025
Beginning Balance		46,620	76,493	101,526	9,058	41,089	75,120
Transfer from Op Budget		19,992	25,033	29,863	32,031	34,031	36,031
Transfer from ERF		9,170					
Planned Spending		-	-	(122,331)	-	-	-
Interest Income		710	-	-	-	-	-
Ending Balance $		**76,493**	**101,526**	**9,058**	**41,089**	**75,120**	**111,151**

Assumptions/Background:

Budgeted transfers to reserve will provide funding for elections in 2022 at an estimated cost of $120,000 - $140,000

CAPITAL REGIONAL DISTRICT

2021 Budget

UBCM

EAC Review

Service: 1.104 Union of B.C. Municipalities **Committee: Electoral Area**

DEFINITION:

To provide for membership dues and convention expenses. Section 787 (b) - SLP - February 1, 1966.

PARTICIPATION:

All electoral areas and those municipalities not maintaining their own membership (currently electoral areas only) on the basis of converted hospital assessed value of land and improvements.

MAXIMUM LEVY:

No limit

FUNDING:

Requisition

GENERAL INFORMATION:

Association of Vancouver Island and Coastal Communities (AVICC)

Commencing 1982 costs relating to AVICC, which are incurred solely on behalf of the electoral areas, are included in the UBCM budget rather than Legislative and General Government.

1.104 - UBCM	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Convention Expenses	16,805	12,875	12,893	-	-	12,893	13,157	13,414	13,682	13,950
TOTAL COSTS	**16,805**	**12,875**	**12,893**	**-**	**-**	**12,893**	**13,157**	**13,414**	**13,682**	**13,950**
*Percentage Increase over prior year						-23.3%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	3,930	(3,930)	-	-	(3,930)	-	-	-	-
Balance c/fwd from 2019 to 2020	(2,832)	(2,832)	-	-	-	-	-	-	-	-
Other Revenue	(87)	(87)	(90)	-	-	(90)	(90)	(90)	(90)	(90)
TOTAL REVENUE	**(2,919)**	**1,011**	**(4,020)**	**-**	**-**	**(4,020)**	**(90)**	**(90)**	**(90)**	**(90)**
REQUISITION	**(13,886)**	**(13,886)**	**(8,873)**	**-**	**-**	**(8,873)**	**(13,067)**	**(13,324)**	**(13,592)**	**(13,860)**
*Percentage increase over prior year Requisition						-36.1%	47.3%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Building Inspection

EAC Review

Service: 1.318 **Building Inspection** **Committee: Electoral Area**

DEFINITION:

To carry out the Building Regulations function as specified by Section 818 of the Local Government Act (Letters Patent - January 1, 1970).

SERVICE DESCRIPTION:

The building inspection department provides building inspection services to homeowners, builders and contractors in compliance with both the BC Building Code and CRD Building Bylaw 3741 (2010) and 3780 Amendment (2011). The Building inspection service includes receiving, reviewing and advising on building permit applications, processing of the applications including code analysis and referrals to other agencies, issuing building permits and verifying conditional requirements, arranging and carrying out site and construction inspections and granting final approval for occupancy. Staff also provides inspection services to other CRD departments on a cost recovery basis.

PARTICIPATION:

All Electoral Areas on the basis of converted hospital assessments.

MAXIMUM LEVY:

None stated.

FUNDING:

Fees and charges and requisition to all Electoral Areas

Change in Budget 2020 to 2021
Service: 1.318 Building Inspection

	Total Expenditure	Comments
2020 Budget	**1,561,459**	
Change in Salaries:		
Base salary change	20,370	Inclusive of estimated collective agreement changes
Step increase/paygrade change	(3,384)	New hires at lower pay step
Other (explain as necessary)	7,993	Vacant 0.1 FTE (Admin Clerk) salary added in 2021 budget (not in 2020)
Total Change in Salaries	24,979	
Other Changes:		
Allocations	21,360	Standard OH Allocation increase is the combination of 2020 operating cost increase and 3rd year new model implementation. Increases also are in HR and Building Occupancy allocations.
Vehicles / Travel Costs	16,203	Cost associated with travel to Eas and vehicle operating and maintenance costs
Real Estate Labour Charge	14,720	In alignment with historical actual costs
Other	14,569	Staff training, membership fees, courier
Total Other Changes	66,852	
2021 Budget	**1,653,290**	
% expense increase from 2020:	***5.9%***	
% Requisition increase from 2020 (if applicable):	***7.0%***	*Requisition funding is 28% of service revenue.*

Overall 2020 Budget Performance
(expected variance to budget and surplus treatment)

Fee revenues are projected at 117K (11.7%) lower than budget as we experience low permit fee revenue since May. The total expenditures are projected at 115K(7.4%) lower than budget manily due to the vacancies and lower pay step for new hire. The estimated overall deficit of 2K will be covered by operating reserve fund.

1.318 - Building Inspection	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Salaries & Wages	1,124,275	989,600	1,151,316	-	-	1,151,316	1,156,103	1,180,806	1,206,044	1,231,829
Telecommunications	35,290	34,455	35,890	-	-	35,890	36,610	37,340	38,090	38,850
Legal Expenses	10,220	4,327	10,390	-	-	10,390	10,600	10,810	11,030	11,250
Building Rent	33,706	33,706	34,450	-	-	34,450	35,210	35,980	36,770	37,510
Supplies	16,108	13,832	16,380	-	-	16,380	16,700	17,040	17,380	17,720
Allocations	188,554	209,518	225,494	-	-	225,494	240,721	245,480	250,332	255,284
Other Operating Expenses	120,006	127,138	146,070	-	-	146,070	149,210	152,160	155,160	158,229
TOTAL OPERATING COSTS	**1,528,159**	**1,412,576**	**1,619,990**	**-**	**-**	**1,619,990**	**1,645,154**	**1,679,616**	**1,714,806**	**1,750,672**
*Percentage Increase over prior year						6.0%	1.6%	2.1%	2.1%	2.1%
CAPITAL / RESERVES										
Transfer to Equipment Replacement Fund	10,000	10,000	10,000	-	-	10,000	10,000	10,000	10,000	10,000
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	**10,000**	**10,000**	**10,000**	**-**	**-**	**10,000**	**10,000**	**10,000**	**10,000**	**10,000**
Building Borrowing Repayment to Facilities Reserve	23,300	23,300	23,300	-	-	23,300	23,300	23,300	23,300	23,300
TOTAL COSTS	**1,561,459**	**1,445,876**	**1,653,290**	**-**	**-**	**1,653,290**	**1,678,454**	**1,712,916**	**1,748,106**	**1,783,972**
Internal Recoveries	(29,362)	(29,362)	(29,486)	-	-	(29,486)	(30,076)	(30,677)	(31,291)	(31,920)
TOTAL COSTS LESS INTERNAL RECOVERIES	**1,532,097**	**1,416,514**	**1,623,804**	**-**	**-**	**1,623,804**	**1,648,378**	**1,682,239**	**1,716,815**	**1,752,052**
FUNDING SOURCES (REVENUE)						6.0%	1.5%	2.1%	2.1%	2.1%
Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Fees Charged	(970,610)	(857,905)	(1,019,141)	-	-	(1,019,141)	(1,067,671)	(1,089,030)	(1,110,810)	(1,133,030)
Contract Revenue	(35,000)	(30,000)	(36,781)	-	-	(36,781)	(37,510)	(38,250)	(39,020)	(39,800)
Transfer from Operating Reserve	(114,247)	(116,369)	(126,400)	-	-	(126,400)	(37,409)	(4,000)	-	-
Grants in Lieu of Taxes	(1,443)	(1,443)	(1,510)	-	-	(1,510)	(1,540)	(1,570)	(1,600)	(1,630)
Revenue - Other	(2,000)	(2,000)	(2,562)	-	-	(2,562)	(2,672)	(2,796)	(2,921)	(2,880)
TOTAL REVENUE	**(1,123,300)**	**(1,007,717)**	**(1,186,394)**	**-**	**-**	**(1,186,394)**	**(1,146,802)**	**(1,135,646)**	**(1,154,351)**	**(1,177,340)**
REQUISITION	**(408,797)**	**(408,797)**	**(437,411)**	**-**	**-**	**(437,411)**	**(501,576)**	**(546,593)**	**(562,464)**	**(574,712)**
*Percentage increase over prior year Requisition						7.0%	14.7%	9.0%	2.9%	2.2%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No. 1.318 Building Inspection	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$10,000	$0	$5,000	$0	$0	$15,000
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$0	$0	$0	$0	$0
Vehicles	$0	$45,000	$0	$0	$45,000	$0	$90,000
	$0	**$55,000**	**$0**	**$5,000**	**$45,000**	**$0**	**$105,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$0	$55,000	$0	$5,000	$45,000	$0	$105,000
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$0	$0	$0	$0	$0	$0
	$0	**$55,000**	**$0**	**$5,000**	**$45,000**	**$0**	**$105,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.318
Service Name: Building Inspection

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	Replacement	Vehicle Replacement	Vehicle Replacement	$90,000	V	ERF	$0	$45,000	$0	$0	$45,000	$0	$90,000
19-01	Replacement	Computer Replacement	Replacement of Computer equipment	$5,000	E	ERF	$0	$0	$0	$5,000	$0	$0	$5,000
21-01	Replacement	Furniture Replacement	Salt Spring Island furniture replacement	$10,000	E	ERF	$0	$10,000	$0	$0	$0	$0	$10,000
			GRAND TOTAL	**$105,000**			**$0**	**$55,000**	**$0**	**$5,000**	**$45,000**	**$0**	**$105,000**

Building Inspection
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	168,538	42,138	4,729	729	729	729
Equipment Replacement Fund	73,457	28,457	38,457	43,457	8,457	18,457
Total	**241,995**	**70,595**	**43,186**	**44,186**	**9,186**	**19,186**

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Operating Reserve Fund

.

For requisition rate stabilization during periods of fluctuating permit fee revenues.

Reserve Cash Flow

Fund:	**1500**	**Estimated**	**Budget**				
Fund Centre:	to be created	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		281,907	168,538	42,138	4,729	729	729
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		(116,369)	(126,400)	(37,409)	(4,000)	-	-
Interest Income		3,000	-	-	-	-	-
Ending Balance $		**168,538**	**42,138**	**4,729**	**729**	**729**	**729**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.318 Building Inspection - Equipment Replacement Fund

.

ERF Group: BLDINS.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101425	2020	2021	2022	2023	2024	2025
Beginning Balance		148,457	73,457	28,457	38,457	43,457	8,457
Transfer from Ops Budget		10,000	10,000	10,000	10,000	10,000	10,000
Planned Purchase		(85,000)	(55,000)	-	(5,000)	(45,000)	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**73,457**	**28,457**	**38,457**	**43,457**	**8,457**	**18,457**

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2021 Budget

Noise control

EAC Review

Service: 1.320 **Noise Control** **Committee: Electoral Area**

DEFINITION:

To provide noise control to member electoral areas of the Capital Regional District (Letter Patent - September 3, 1981; amended January 18, 1984; Supplementary Letters Patent - January 22, 1987). This function is performed by Bylaw officers from the CRD's Langford and Salt Spring Island offices.

SERVICE DESCRIPTION:

Administration and enforcement of the Noise Bylaws for the three Electoral Areas.

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

$ 0.50 / $1,000

Total such functions of 1.320 (Noise Control) and 1.322 (Nuisance & Unsightly Premises) not to exceed $1.00 / $1,000 overall.

MAXIMUM CAPITAL DEBT:

Nil

COMMISSION:

FUNDING:

Requisition

1.320 - NOISE CONTROL	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Legal	7,340	7,340	6,900	-	-	6,900	7,040	7,180	7,320	7,470
Allocations	1,953	1,953	2,304	-	-	2,304	2,607	2,656	2,706	2,757
Internal Time Charges	29,208	29,208	29,876	-	-	29,876	30,047	30,614	31,208	31,814
Other Operating Expenses	60	60	60	-	-	60	60	60	60	60
TOTAL OPERATING COSTS	**38,561**	**38,561**	**39,140**	**-**	**-**	**39,140**	**39,754**	**40,510**	**41,294**	**42,101**
*Percentage Increase over prior year						1.5%	1.6%	1.9%	1.9%	2.0%
FUNDING SOURCES (REVENUE)										
Revenue - Other	(231)	(231)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	**(231)**	**(231)**	**(200)**	**-**	**-**	**(200)**	**(200)**	**(200)**	**(200)**	**(200)**
REQUISITION	**(38,330)**	**(38,330)**	**(38,940)**	**-**	**-**	**(38,940)**	**(39,554)**	**(40,310)**	**(41,094)**	**(41,901)**
*Percentage increase over prior year Requisition						1.6%	1.6%	1.9%	1.9%	2.0%

Reserve Schedule

Reserve Fund: 1.320 Noise Control - Operating Reserve Fund - Bylaw 4146

- Capital Regional District Operating Reserve Fund was established in 2016 under Bylaw No. 4146. The funds in this reserve shall be expended for unforeseen legal expense or other operating costs. Monies set aside shall be deposited under separate account in the bank and until required to be used may be invested in the manner provided by Section 364(2) of the Municipal Act.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105406	2020	2021	2022	2023	2024	2025
Beginning Balance		2,494	2,532	2,532	2,532	2,532	2,532
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income*		38	-	-	-	-	-
Ending Balance $		**2,532**	**2,532**	**2,532**	**2,532**	**2,532**	**2,532**

Assumptions/Background:

Maintain balance at reasonable level to cover unexpected operating expenses such as legal.

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2021 BUDGET

Nuisance & Unsightly Premises

EAC Review

Service: 1.322 Nuisance & Unsightly Premises **Committee: Electoral Area**

DEFINITION:

To provide regulation of nuisances and unsightly premises to the participating electoral areas (Letters Patent - May 19, 1977). This function is performed by Bylaw Officers from the CRD's Langford and Salt Spring Island offices.

SERVICE DESCRIPTION:

Enforce the Nuisance and Unsightly Premises Bylaw for the three Electoral Areas as in accordance with procedures and provisions of the Local Government Act.

PARTICIPATION:

All Electoral Areas, based on converted hospital assessments.

MAXIMUM LEVY:

$ 0.50 / $1,000

Total such functions of 1.320 (Noise Control) and 1.322 (Nuisance & Unsightly Premises) not to exceed $1.00 / $1,000 overall.

FUNDING:

Requisition

1.322 - Nuisance & Unsightly Premises	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Legal	2,152	2,152	2,085	-	-	2,085	2,130	2,170	2,210	2,250
Allocations	2,384	2,384	2,825	-	-	2,825	3,247	3,309	3,373	3,437
Internal Time Charges	46,257	46,257	46,750	-	-	46,750	47,017	47,905	48,835	49,782
Other Operating Expenses	330	330	330	-	-	330	340	350	360	370
TOTAL OPERATING COSTS	**51,123**	**51,123**	**51,990**	**-**	**-**	**51,990**	**52,734**	**53,734**	**54,778**	**55,839**
*Percentage Increase over prior year						1.7%	1.4%	1.9%	1.9%	1.9%
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(178)	(178)	(170)	-	-	(170)	(170)	(170)	(170)	(170)
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(278)**	**(278)**	**(270)**	**-**	**-**	**(270)**	**(270)**	**(270)**	**(270)**	**(270)**
REQUISITION	**(50,845)**	**(50,845)**	**(51,720)**	**-**	**-**	**(51,720)**	**(52,464)**	**(53,464)**	**(54,508)**	**(55,569)**
*Percentage increase over prior year Requisition						1.7%	1.4%	1.9%	2.0%	1.9%

Reserve Schedule

Reserve Fund: 1.322 Nuisances & Unsightly Premises - Operating Reserve Fund

For unforeseen legal expenses

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105403	2020	2021	2022	2023	2024	2025
Beginning Balance		15,264	15,494	15,494	15,494	15,494	15,494
Transfer from Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		230	-	-	-	-	-
Ending Balance $		**15,494**	**15,494**	**15,494**	**15,494**	**15,494**	**15,494**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Electoral Area Fire Services

EAC Review

Service: 1.369 **Electoral Area Fire Services** **Committee: Electoral Area**

DEFINITION:

Service may undertake or cause to be undertaken for one or more electoral areas or defined areas thereof a program of fire regulation and may fix the terms and conditions under which the program will be provided, and, without limiting the generality of the foregoing, may, by bylaw, undertake different programs for different electoral areas or defined areas thereof (Juan de Fuca and Southern Gulf Islands).

PARTICIPATION:

Fire Service Areas within Juan de Fuca and Southern Gulf Islands Electoral Areas

CAPITAL DEBT:

N/A

COMMISSION:

N/A

MAXIMUM LEVY:

Supplementary LP's dated July 7, 1983 provide a maximum levy of $0.246 per $1,000.

FUNDING:

Requisition

1.369 - Electoral Area Fire Services	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Consulting	15,330	13,000	15,330	-	-	15,330	15,640	15,950	16,270	16,600
Staff Training & Development	5,110	5,110	5,110	-	-	5,110	5,210	5,310	5,420	5,530
Software Licenses	15,930	11,000	11,607	-	-	11,607	11,840	12,080	12,320	12,570
Allocation to Finance & Corp	12,392	12,392	9,244	-	-	9,244	6,287	6,413	6,541	6,672
Allocation to Emergency Coordination	67,401	67,401	74,862	-	-	74,862	76,359	78,039	79,756	81,352
Contingency	4,060	4,060	4,060	-	-	4,060	4,140	4,220	4,300	4,390
Operating - Other	3,050	2,980	3,060	-	-	3,060	3,120	3,180	3,240	3,300
TOTAL OPERATING COSTS	**123,273**	**115,943**	**123,273**	**-**	**-**	**123,273**	**122,596**	**125,192**	**127,847**	**130,414**
*Percentage Increase over prior year						0.0%	-0.5%	2.1%	2.1%	2.0%
CAPITAL / RESERVE										
Equipment Purchases	7,370	7,370	7,370	-	-	7,370	7,520	7,670	7,820	7,980
Transfer to Equipment Replacement Fund (ERF & Op Rsv)	11,647	18,977	11,647	-	-	11,647	15,014	15,168	15,323	15,616
TOTAL CAPITAL / RESERVE	**19,017**	**26,347**	**19,017**	**-**	**-**	**19,017**	**22,534**	**22,838**	**23,143**	**23,596**
TOTAL COSTS	**142,290**	**142,290**	**142,290**	**-**	**-**	**142,290**	**145,130**	**148,030**	**150,990**	**154,010**
FUNDING SOURCES (REVENUE)										
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
Other Income	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(100)**	**(100)**	**(100)**	**-**	**-**	**(100)**	**(100)**	**(100)**	**(100)**	**(100)**
REQUISITION	**(142,190)**	**(142,190)**	**(142,190)**	**-**	**-**	**(142,190)**	**(145,030)**	**(147,930)**	**(150,890)**	**(153,910)**
*Percentage increase over prior year Requisition						0.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.369 Electoral Area Fire Services	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings	B	$0	$0	$0	$0	$0	$0	$0
Equipment	E	$0	$156,300	$0	$0	$0	$0	$156,300
Land	L	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	S	$0	$0	$0	$0	$0	$0	$0
Vehicles	V	$0	$0	$0	$0	$0	$0	$0
		$0	**$156,300**	**$0**	**$0**	**$0**	**$0**	**$156,300**
SOURCE OF FUNDS								
Capital Funds on Hand	Cap	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	Debt	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	ERF	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	Grant	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	Res	$0	$156,300	$0	$0	$0	$0	$156,300
		$0	**$156,300**	**$0**	**$0**	**$0**	**$0**	**$156,300**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.369
Service Name: Electoral Area Fire Services

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Study	Structure Protection Unit (Sprinkler trailer)	Provision of capacity to protect infrastructure and structures from wildfire	$156,300	E	Res	$0	$156,300	$0	$0	$0	$0	$156,300
			GRAND TOTAL	**$156,300**			**$0**	**$156,300**	**$0**	**$0**	**$0**	**$0**	**$156,300**

Reserve Schedule

Reserve Fund: 1.369 Electoral Area Fire Services - Operating Reserve Fund

For Consulting, FDM Upgrades, Training

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105404	2020	2021	2022	2023	2024	2025
Beginning Balance		257,382	272,929	128,276	143,290	158,458	173,781
Transfer from Ops Budget		11,647	11,647	15,014	15,168	15,323	15,616
Planned Expenditures		-	(156,300)	-	-	-	-
Interest Income		3,900	-	-	-	-	-
Ending Balance $		**272,929**	**128,276**	**143,290**	**158,458**	**173,781**	**189,397**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Emergency Planning Coordination

EAC Review

Service: 1.372 Emergency Planning Coordination **Committee: Planning, Transportation & Protective Services**

DEFINITION:

No establishment bylaw. Service is provided by CRD staff for coordination of emergency operations for the CRD.

SERVICE DESCRIPTION:

This service provides support to a range of Protective Services responsibilities and to carry out the responsibilities legislated under the *Emergency Program Act*. Costs for staff are placed in this budget and allocated based on percentages to the other services, such as 911, hazmat, and emergency management.

FUNDING:

Allocations from protection services and requisition.

1.372 - Emergency Planning Coordination	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Salaries	509,587	482,000	532,583	-	-	532,583	534,073	545,559	557,295	569,275
Contract for Services	63,000	63,000	-	-	-	-	-	-	-	-
Travel Expenses	1,790	1,790	1,820	-	-	1,820	1,860	1,900	1,940	1,980
Telecommunications	6,700	6,700	6,810	-	-	6,810	6,950	7,090	7,230	7,370
Staff Training & Development	2,130	2,130	1,620	-	-	1,620	1,650	1,680	1,710	1,740
Supplies	14,300	1,560	2,010	-	-	2,010	2,050	2,090	2,130	2,170
Allocations	56,596	56,596	59,170	-	-	59,170	59,064	60,243	61,450	62,675
Other Operating Expenses	10,720	8,896	8,630	-	-	8,630	8,790	8,970	9,150	9,330
TOTAL OPERATING COSTS	**664,823**	**622,672**	**612,643**	**-**	**-**	**612,643**	**614,437**	**627,532**	**640,905**	**654,540**
*Percentage Increase over prior year						-7.8%	0.3%	2.1%	2.1%	2.1%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	-	15,425	7,324	-	-	7,324	7,470	7,620	7,770	7,930
TOTAL COSTS	**664,823**	**638,097**	**619,967**	**-**	**-**	**619,967**	**621,907**	**635,152**	**648,675**	**662,470**
Internal Recoveries	(413,859)	(413,859)	(459,671)	-	-	(459,671)	(468,864)	(479,179)	(489,721)	(499,520)
OPERATING COSTS LESS INTERNAL RECOVERIES	**250,964**	**224,238**	**160,296**	**-**	**-**	**160,296**	**153,043**	**155,973**	**158,954**	**162,950**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	14,486	(14,486)	-	-	(14,486)	-	-	-	-
Balance c/fwd from 2019 to 2020	(29,307)	(29,307)	-	-	-	-	-	-	-	-
Grants Revenue	(78,120)	(65,880)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(491)	(491)	(500)	-	-	(500)	(510)	(520)	(530)	(540)
Revenue - Other	(300)	(300)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
TOTAL REVENUE	**(108,218)**	**(81,492)**	**(15,296)**	**-**	**-**	**(15,296)**	**(830)**	**(850)**	**(870)**	**(890)**
REQUISITION	**(142,746)**	**(142,746)**	**(145,000)**	**-**	**-**	**(145,000)**	**(152,213)**	**(155,123)**	**(158,084)**	**(162,060)**
*Percentage increase over prior year Requisition						1.6%	5.0%	1.9%	1.9%	2.5%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No. 1.372 Emergency Planning Coordination	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$2,500	$0	$0	$2,500	$0	$5,000
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$0	$0	$0	$0	$0
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$0	**$2,500**	**$0**	**$0**	**$2,500**	**$0**	**$5,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$0	$2,500	$0	$0	$2,500	$0	$5,000
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$0	$0	$0	$0	$0	$0
	$0	**$2,500**	**$0**	**$0**	**$2,500**	**$0**	**$5,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.372
Service Name: Emergency Planning Coordination

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-01	Replacement	Computer Equipment Replacement	Computer Equipment Replacement	$0	E	ERF	$0	$2,500	$0	$0	$2,500	$0	$5,000
			GRAND TOTAL	**$0**			**$0**	**$2,500**	**$0**	**$0**	**$2,500**	**$0**	**$5,000**

Reserve Schedule

Reserve Fund: 1.327 Emergency Planning Coordination - Equipment Replacement Fund

ERF Group: EMERGCOORD.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101985	2020	2021	2022	2023	2024	2025
Beginning Balance		2,646	646	5,470	12,940	20,560	25,830
Transfer from Op Budget		-	7,324	7,470	7,620	7,770	7,930
Planned Purchase		(2,000)	(2,500)	-	-	(2,500)	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**646**	**5,470**	**12,940**	**20,560**	**25,830**	**33,760**

Assumptions/Background:

ERF to fund future replacement of vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2021 Budget

Admin Expenditures (SGI)

EAC Review

Service: 1.110 **SGI Admin. Expenditures** **Committee: Electoral Area**

DEFINITION:

To establish, according to Section 800 of the Local Government Act, a service to provide funding for electoral area administrative expenditures.

SERVICE DESCRIPTION:

Electoral area administration funding pays for part of EA director remuneration (amount that exceeds Municipal Director amount included in Board expense) and alternate, Corporate services administration, telecommunications, travel , electoral area office space and other contractual support costs as needed by director.

PARTICIPATION:

Electoral Area of Southern Gulf Islands

MAXIMUM LEVY:

None Stated

FUNDING:

Requisition

1.110 - Admin Expenditures (SGI) Director & Management	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Director Admin	129,432	111,356	109,554	-	-	109,554	109,371	111,380	113,465	115,740
Management Services	290,265	250,183	276,069	-	-	276,069	277,159	282,960	288,868	294,885
TOTAL OPERATING COSTS	**419,697**	**361,539**	**385,623**	**-**	**-**	**385,623**	**386,530**	**394,340**	**402,333**	**410,625**
*Percentage Increase over prior year						-8.1%	0.2%	2.0%	2.0%	2.1%
Transfer from Operating Reserve Fund	-	-	-	-	-	-	(16,724)	(8,817)	(1,251)	(20)
NET OPERATING COSTS	**419,697**	**361,539**	**385,623**	**-**	**-**	**385,623**	**369,806**	**385,523**	**401,082**	**410,605**
*Percentage Increase over prior year						-8.1%	-4.1%	4.3%	4.0%	2.4%
CAPITAL / RESERVES										
Transfer to Operating Reserve Fund	-	18,276	9,575	-	-	9,575	-	-	-	-
Transfer to Equipment Replacement Fund	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,020
Purchases Equipment	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	**1,000**	**19,276**	**10,575**	**-**	**-**	**10,575**	**1,000**	**1,000**	**1,000**	**1,020**
TOTAL COSTS	**420,697**	**380,815**	**396,198**	**-**	**-**	**396,198**	**370,806**	**386,523**	**402,082**	**411,625**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	37,166	(37,166)	-	-	(37,166)	-	-	-	-
Balance c/fwd from 2019 to 2020	(57,835)	(57,835)	-	-	-	-	-	-	-	-
Transfer from Feasibility Fund	-	-	-	-	-	-	-	-	-	-
Cost Recovery	(17,426)	(14,510)	(13,717)	-	-	(13,717)	(13,896)	(14,075)	(14,296)	(14,522)
Grants in Lieu of Taxes	(2,851)	(2,851)	(2,730)	-	-	(2,730)	(2,790)	(2,850)	(2,910)	(2,970)
Other Revenue	(200)	(400)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	**(78,312)**	**(38,430)**	**(53,813)**	**-**	**-**	**(53,813)**	**(16,886)**	**(17,125)**	**(17,406)**	**(17,692)**
REQUISITION	**(342,385)**	**(342,385)**	**(342,385)**	**-**	**-**	**(342,385)**	**(353,920)**	**(369,398)**	**(384,676)**	**(393,933)**
*Percentage increase over prior year Requisition						0.0%	3.4%	4.4%	4.1%	2.4%

1.110 - Admin Expenditures (SGI) Director Admin	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	BUDGET REQUEST 2021 ONGOING	BUDGET REQUEST 2021 ONE-TIME	BUDGET REQUEST 2021 TOTAL	FUTURE PROJECTIONS 2022	FUTURE PROJECTIONS 2023	FUTURE PROJECTIONS 2024	FUTURE PROJECTIONS 2025
OPERATING COSTS										
Director's Remuneration	43,124	43,124	43,987	-	-	43,987	44,870	45,630	46,410	47,340
Contract for Services	30,300	19,850	20,160	-	-	20,160	20,560	20,970	21,390	21,820
Consulting	10,000	6,611	-	-	-	-	-	-	-	-
Travel	5,610	1,510	5,500	-	-	5,500	5,610	5,720	5,830	5,950
Allocations	15,272	15,672	15,042	-	-	15,042	12,997	13,257	13,521	13,790
Other Operating Expenses	25,126	24,589	24,865	-	-	24,865	25,334	25,803	26,314	26,840
TOTAL OPERATING COSTS	**129,432**	**111,356**	**109,554**	**-**	**-**	**109,554**	**109,371**	**111,380**	**113,465**	**115,740**
*Percentage Increase over prior year						-15.4%	-0.2%	1.8%	1.9%	2.0%
Transfer from Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
NET OPERATING COSTS	**129,432**	**111,356**	**109,554**	**-**	**-**	**109,554**	**109,371**	**111,380**	**113,465**	**115,740**
*Percentage Increase over prior year						-15.4%	-0.2%	1.8%	1.9%	2.0%
CAPITAL / RESERVES										
Transfer to Operating Reserve Fund	-	18,276	9,575	-	-	9,575	12,123	12,183	12,249	12,480
Transfer to Equipment Replacement Fund	1,000	1,000	1,000	-	-	1,000	1,000	1,000	1,000	1,020
Purchases Equipment	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL / RESERVES	**1,000**	**19,276**	**10,575**	**-**	**-**	**10,575**	**13,123**	**13,183**	**13,249**	**13,500**
TOTAL COSTS	**130,432**	**130,632**	**120,129**	**-**	**-**	**120,129**	**122,494**	**124,563**	**126,714**	**129,240**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,445)	(1,445)	-	-	-	-	-	-	-	-
Cost Recovery	(10,826)	(10,826)	(11,005)	-	-	(11,005)	(11,184)	(11,363)	(11,584)	(11,810)
Grants in Lieu of Taxes	(797)	(797)	(800)	-	-	(800)	(820)	(840)	(860)	(880)
Interest Income	(200)	(400)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	**(13,268)**	**(13,468)**	**(12,005)**	**-**	**-**	**(12,005)**	**(12,204)**	**(12,403)**	**(12,644)**	**(12,890)**
REQUISITION	**(117,164)**	**(117,164)**	**(108,124)**	**-**	**-**	**(108,124)**	**(110,290)**	**(112,160)**	**(114,070)**	**(116,350)**
*Percentage increase over prior year Requisition						-7.7%	2.0%	1.7%	1.7%	2.0%

1.110 - Admin Expenditures (SGI) Management Services	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Salaries & Wages	139,759	139,759	151,735	-	-	151,735	152,079	155,356	158,703	162,121
Contract for Services	69,000	54,288	68,040	-	-	68,040	69,400	70,790	72,210	73,650
Program Development	15,000	-	-	-	-	-	-	-	-	-
Travel	2,800	2,500	2,850	-	-	2,850	2,910	2,970	3,030	3,090
Memberships & Professional Dues	800	800	810	-	-	810	830	850	870	890
Allocations	20,846	20,846	20,424	-	-	20,424	19,080	19,464	19,855	20,254
Other Operating Expenses	42,060	31,990	32,210	-	-	32,210	32,860	33,530	34,200	34,880
TOTAL OPERATING COSTS	**290,265**	**250,183**	**276,069**	**-**	**-**	**276,069**	**277,159**	**282,960**	**288,868**	**294,885**
*Percentage Increase over prior year						-4.9%	0.4%	2.1%	2.1%	2.1%
Transfer from Operating Reserve Fund	-	-	-	-	-	-	(28,847)	(21,000)	(13,500)	(12,500)
NET OPERATING COSTS	**290,265**	**250,183**	**276,069**	**-**	**-**	**276,069**	**248,312**	**261,960**	**275,368**	**282,385**
*Percentage Increase over prior year						-4.9%	-10.1%	5.5%	5.1%	2.5%
CAPITAL / RESERVE										
Transfer to Operating Reserve Fund	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS	**290,265**	**250,183**	**276,069**	**-**	**-**	**276,069**	**248,312**	**261,960**	**275,368**	**282,385**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	37,166	(37,166)	-	-	(37,166)	-	-	-	-
Balance c/fwd from 2019 to 2020	(56,390)	(56,390)	-	-	-	-	-	-	-	-
Sub-lease Recovery	(6,600)	(3,684)	(2,712)	-	-	(2,712)	(2,712)	(2,712)	(2,712)	(2,712)
Grants in Lieu of Taxes	(2,054)	(2,054)	(1,930)	-	-	(1,930)	(1,970)	(2,010)	(2,050)	(2,090)
Other revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	**(65,044)**	**(24,962)**	**(41,808)**	**-**	**-**	**(41,808)**	**(4,682)**	**(4,722)**	**(4,762)**	**(4,802)**
REQUISITION	**(225,221)**	**(225,221)**	**(234,261)**	**-**	**-**	**(234,261)**	**(243,630)**	**(257,238)**	**(270,606)**	**(277,583)**
*Percentage increase over prior year Requisition						4.0%	4.0%	5.6%	5.2%	2.6%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.110 SGI Admin. Expenditures	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$0	$1,500	$1,530	$0	$0	$3,030
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$0	$0	$0	$0	$0
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$0**	**$1,500**	**$1,530**	**$0**	**$0**	**$3,030**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$0	$1,500	$1,530	$0	$0	$3,030
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$0	$0	$0	$0	$0	$0
		$0	**$0**	**$1,500**	**$1,530**	**$0**	**$0**	**$3,030**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.110
Service Name: SGI Admin. Expenditures

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Replacement	Computer	Computer Replacements for Director and Manager	$4,470	E	ERF	$0	$0	$1,500	$1,530	$0	$0	$3,030
			GRAND TOTAL	**$4,470**			**$0**	**$0**	**$1,500**	**$1,530**	**$0**	**$0**	**$3,030**

Admin Expenditures (SGI)
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	18,276	27,851	11,127	2,310	1,059	1,039
Equipment Replacement Fund	7,409	8,409	7,909	7,379	8,379	9,399
Total	**25,685**	**36,260**	**19,036**	**9,689**	**9,438**	**10,438**

Reserve Schedule

Reserve Fund: 1.110 Admin Expenditures (SGI) - Operating Reserve Fund

.

To be created

Reserve Cash Flow

Fund:	**1500**	**Estimated**	**Budget**				
Fund Centre:	To be created	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		-	18,276	27,851	11,127	2,310	1,059
Transfer from Ops Budget		18,276	9,575	12,123	12,183	12,249	12,480
Transfer to Ops Budget		-	-	(28,847)	(21,000)	(13,500)	(12,500)
Interest Income		-	-	-	-	-	-
Ending Balance $		**18,276**	**27,851**	**11,127**	**2,310**	**1,059**	**1,039**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.110 Admin Expenditures (SGI) - Equipment Replacement Fund

.

ERF Group: SGIADMIN.ERF

Reserve Cash Flow

Fund:	**1022**	**Estimated**	**Budget**				
Fund Centre:	**101838**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance		7,849	7,409	8,409	7,909	7,379	8,379
Transfer from Ops Budget		1,000	1,000	1,000	1,000	1,000	1,020
Planned Purchase		(1,440)	-	(1,500)	(1,530)	-	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**7,409**	**8,409**	**7,909**	**7,379**	**8,379**	**9,399**

Assumptions/Background:

Fund Balance should remain between $5,000 and $10,000.

CAPITAL REGIONAL DISTRICT

2021 Budget

SGI Grants in Aid

EAC Review

Service: 1.117 SGI Grants in Aid **Committee:** Electoral Area

DEFINITION:

To make grants-in-aid to any organization deemed to be contributing to the general interest and advantage of the electoral area (Letters Patent - March 24, 1977; April 17, 1985).

SERVICE DESCRIPTION:

Provide Grants to support organizations that are outside the existing services in an electoral area. Each electoral area budgets their anticipated requirements separately.

PARTICIPATION:

Southern Gulf Islands Electoral Area.

MAXIMUM LEVY:

$0.05 / $1,000 on basis of converted hospital assessed value of land and improvements. To a maximum of $166,212.

COMMISSION:

Committee: Electoral Areas Committee

FUNDING:

Requisition

1.117 - SGI Grants in Aid	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Grants in Aid	60,000	60,000	60,000	40,000	-	100,000	100,000	100,000	100,000	100,000
Allocations	3,026	3,026	2,679	-	-	2,679	3,230	3,294	3,360	3,427
Internal Interest	300	300	800	-	-	800	800	800	800	800
TOTAL COSTS	**63,326**	**63,326**	**63,479**	**40,000**	**-**	**103,479**	**104,030**	**104,094**	**104,160**	**104,227**
*Percentage Increase over prior year						63.4%	0.5%	0.1%	0.1%	0.1%
FUNDING SOURCES (REVENUE)										
Balance c/fwd from 2019 to 2020	317	317	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(752)	(752)	(770)	-	-	(770)	(790)	(800)	(820)	(840)
Other Grants	-	-	-	-	-	-	-	-	-	-
Other Revenue	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(535)**	**(535)**	**(870)**	**-**	**-**	**(870)**	**(890)**	**(900)**	**(920)**	**(940)**
REQUISITION	**(62,791)**	**(62,791)**	**(62,609)**	**(40,000)**	**-**	**(102,609)**	**(103,140)**	**(103,194)**	**(103,240)**	**(103,287)**
*Percentage increase over prior year Requisition						63.4%	0.5%	0.1%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

SGI Economic Development Commission

EAC Review

Service: 1.125 **SGI Economic Development** **Committee: Electoral Area**

DEFINITION:

Economic Development Commission Establishing Bylaw No. 3803, with authority to offer an economic development service under Section 774.2 of the Local Government Act.

SERVICE DESCRIPTION:

To promote, provide information and assist local service agencies with economic development initiatives.

PARTICIPATION:

Levy on basis of converted hospital assessed value of land and improvements for the Electoral Area of Southern Gulf Islands.

MAXIMUM LEVY:

None

COMMISSION:

Five members including the Director representing the Southern Gulf Islands Electoral Area, and one individual from each of Galiano Island, Mayne Island, Saturna Island and Pender Islands.

FUNDING:

Requisition

1.125 - SGI Economic Development Commission	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Contract for Services	20,000	20,000	57,000	15,000	-	72,000	73,440	74,910	76,410	77,940
Program Development	52,012	50,312	29,623	-	-	29,623	29,820	30,020	30,220	30,420
Internal Allocations	2,630	2,630	4,443	-	-	4,443	5,022	5,122	5,224	5,329
Building Rent	13,300	13,300	8,670	-	-	8,670	8,850	9,030	9,190	9,350
Operating - Other	10,520	10,520	4,990	-	-	4,990	5,090	5,190	5,290	5,390
TOTAL COSTS	**98,462**	**96,762**	**104,726**	**15,000**	**-**	**119,726**	**122,222**	**124,272**	**126,334**	**128,429**
*Percentage Increase over prior year						21.6%	2.1%	1.7%	1.7%	1.7%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	1,700	(1,700)	-	-	(1,700)	-	-	-	-
Balance c/fwd from 2020 to 2021	(6,952)	(6,952)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(579)	(579)	(600)	-	-	(600)	(610)	(620)	(630)	(640)
Interest Income	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(7,631)**	**(5,931)**	**(2,400)**	**-**	**-**	**(2,400)**	**(710)**	**(720)**	**(730)**	**(740)**
REQUISITION	**(90,831)**	**(90,831)**	**(102,326)**	**(15,000)**	**-**	**(117,326)**	**(121,512)**	**(123,552)**	**(125,604)**	**(127,689)**
*Percentage increase over prior year Requisition						29.2%	3.6%	1.7%	1.7%	1.7%

CAPITAL REGIONAL DISTRICT

2021 Budget

Galiano Island Library Service

EAC Review

Service: 1.137 Galiano Island Community Use Building **Committee: Electoral Area**

DEFINITION:

To establish a service for the purpose of constructing and operating a building on Galiano Island that will be used for library, community and local government purposes by Bylaw No. 3792 adopted Dec 2011.

SERVICE DESCRIPTION:

This service provides funding to operate, build and debt service a public use building on Galiano Island. It was started after a successful referendum in 2011. This building is home to the local library run by the Galiano Island Library Society and has a room for public use.

PARTICIPATION:

A portion of the Electoral Area of Southern Gulf Islands.

MAXIMUM LEVY:

Greater of $100,100 or $0.165 / $1,000 on actual assessed value of land and improvements. To a maximum of $126,871.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3793 (2013)	$ 440,000
BORROWED:	LA Bylaw No. 3793A (2014,3.85%)	(310,000)
REMAINING AUTHORIZATION		$ 130,000

FUNDING:

Requisiton

1.137 - Galiano Island Library Service	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Allocations	13,845	12,233	16,711	-	-	16,711	17,006	17,346	17,693	18,046
Insurance	3,020	990	970	-	-	970	990	1,010	1,030	1,050
Building Maintenance	6,190	2,276	5,000	-	-	5,000	5,110	5,220	5,330	5,440
Utilities	4,520	4,470	3,800	-	-	3,800	3,880	3,960	4,040	4,120
Contingency	1,280	-	1,500	-	-	1,500	1,530	1,560	1,590	1,620
Other Operating Expenses	4,510	3,283	4,990	-	-	4,990	5,090	5,200	5,310	5,420
TOTAL OPERATING COSTS	**33,365**	**23,252**	**32,971**	**-**	**-**	**32,971**	**33,606**	**34,296**	**34,993**	**35,696**
*Percentage Increase over prior year						-1.2%	1.9%	2.1%	2.0%	2.0%
DEBT / RESERVE										
Transfer to Capital Reserve Fund	-	10,113	1,500	-	-	1,500	2,094	2,664	3,250	3,857
MFA Debt Reserve Fund	80	80	80	-	-	80	80	80	80	80
MFA Principal Payment	15,482	15,482	15,482	-	-	15,482	15,482	15,482	15,482	15,482
MFA Interest Payment	11,916	11,916	11,915	-	-	11,915	11,915	11,915	11,915	11,915
TOTAL DEBT / RESERVE	**27,478**	**37,591**	**28,977**	**-**	**-**	**28,977**	**29,571**	**30,141**	**30,727**	**31,334**
TOTAL COSTS	**60,843**	**60,843**	**61,948**	**-**	**-**	**61,948**	**63,177**	**64,437**	**65,720**	**67,030**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	-	-	-	-	-	-	-	-	-	-
Other Income	(147)	(147)	(150)	-	-	(150)	(147)	(147)	(150)	(150)
MFA Debt Resv FundEearnings	(80)	(80)	(80)	-	-	(80)	(80)	(80)	(80)	(80)
TOTAL REVENUE	**(227)**	**(227)**	**(230)**	**-**	**-**	**(230)**	**(227)**	**(227)**	**(230)**	**(230)**
REQUISITION	**(60,616)**	**(60,616)**	**(61,718)**	**-**	**-**	**(61,718)**	**(62,950)**	**(64,210)**	**(65,490)**	**(66,800)**
*Percentage increase over prior year Requisition						1.8%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.137 Galiano Island Community Use Bui	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings	B	$0	$15,000	$0	$0	$0	$0	$15,000
Equipment	E	$0	$0	$0	$0	$0	$0	$0
Land	L	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	S	$0	$0	$0	$0	$0	$0	$0
Vehicles	V	$0	$0	$0	$0	$0	$0	$0
		$0	**$15,000**	**$0**	**$0**	**$0**	**$0**	**$15,000**
SOURCE OF FUNDS								
Capital Funds on Hand	Cap	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	Debt	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	ERF	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	Grant	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	Other	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	Res	$0	$15,000	$0	$0	$0	$0	$15,000
		$0	**$15,000**	**$0**	**$0**	**$0**	**$0**	**$15,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.137
Service Name: Galiano Island Community Use Building

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	New	Emergency Repairs	Unforseen Emergency Repairs	$10,000	B	Res	$0	$10,000	$0	$0	$0	$0	$10,000
21-02	New	Asset Management Plan	Asset Management Plan	$5,000	B	Res	$0	$5,000	$0	$0	$0	$0	$5,000
			GRAND TOTAL	**$15,000**				**$15,000**	**$0**	**$0**	**$0**	**$0**	**$15,000**

Reserve Schedule

Reserve Fund: 1.137 Galiano Island Library Service - Capital Reserve Fund

Bylaw 3939

Reserve Cash Flow

Fund: 1083 / Fund Centre: 102135	Estimated 2020	Budget 2021	2022	2023	2024	2025
Beginning Balance	61,990	62,930	49,430	51,524	54,188	57,438
Transfer from Ops Budget	-	1,500	2,094	2,664	3,250	3,857
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	-	(15,000)	-	-	-	-
Interest Income	940	-	-	-	-	-
Ending Balance $	**62,930**	**49,430**	**51,524**	**54,188**	**57,438**	**61,295**

Assumptions/Background:

New Building. Transfers to reserve should provide for future capital repairs and improvements as well as replacement in long term

CAPITAL REGIONAL DISTRICT

2021 Budget

SGI Regional Library

EAC Review

Service: 1.138 SGI Regional Library **Committee:** Electoral Area

DEFINITION:

To establish a service for the purpose of contributing to the cost of maintaining, equipping and operating the Southern Gulf Islands Library service by Bylaw No. 2880 adopted July 2001.

SERVICE DESCRIPTION:

This is a contribution service to provide funding and advisory support for the operation of the Pender Island Public Library and other 4 reading centres on the Southern Gulf Islands. Each centre is managed by volunteers and each has representation on the commission. Funding is provided under a 5-year agreement.

PARTICIPATION:

The Electoral Area of Southern Gulf Islands.

MAXIMUM LEVY:

Greater of $165,391 or $0.069 / $1,000 on actual assessed value of land and improvements. To a maximum of $228,542.

COMMISSION:

Southern Gulf Islands Public Library Commission (Bylaw No. 3523, April 9, 2008)

FUNDING:

Requisition

1.138 - SGI Regional Library	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Contribution to Library	197,570	197,570	200,930	-	-	200,930	204,950	209,050	213,230	217,490
Allocations	3,571	3,571	4,065	-	-	4,065	4,141	4,224	4,309	4,395
Insurance	130	130	140	-	-	140	140	140	140	140
Other Operating Expenses	1,730	720	1,760	-	-	1,760	1,790	1,830	1,870	1,910
TOTAL COSTS	**203,001**	**201,991**	**206,895**	**-**	**-**	**206,895**	**211,021**	**215,244**	**219,549**	**223,935**
*Percentage Increase over prior year						1.9%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	1,010	(1,010)	-	-	(1,010)	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,140)	(1,140)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,553)	(1,553)	(1,580)	-	-	(1,580)	(1,610)	(1,640)	(1,670)	(1,710)
Other Income	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	**(2,723)**	**(1,713)**	**(2,620)**	**-**	**-**	**(2,620)**	**(1,640)**	**(1,670)**	**(1,700)**	**(1,740)**
REQUISITION	**(200,278)**	**(200,278)**	**(204,275)**	**-**	**-**	**(204,275)**	**(209,381)**	**(213,574)**	**(217,849)**	**(222,195)**
*Percentage increase over prior year Requisition						2.0%	2.5%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Gossip Island Electirc Power Supply

EAC Review

Service: 1.170 Gossip Island Electrical Power Supply **Committee: Electoral Area**

DEFINITION:

A service established to provide capital financing for the supply and installation of underwater cabling from Galiano Island to Gossip Island (Bylaw No. 3578 - June 2009).

SERVICE DESCRIPTION:

This is strictly a financial service by which the CRD has agreed to borrow $770,000 to fund the replacement of electric cabling to Gossip Island, off Galiano Island. CRD Corporate Services Department, Finance Division manages the service which includes annual debt charges and the related recovery from Gossip Island taxpayers. The service was started in June 2009 after a petition by a majority of residents. Electrical cabling to the island is provided by BC Hydro. The Gossip Island Electrification Society provides liaison with BC Hydro on electrical cabling matters.

PARTICIPATION:

56 of 66 parcels on Gossip Island

MAXIMUM LEVY:

Greater of $85,310 or $3.76 / $1,000 on actual assessed value of land and improvements.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3579 (2012)	$ 770,000
BORROWED:	S.I. Bylaw No. 3579 (2012, 2.9%)	(715,000)
REMAINING AUTHORIZATION		$ 55,000

FUNDING:

Parcel tax

1.170 - Gossip Island Electirc Power Supply	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Allocations	661	661	357	-	-	357	216	221	225	230
Other Operating Expenses	220	220	220	-	-	220	220	220	220	220
TOTAL OPERATING COSTS	**881**	**881**	**577**	**-**	**-**	**577**	**436**	**441**	**445**	**450**
*Percentage Increase over prior year						-34.5%	-24.4%	1.1%	0.9%	1.1%
DEBT / RESERVE										
MFA Debt Reserve Fund	180	180	200	-	-	200	200	200	200	200
MFA Principal Payment	35,708	35,708	35,708	-	-	35,708	35,708	35,708	35,708	35,708
MFA Interest Payment	20,735	20,735	20,735	-	-	20,735	20,735	20,735	20,735	20,735
TOTAL DEBT / RESERVE	**56,623**	**56,623**	**56,643**	**-**	**-**	**56,643**	**56,643**	**56,643**	**56,643**	**56,643**
TOTAL COSTS	**57,504**	**57,504**	**57,220**	**-**	**-**	**57,220**	**57,079**	**57,084**	**57,088**	**57,093**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(152)	(152)	-	-	-	-	-	-	-	-
Interest Income	(93)	(93)	(93)	-	-	(93)	(93)	(93)	(93)	(90)
MFA Debt Reserve Fund Earnings	(180)	(180)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	**(425)**	**(425)**	**(293)**	**-**	**-**	**(293)**	**(293)**	**(293)**	**(293)**	**(290)**
REQUISITION - PARCEL TAX	**(57,079)**	**(57,079)**	**(56,927)**	**-**	**-**	**(56,927)**	**(56,786)**	**(56,791)**	**(56,795)**	**(56,803)**
*Percentage increase over prior year Requisition						-0.3%	-0.2%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Saturna Health Service

EAC Review

Service: 1.227 **Saturna Health Service** **Committee: Electoral Area**

DEFINITION:

To establish and operate the service of numbering building for Southern Gulf Islands Electoral Area.
Bylaw No. 4231 Saturna Health Service Establishment Bylaw.

PARTICIPATION:

Southern Gulf Islands

MAXIMUM LEVY:

Greater of $44,937 or $0.17 / $1,000 on actual assessed value of land and improvements.

FUNDING:

Requisition

1.227 - Saturna Health Service	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Payment to Saturna Island Meduical Clinic	15,000	15,000	15,260	-	-	15,260	15,570	15,880	16,200	16,520
Other Operating Expenses	387	387	308	-	-	308	314	320	327	333
TOTAL COSTS	**15,387**	**15,387**	**15,568**	**-**	**-**	**15,568**	**15,884**	**16,200**	**16,527**	**16,853**
*Percentage Increase over prior year						1.2%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(8,000)	(8,000)	-	-	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes - Federal	(1,701)	(1,701)	(1,730)	-	-	(1,730)	(1,760)	(1,800)	(1,840)	(1,880)
TOTAL REVENUE	**(9,701)**	**(9,701)**	**(1,730)**	**-**	**-**	**(1,730)**	**(1,760)**	**(1,800)**	**(1,840)**	**(1,880)**
REQUISITION	**(5,686)**	**(5,686)**	**(13,838)**	**-**	**-**	**(13,838)**	**(14,124)**	**(14,400)**	**(14,687)**	**(14,973)**
*Percentage increase over prior year Requisition						143.4%	2.1%	2.0%	2.0%	1.9%

CAPITAL REGIONAL DISTRICT

2021 Budget

Galiano Health Service

EAC Review

Service: 1.228 **Galiano Health Service** **Committee: Electoral Area**

DEFINITION:

To provide secure and predictable funding for the Galiano Health Care Centre
Bylaw No. 3955 Galiano Health Care Centre Contribution Services Establishment Bylaw

PARTICIPATION:

Galiano Island

MAXIMUM LEVY:

Greater of $86,550 or $0.19 / $1,000 on actual assessed value of land and improvements. To a maximum of $146,094.

FUNDING:

Requisition

1.228 - Galiano Health Service	2020		BUDGET REQUEST	2021			FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Payment to Galiano Health Society	120,750	120,750	122,800	-	-	122,800	125,260	127,770	130,330	132,940
Operating - Other	2,261	2,261	2,470	-	-	2,470	2,609	2,660	2,711	2,763
TOTAL OPERATING COSTS	**123,011**	**123,011**	**125,270**	**-**	**-**	**125,270**	**127,869**	**130,430**	**133,041**	**135,703**
*Percentage Increase over prior year						1.8%	2.1%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	150	(150)	-	-	(150)	-	-	-	-
Balance c/fwd from 2019 to 2020	(289)	(289)	-	-	-	-	-	-	-	-
Other Revenue	(38)	(188)	(40)	-	-	(40)	(40)	(40)	(40)	(40)
TOTAL REVENUE	**(327.00)**	**(327)**	**(190)**	**-**	**-**	**(190)**	**(40)**	**(40)**	**(40)**	**(40)**
REQUISITION	**(122,684)**	**(122,684)**	**(125,080)**	**-**	**-**	**(125,080)**	**(127,829)**	**(130,390)**	**(133,001)**	**(135,663)**
*Percentage increase over prior year Requisition						2.0%	2.2%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

SGI Small Craft Harbour Facilities

EAC Review

Service: 1.235 **SGI Small Craft Harbour Facilities** **Committee: Electoral Area**

DEFINITION:

A local service, established by Bylaw No. 2614, October 6, 1998, in the Southern Gulf Islands Electoral Area to establish, acquire and operate a service of small craft harbour facilities.

SERVICE DESCRIPTION:

The SGI Small Craft Harbour Facilities service funds and operates 11 small craft harbour facilities in the Southern Gulf Islands. 9 docks are owned by the CRD and 2 are leased. The docks are located on Mayne, Galiano, North and South Pender, Saturna, Piers and Vancouver Islands. The service was undertaken by the CRD upon the Federal Government of Canada's divestiture of ownership and operation of small craft harbour facilities. The Federal Government provided 1-tim funding of $1.6million to the CRD for dock rehabilitation. The service is administered by the Southern Gulf Islands Harbour Commission.

MAXIMUM LEVY:

Greater of $112,878 or $0.10 / $1,000 on actual assessed value of land and improvements. To a maximum of $332,424.

COMMISSION:

Southern Gulf Islands Harbour Commission as established by Bylaw No. 2972 in 2002.

FUNDING:

Parcel Tax
Moorage Fees

1.235 - SGI Small Craft Harbour Facilities	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Management Expenditures:										
Contract for Services	10,000	10,000	10,170	-	-	10,170	10,370	10,580	10,790	11,010
Supplies, Advertising	1,060	1,060	1,080	-	-	1,080	1,100	1,120	1,140	1,160
Travel and Training	7,290	2,200	7,420	-	-	7,420	7,570	7,720	7,870	8,030
Internal Allocations	24,028	27,758	25,504	-	-	25,504	27,107	27,648	28,202	28,766
Labour Charges	-	-	-	-	-	-	-	-	-	-
Other Operating Expenses	8,970	9,210	11,070	-	-	11,070	11,290	11,510	11,740	11,970
TOTAL MANAGEMENT EXPENDITURES	**51,348**	**50,228**	**55,244**	**-**	**-**	**55,244**	**57,437**	**58,578**	**59,742**	**60,936**
*Percentage Increase over prior year						7.6%	4.0%	2.0%	2.0%	2.0%
Dock Expenditures:										
Repairs and Maintenance	55,670	42,810	56,640	-	-	56,640	57,770	58,920	60,070	61,230
Wharfinger Compensation and Travel	49,890	42,310	50,770	-	-	50,770	51,800	52,840	53,880	54,950
Insurance	31,160	31,160	28,104	-	-	28,104	28,680	29,280	29,880	30,480
Electricity	3,080	2,730	3,130	-	-	3,130	3,190	3,250	3,310	3,370
Supplies	4,460	5,920	4,460	-	-	4,460	4,570	4,680	4,790	4,900
Operating - Other	4,150	-	4,270	-	-	4,270	4,390	4,510	4,630	4,750
TOTAL DOCK EXPENDITURES	**148,410**	**124,930**	**147,374**	**-**	**-**	**147,374**	**150,400**	**153,480**	**156,560**	**159,680**
*Percentage Increase over prior year						-0.7%	2.1%	2.0%	2.0%	2.0%
TOTAL OPERATING COSTS	**199,758**	**175,158**	**202,618**	**-**	**-**	**202,618**	**207,837**	**212,058**	**216,302**	**220,616**
DEBT / RESERVE										
Transfer to Capital Reserve Fund	170,000	188,880	170,000	-	-	170,000	150,000	150,000	150,000	150,000
MFA Interest	-	-	6,395	-	-	6,395	9,266	9,648	9,648	9,648
MFA Principal	-	-	-	-	-	-	25,501	30,705	30,705	30,705
TOTAL DEBT / RESERVE	**170,000**	**188,880**	**176,395**	**-**	**-**	**176,395**	**184,767**	**190,353**	**190,353**	**190,353**
TOTAL COSTS	**369,758**	**364,038**	**379,013**	**-**	**-**	**379,013**	**392,604**	**402,411**	**406,655**	**410,969**
FUNDING SOURCES (REVENUE)										
Revenue- Fees	(91,000)	(85,280)	(92,400)	-	-	(92,400)	(94,090)	(95,810)	(97,580)	(99,400)
Grants in Lieu of Taxes	(5,211)	(5,211)	(5,300)	-	-	(5,300)	(5,300)	(5,300)	(5,300)	(5,300)
Other Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	**(96,411)**	**(90,691)**	**(97,900)**	**-**	**-**	**(97,900)**	**(99,590)**	**(101,310)**	**(103,080)**	**(104,900)**
REQUISITION - PARCEL TAX	**(273,347)**	**(273,347)**	**(281,113)**	**-**	**-**	**(281,113)**	**(293,014)**	**(301,101)**	**(303,575)**	**(306,069)**
*Percentage increase over prior year Requisition						2.8%	4.2%	2.8%	0.8%	0.8%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.235 SGI Small Craft Harbour Facilities	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$0	$0	$0	$0	$0	$0
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$100,000	$1,091,000	$240,000	$250,000	$50,000	$50,000	$1,681,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$100,000	**$1,091,000**	**$240,000**	**$250,000**	**$50,000**	**$50,000**	**$1,681,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$100,000	$200,000	$0	$0	$0	$0	$200,000
Debenture Debt (New Debt Only)		$0	$441,000	$90,000	$0	$0	$0	$531,000
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$50,000	$0	$0	$0	$0	$50,000
Reserve Fund		$0	$400,000	$150,000	$250,000	$50,000	$50,000	$900,000
		$100,000	**$1,091,000**	**$240,000**	**$250,000**	**$50,000**	**$50,000**	**$1,681,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.235
Service Name: SGI Small Craft Harbour Facilities

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles
E - Equipment

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	New	Anson Road	Construction of the Anson Road facility - gravel roadway, approach, main float and approximately 720 ft of moorage.	$575,000	S	Cap	$100,000	$100,000	$0	$0	$0	$0	$100,000
19-02	Renewal	Retreat Cove	Upgrades to the Retreat Cove Dock Facility to maintain level of service.	$185,000	S	Res	$0	$185,000	$0	$0	$0	$0	$185,000
19-03	Decommission	Horton Bay	Decommission the Horton Bay dock after construction of the Anson Road facility.	$100,000	S	Cap	$0	**$100,000**	$0	$0	$0	$0	$100,000
20-02	Renewal	Spanish Hills	Upgrades to the Spanish Hills Dock Facility to maintain level of service.	$75,000	S	Other	$0	$50,000	$0	$0	$0	$0	$50,000
20-04	Renewal	Miners Bay Upgrades	Upgrades to Miners Bay based on a grant application to fund wharfhead and approach upgrades.	$30,000	S	Res	$0	$30,000	$0	$0	$0	$0	$30,000
20-04	Renewal	Miners Bay Upgrades	Upgrades to Miners Bay based on a grant application to fund wharfhead and approach upgrades.	$246,000	S	Debt	$0	$246,000	$0	$0	$0	$0	$246,000
21-01	Renewal	Port Washington	Dock improvements outlined from the 18-01 Inspections project.	$195,000	S	Debt	$0	$195,000	$0	$0	$0	$0	$195,000
21-02	Renewal	Inspections	Detailed inspections including underwater inspection.	$125,000	S	Res	$0	$0	$0	$125,000	$0	$0	$125,000
21-03	Renewal	ANNUAL PROVISIONAL: Dock Improvements	An annual provisional fund is required to address unplanned dock safety issues.	$200,000	S	Res	$0	$50,000	$50,000	$50,000	$50,000	**$50,000**	$250,000
21-05	**New**	**Piers Island Additional Float**	**Installation of an additional float at the Piers Island dock.**	**$135,000**	**S**	**Res**	$0	**$135,000**	$0	$0	$0	$0	$135,000
22-01	Renewal	Hope Bay	Dock improvements outlined from the 18-01 Inspections project.	$90,000	S	Debt	$0	$0	$90,000	$0	$0	$0	$90,000
22-02	Renewal	Swartz Bay Improvements & Dock Replacement	Dock improvements outlined from the 18-01 Inspection project with dock replacement happening in 2022.	**$175,000**	S	Res	$0	$0	**$100,000**	$75,000	$0	$0	$175,000
			GRAND TOTAL	**$2,131,000**			**$100,000**	**$1,091,000**	**$240,000**	**$250,000**	**$50,000**	**$50,000**	**$1,681,000**

Service: 1.235 SGI Small Craft Harbour Facilities

Proj. No.	19-01	**Capital Project Title**	Anson Road	**Capital Project Description**	Construction of the Anson Road facility - gravel roadway, approach, main float and approximately 720 ft of moorage.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Construction of a new dock facility at the end of Anson Road. Works include construction of a walkway ramp, gravel road and turnaround, pump out toilet, main float with 6 fingers to provide approximately 720 ft of moorage. Funding to be partially from reserves and partially from the capital reserve and funds from the acquisition of Horton Bay. Funds are required to carry out the required archeological investigation and procure a contractor for construction.*				

Proj. No.	19-02	**Capital Project Title**	Retreat Cove	**Capital Project Description**	Upgrades to the Retreat Cove Dock Facility to maintain level of service.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*This project includes works to maintain the current level of service as recommended in the Moffatt & Nichol Summary Report for Southern Gulf Islands Harbour Commission (SGIHC) Facilities December 11, 2015 and Stantec's 2018 top-side inspection. Recommended works include repairs to the approach piles, and repairs to the floats. Due to the quickly deteriorating condition of the Sturdies Bay facility, this project has been delayed to 2021.*				

Proj. No.	19-03	**Capital Project Title**	Horton Bay	**Capital Project Description**	Decommission the Horton Bay dock after construction of the Anson Road facility.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*This project is for decommissioning of the Horton Bay facility after construction of the Anson Road dock. Funds are required to carry out the required archeological investigation and retain a contractor to remove the infrastructure.*				

Proj. No.	20-02	**Capital Project Title**	Spanish Hills	**Capital Project Description**	Upgrades to the Spanish Hills Dock Facility to maintain level of service.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*This project includes works to maintain the current level of service as recommended in DFO commissioned assessment. Recommended works include preventative maintenance works on piles to extend service life, replace broken pile footing and repairs to the gangway. Funding are required for staff to retain a contractor to carry out the works.*				

Proj. No.	20-04	**Capital Project Title**	Miners Bay Upgrades	**Capital Project Description**	Upgrades to Miners Bay based on a grant application to fund wharfhead and approach upgrades
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Additional works were highlighted during the completion of the 2018 upgrade works including the required to replace the wharf head decking, need to replace the electrical system and lighting, repairs and replacements for rails on the approach and additional piles requiring replacement. A grant has been submitted and unsuccessful in 2020.*				

Proj. No.	21-01	**Capital Project Title**	Port Washington	**Capital Project Description**	Dock improvements outlined from the 18-01 Inspections project.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and hand rail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works.*				

Proj. No.	21-02	**Capital Project Title**	Inspections	**Capital Project Description**	Detailed inspections including underwater inspection.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Dock inspection, repair and maintenance is an iterative process that requires periodic review of the facilities and re-evaluation of proposed work plans and residual life estimates. This budget is for a "Top Side and Underwater " inspection and will be used to re-evaluate the 5 Year capital Program. Due to recent inspections and resulting works this project has been deferred until 2023.*				

Proj. No.	21-03	**Capital Project Title**	ANNUAL PROVISIONAL: Dock Improvements	**Capital Project Description**	An annual provisional fund is required to address unplanned dock safety issues.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Funds are required for unplanned & minor repairs such as minor board replacement, painting, emergency repairs, and electrical repairs.*				

Proj. No.	21-05	**Capital Project Title**	Piers Island Additional Float	**Capital Project Description**	Installation of an additional float at the Piers Island dock.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*This project is to complete the Piers Island Additional Float replacement. Design, environmental assessment and majority of permitting is complete. Funds are required to retain a contractor to supply and install an additional float.*				

Proj. No.	22-01	**Capital Project Title**	Hope Bay	**Capital Project Description**	Dock improvements outlined from the 18-01 Inspections project.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and hand rail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works.*				

Proj. No.	22-02	**Capital Project Title**	Swartz Bay Improvements & Dock Replacement	**Capital Project Description**	Dock improvements outlined from the 18-01 Inspection project.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and hand rail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works.In 2020 it was noted that float B had rotting frame indicating requirement to replace the float.*				

Reserve Schedule

Reserve Fund: 1.235 SGI Harbour Facilities - Capital Reserve Fund

Bylaw 2719

Reserve Cash Flow

Fund: 1054 / Fund Centre: 101467	Estimated 2020	Budget 2021	2022	2023	2024	2025
Beginning Balance	466,134	384,894	154,894	154,894	54,894	154,894
Transfer from Ops Budget	170,000	170,000	150,000	150,000	150,000	150,000
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	(269,000)	(400,000)	(150,000)	(250,000)	(50,000)	(50,000)
Interest Income	17,760	-	-	-	-	-
Ending Balance $	**384,894**	**154,894**	**154,894**	**54,894**	**154,894**	**254,894**

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included. Also offset with Realized Loss (Gain).

CAPITAL REGIONAL DISTRICT

2021 Budget

SGI House Numbering

EAC Review

Service: 1.314 **SGI Building Numbering** **Committee: Electoral Area**

DEFINITION:

To establish and operate the service of numbering building for Southern Gulf Islands Electoral Area.
Established by Bylaw No. 3230 (2004).
Southern Gulf Islands Building Numbering Regulation Bylaw No. 3231.

SERVICE DESCRIPTION:

Implementation and maintenance of a building numbering system with corresponding notification and mapped integration with departmental operations and emergency services.

PARTICIPATION:

Southern Gulf Islands

MAXIMUM LEVY:

None

FUNDING:

Requisition

1.314 - SGI House Numbering	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Building Inspection	8,564	8,564	8,773	-	-	8,773	8,948	9,127	9,310	9,496
Allocations	539	539	497	-	-	497	468	477	487	496
Other Operating Expenses	70	70	70	-	-	70	70	70	70	70
TOTAL COSTS	**9,173**	**9,173**	**9,340**	**-**	**-**	**9,340**	**9,486**	**9,674**	**9,867**	**10,062**
*Percentage Increase over prior year						1.8%	1.6%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(22)	(22)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(82)	(82)	(120)	-	-	(120)	(120)	(120)	(120)	(120)
Interest Income	(10)	(10)	(10)	-	-	(10)	(10)	(10)	(10)	(10)
TOTAL REVENUE	**(114)**	**(114)**	**(130)**	**-**	**-**	**(130)**	**(130)**	**(130)**	**(130)**	**(130)**
REQUISITION	**(9,059)**	**(9,059)**	**(9,210)**	**-**	**-**	**(9,210)**	**(9,356)**	**(9,544)**	**(9,737)**	**(9,932)**
*Percentage increase over prior year Requisition						1.7%	1.6%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

South Galiano Fire Protection

EAC Review

Service: 1.352 South Galiano Fire **Committee:** Electoral Area

DEFINITION:

A local service area established to provide fire protection and emergency response on a volunteer basis to the southern part of Galiano Island. Fire department is operated by the South Galiano Fire Protection Society in accordance with a written agreement between the Society and the CRD. Bylaw No. 70 (January 13, 1971). Repealed and replaced by Bylaw No. 2148 (January 12, 1994) Local Service Area #25 - M-764. Amended by Bylaw No. 3224 to add emergency response.

PARTICIPATION:

On taxable school assessments, excluding property that is taxable for school purposes only by Special Act. Specified Area #1 - A(764).

MAXIMUM LEVY:

Greater of $269,580 or $0.8125 / $11,000.

FUNDING:

Requisition

1.352 - South Galiano Fire Protection	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Honorarium and Call Out Pay	110,000	110,000	111,870	-	-	111,870	114,110	116,390	118,720	121,090
Travel - Vehicles	34,900	34,900	31,060	-	-	31,060	31,680	32,320	32,970	33,620
Insurance	1,760	1,760	5,240	-	-	5,240	5,350	5,460	5,570	5,680
Staff Development	30,000	30,000	30,510	-	-	30,510	31,120	31,740	32,370	33,020
Maintenance	9,020	9,020	9,170	-	-	9,170	9,350	9,540	9,730	9,920
Internal Allocations	7,928	7,928	10,655	-	-	10,655	12,624	12,876	13,134	13,397
Operating Supplies and Other	33,820	33,820	34,390	-	-	34,390	35,070	35,770	36,470	37,180
TOTAL OPERATING COSTS	**227,428**	**227,428**	**232,895**	**-**	**-**	**232,895**	**239,304**	**244,096**	**248,964**	**253,907**
*Percentage Increase over prior year						2.4%	2.8%	2.0%	2.0%	2.0%
CAPITAL / RESERVE										
Capital Equipment Purchases	5,600	5,600	5,700	-	-	5,700	5,810	5,930	6,050	6,170
Transfer to Equipment Replacement Fund	79,695	79,695	81,050	-	-	81,050	82,430	83,830	85,260	86,710
TOTAL CAPITAL / RESERVE	**85,295**	**85,295**	**86,750**	**-**	**-**	**86,750**	**88,240**	**89,760**	**91,310**	**92,880**
MFA DEBT										
MFA Debt Reserve Fund	20,100	20,100	23,057	-	-	23,057	-	-	-	-
Principal Payment	-	-	-	-	-	-	71,986	71,986	71,986	71,986
Interest Payment	46,280	46,280	43,528	-	-	43,528	40,350	40,350	40,350	40,350
TOTAL MFA DEBT	**66,380**	**66,380**	**66,585**	**-**	**-**	**66,585**	**112,336**	**112,336**	**112,336**	**112,336**
TOTAL COSTS	**379,103**	**379,103**	**386,230**	**-**	**-**	**386,230**	**439,881**	**446,192**	**452,610**	**459,123**
FUNDING SOURCES (REVENUE)										
Parcel Tax	(66,380)	(66,380)	(66,585)	-	-	(66,585)	(112,336)	(112,336)	(112,336)	(112,336)
Other Income	(300)	(300)	(310)	-	-	(310)	(320)	(330)	(340)	(350)
TOTAL REVENUE	**(66,680)**	**(66,680)**	**(66,895)**	**-**	**-**	**(66,895)**	**(112,656)**	**(112,666)**	**(112,676)**	**(112,686)**
REQUISITION	**(312,423)**	**(312,423)**	**(319,335)**	**-**	**-**	**(319,335)**	**(327,224)**	**(333,526)**	**(339,934)**	**(346,437)**
*Percentage increase over prior year Requisition						2.2%	2.5%	1.9%	1.9%	1.9%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.352 South Galiano Fire	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$600,000	$603,000	$3,000	$3,000	$0	$0	$609,000
Equipment		$0	$0	$0	$0	$0	$0	$0
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$0	$0	$0	$0	$0
Vehicles		$0	$0	$0	$0	$600,000	$0	$600,000
		$600,000	**$603,000**	**$3,000**	**$3,000**	**$600,000**	**$0**	**$1,209,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$600,000	$600,000	$0	$0	$0	$0	$600,000
Equipment Replacement Fund		$0	$3,000	$3,000	$3,000	$600,000	$0	$609,000
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$0	$0	$0	$0	$0	$0
		$600,000	**$603,000**	**$3,000**	**$3,000**	**$600,000**	**$0**	**$1,209,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.352
Service Name: South Galiano Fire

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-02	Replacement	South Galiano Fire Hall	Post-disaster Fire Hall	$2,400,000	B	Debt	$600,000	$600,000	$0	$0	$0	$0	$600,000
21-01	Replacement	Turn out Gear - 3 sets 2021	3 sets of turn out gear	$3,000	B	ERF	$0	$3,000	$0	$0	$0	$0	$3,000
22-01	Replacement	Turn out Gear - 4 sets 2022	4 sets of turn out gear	$3,000	B	ERF	$0	$0	$3,000	$0	$0	$0	$3,000
23-01	Replacement	Turn out Gear - 5 sets 2023	5 sets of turn out gear	$3,000	B	ERF	$0	$0	$0	$3,000	$0	$0	$3,000
24-01	Replacement	Replace Engine 1, F00858	Replace Engine 1, F00858	$600,000	V	ERF	$0	$0	$0	$0	$600,000	$0	$600,000
			GRAND TOTAL	**$3,009,000**			**$600,000**	**$603,000**	**$3,000**	**$3,000**	**$600,000**	**$0**	**$1,209,000**

Reserve Schedule

Reserve Fund: 1.352 South Galiano Fire Protection - Equipment Replacement Fund

.

ERF Group: SGALFIRE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101431	2020	2021	2022	2023	2024	2025
Beginning Balance		232,672	312,367	390,417	469,847	550,677	35,937
Transfer from Ops Budget		79,695	81,050	82,430	83,830	85,260	86,710
Planned Purchase		-	(3,000)	(3,000)	(3,000)	(600,000)	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**312,367**	**390,417**	**469,847**	**550,677**	**35,937**	**122,647**

Assumptions/Background:

Need to transfer as much as operating budget will allow in order to fund replacement of fire vehicles and equipment.

CAPITAL REGIONAL DISTRICT

2021 Budget

Pender Fire Protection

EAC Review

Service: 1.356 Pender Island Fire Protection & Emergency Response Service **Committee: Electoral Area**

DEFINITION:

A specified area established to provide fire protection and emergency response on a volunteer basis to Pender Islands.
Local Service Bylaw No. 2050 (October 28, 1992). Amended by Bylaw No. 3015 (November 29, 2002) to increase the levy rate to $1.87.
Amended by Bylaw No. 3283 to change the name and geographical area to include both North and South Pender Islands to create one fire service area known as the Pender Islands Fire Protection & Emergency Response Service. This Amendment also decreased the levy to $0.92.

PARTICIPATION:

On all lands and improvements on the basis of taxable hospital district assessments. Local Service Area #18 - J(764).

MAXIMUM LEVY:

Bylaw No. 3994 states "Greater of $918,000 or $0.998 / $1,000" to a maximum of $1,204,915.

FUNDING:

Requisition

Change in Budget 2020 to 2021

Service: 1.356 Pender Fire Protection	**Total Expenditure**	**Comments**
2020 Budget	**1,027,091**	
Change in Salaries:		
Base salary change	-	Inclusive of estimated collective agreement changes
Step increase/paygrade change	-	
Other (explain as necessary)	-	
Total Change in Salaries	-	
Other Changes:		
Debt	58,200	Short term loan for purchase of new fire truck
Payment to 3rd Parties	13,038	Contractual increase to Pender Fire
Internal Allocations	6,123	
Contribution to Reserves	2,158	CRF and ERF
Other	960	
Total Other Changes	80,479	
2021 Budget	**1,107,570**	
% expense increase from 2020:	***7.8%***	
% Requisition increase from 2020 (if applicable):	***2.2%***	*Requisition funding is 99% of service revenue*

Overall 2020 Budget Performance
(expected variance to budget and surplus treatment)

Service is expected to finish 2020 on budget. Short term borrowing associated with purchase of new fire truck began in 2020.

1.356 - Pender Fire Protection	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Travel - Vehicles	12,000	12,000	12,200	-	-	12,200	12,440	12,690	12,940	13,200
Insurance	7,130	7,130	7,720	-	-	7,720	7,870	8,030	8,190	8,350
Payment - Fire Protection Society	766,712	766,712	779,750	-	-	779,750	795,350	811,260	827,490	844,040
Internal Allocations	29,537	29,537	35,660	-	-	35,660	42,074	42,915	43,774	44,649
Operating - Other	9,600	9,600	9,770	-	-	9,770	9,960	10,150	10,370	10,590
TOTAL OPERATING COSTS	**824,979**	**824,979**	**845,100**	**-**	**-**	**845,100**	**867,694**	**885,045**	**902,764**	**920,829**
*Percentage Increase over prior year						2.4%	2.7%	2.0%	2.0%	2.0%
CAPITAL / RESERVE										
Transfer to Equipment Replacement Fund	71,956	71,956	73,035	-	-	73,035	74,500	75,990	77,510	79,060
Transfer to Capital Reserve Fund	71,956	71,956	73,035	-	-	73,035	74,500	75,990	77,510	79,060
TOTAL CAPITAL / RESERVE	**143,912**	**143,912**	**146,070**	**-**	**-**	**146,070**	**149,000**	**151,980**	**155,020**	**158,120**
Debt Costs	58,200	58,200	116,400	-	-	116,400	116,400	116,400	116,400	116,400
TOTAL COSTS	**1,027,091**	**1,027,091**	**1,107,570**	**-**	**-**	**1,107,570**	**1,133,094**	**1,153,425**	**1,174,184**	**1,195,349**
FUNDING SOURCES (REVENUE)										
Transfer from Reserve Fund	(58,200)	(58,200)	(116,400)	-	-	(116,400)	(116,400)	(116,400)	(116,400)	(116,400)
Grants in Lieu of Taxes	(7,281)	(7,281)	(7,410)	-	-	(7,410)	(7,560)	(7,710)	(7,860)	(8,020)
Other Income	(1,500)	(1,500)	(2,200)	-	-	(2,200)	(2,212)	(2,218)	(2,225)	(2,230)
TOTAL REVENUE	**(66,981)**	**(66,981)**	**(126,010)**	**-**	**-**	**(126,010)**	**(126,172)**	**(126,328)**	**(126,485)**	**(126,650)**
REQUISITION	**(960,110)**	**(960,110)**	**(981,560)**	**-**	**-**	**(981,560)**	**(1,006,922)**	**(1,027,097)**	**(1,047,699)**	**(1,068,699)**
*Percentage increase over prior year Requisition						2.2%	2.6%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No. 1.356 Pender Island Fire	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE							
Buildings	$0	$18,000	$0	$0	$0	$0	$18,000
Equipment	$0	$34,000	$4,000	$25,000	$0	$0	$63,000
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$0	$0	$0	$0	$0	$0
Vehicles	$0	$75,000	$0	$0	$0	$0	$75,000
	$0	**$127,000**	**$4,000**	**$25,000**	**$0**	**$0**	**$156,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund	$0	$109,000	$4,000	$25,000	$0	$0	$138,000
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$18,000	$0	$0	$0	$0	$18,000
	$0	**$127,000**	**$4,000**	**$25,000**	**$0**	**$0**	**$156,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.356
Service Name: Pender Island Fire

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
17-01	Renewal	Hall 1 Firewall - Occupancy change	Hall 1 Improvements and Upgrades	$12,000	B	Res	$0	$12,000	$0	$0	$0	$0	$12,000
19-02	Replacement	Replace R38 with mini-pumper 1500 IGPM pump	Vehicle Replacement	$75,000	V	ERF	$0	$75,000	$0	$0	$0	$0	$75,000
20-01	Replacement	Gas Detectors -replace	Replacement of ancillary equipment	$7,000	E	ERF	$0	$0	$4,000	$0	$0	$0	$4,000
20-02	Replacement	CRD Computer replacement program	Computer equipment replacement	$15,000	E	ERF	$0	$0	$0	$0	$0	$0	$0
20-03	Replacement	Modify E 17 - dump chutes	Replace dump chutes	$10,000	E	ERF	$0	$0	$0	$0	$0	$0	$0
20-04	Replacement	New Pumper Truck - Replace E27 pumper	Vehicle Replacement	$695,000	V	STLoan	$0	$0	$0	$0	$0	$0	$0
20-04	Replacement	New Pumper Truck - Replace E27 pumper	Vehicle Replacement	$0	V	ERF	$0	$0	$0	$0	$0	$0	$0
20-05	Renewal	Refit & testing to extend useful life of E27 -U746	vehicle Refitting	$2,500	E	ERF	$0	$0	$0	$0	$0	$0	$0
20-06	Renewal	Refit & testing to extend useful life of E37 -U639	vehicle Refitting	$2,500	E	ERF	$0	$0	$0	$0	$0	$0	$0
20-07	Renewal	Hall 1 Meeting Room Upgrades	Install folding partition in Hall 1 meeting room	$18,000	B	Res	$0	$0	$0	$0	$0	$0	$0
20-08	Renewal	Hall 1 Potable water	Improvements to potable water Hall 1	$10,000	B	Res	$0	$0	$0	$0	$0	$0	$0
20-09	Replacement	Hall 1 Roof replacement	Replacement of roof at Hall 1	$30,000	B	Res	$0	$0	$0	$0	$0	$0	$0
20-10	Renewal	Hall 1 Driveway paving	Paving improvements Hall 1	$20,000	B	Res	$0	$0	$0	$0	$0	$0	$0
20-11	Renewal	Training Facilities	Upgrades to training grounds/facilities	$11,846	B	Res	$0	$0	$0	$0	$0	$0	$0
20-12	Renewal	Hall 2 Upgrades	Upgrades to facilities at Hall 2	$50,000	B	Res	$0	$0	$0	$0	$0	$0	$0
20-13	Renewal	Hall 1 Fitness Area	Upgrades to OHS Fitness Area Hall 1	$50,000	B	Res	$0	$0	$0	$0	$0	$0	$0
20-14	Renewal	Vehicle Cameras	Install traffic and backup cameras on all vehicles	$6,000	E	ERF	$0	$0	$0	$0	$0	$0	$0
20-15	Renewal	Computer iPad and phones	Replacement of iPads and Phones	$5,000	E	ERF	$0	$0	$0	$0	$0	$0	$0
21-01	Renewal	Hall 3 Painting - Hall #3 - Paint - upgrades	Hall 3 Improvements and Upgrades	$6,000	B	Res	$0	$6,000	$0	$0	$0	$0	$6,000
21-02	Replacement	Fire hoses	Firefighting equipment replacement	$16,000	E	ERF	$0	$8,000	$0	$8,000	$0	$0	$16,000
21-03	Replacement	Turnout gear	Firefighting equipment replacement	$24,000	E	ERF	$0	$12,000	$0	$12,000	$0	$0	$24,000
21-04	Replacement	SCBA cylinder replacement	Replacement of SCBA cylinders	$14,000	E	ERF	$0	$14,000	$0	$0	$0	$0	$14,000
23-01	Replacement	Replace rescue equipment	Firefighting equipment replacement	$5,000	E	ERF	$0	$0	$0	$5,000	$0	$0	$5,000
			GRAND TOTAL	**$1,084,846**			**$0**	**$127,000**	**$4,000**	**$25,000**	**$0**	**$0**	**$156,000**

Pender Fire Protection
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	220,324	175,359	174,859	175,849	178,359	257,419
Equipment Replacement Fund	148,752	96,387	125,487	135,077	171,187	133,847
Total	**369,075**	**271,745**	**300,345**	**310,925**	**349,545**	**391,265**

Reserve Schedule

Reserve Fund: 1.356 Pender Fire Protection - Capital Reserve Fund

Bylaw 3313

Reserve Cash Flow

Fund:	1013	Estimated	Budget				
Fund Centre:	101357	2020	2021	2022	2023	2024	2025
Beginning Balance		427,093	220,324	175,359	174,859	175,849	178,359
Transfer from Ops Budget		71,956	73,035	74,500	75,990	77,510	79,060
Transfer to Cap Fund		(185,455)	(18,000)	-	-	-	-
Transfer to ERF		(100,000)	(100,000)	(75,000)	(75,000)	(75,000)	-
Interest Income		6,730					
Ending Balance $		**220,324**	**175,359**	**174,859**	**175,849**	**178,359**	**257,419**

Assumptions/Background:

Maintain fund at level required under long term capital plan. Considered sufficient. Level to resume life cycle funding after ERF replenished

Reserve Schedule

Reserve Fund: 1.356 Pender Fire Protection - Equipment Replacement Fund

For replacement of firefighting equipment and vehicles
ERF Group: NPENDFIRE.ERF & SPENDFIRE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101433	2020	2021	2022	2023	2024	2025
Beginning Balance		236,940	148,752	96,387	125,487	135,077	171,187
Expenditures (Based on Capital Plan)		(201,944)	(109,000)	(4,000)	(25,000)	-	-
Transfer from Ops Budget		71,956	73,035	74,500	75,990	77,510	79,060
Transfer from Capital Reserve Fund		100,000	100,000	75,000	75,000	75,000	
Transfer to OPEX to pay ST Loan		(58,200)	(116,400)	(116,400)	(116,400)	(116,400)	(116,400)
Interest Income		-					
Ending Balance $		**148,752**	**96,387**	**125,487**	**135,077**	**171,187**	**133,847**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

North Galiano Fire Protection

EAC Review

Service: 1.359 North Galiano Fire **Committee: Electoral Area**

DEFINITION:

A Specified Area to provide Fire Protection Services for North Galiano Island. Establishment Bylaw No. 1852 (November 17, 1990). Amended by Bylaw No. 2989 (November 27, 2002) to increase the levy rate to $1.60. amended by Bylaw 3143 (Feb 11, 2004) to change boundaries. Amended by Bylaw 3221 (Feb 9, 2005).

MAXIMUM LEVY:

Greater of $267,000 or $1.60 / $1,000 to a maximum of $352,614.

COMMISSION:

North Galiano Fire Protection and Emergency Response Services Commission established to oversee this function (Bylaw No.3654 - April 14, 2010, Amended by Bylaw 3707, June 9, 2010)

MAXIMUM CAPITAL DEBT:

Authorized:	LA Bylaw No. 3844 (Dec/12)	670,000
Borrowed:	SI Bylaw No. 3910 (July/13)	(290,000)
	SI Bylaw No. 3936 (Feb/14)	(280,000)
Remaining:		$100,000

FUNDING:

Requisition and parcel tax.

1.359 - North Galiano Fire Protection	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Honoraria	72,365	72,365	73,600	-	-	73,600	75,070	76,570	78,100	79,660
Travel - Vehicles	19,193	19,193	19,520	-	-	19,520	19,910	20,310	20,710	21,130
Insurance	5,620	5,620	5,800	-	-	5,800	5,920	6,040	6,160	6,290
Maintenance	5,928	5,928	6,030	-	-	6,030	6,150	6,280	6,410	6,540
Staff Training & Development	12,000	12,000	12,200	-	-	12,200	12,440	12,690	12,940	13,200
Internal Allocations	5,451	5,451	6,716	-	-	6,716	8,009	8,169	8,332	8,499
Operating - Supplies	19,296	19,296	13,050	-	-	13,050	13,310	13,580	13,850	14,130
Operating - Other	17,037	17,037	17,330	-	-	17,330	17,670	18,010	18,360	18,710
TOTAL OPERATING COSTS	**156,890**	**156,890**	**154,246**	**-**	**-**	**154,246**	**158,479**	**161,649**	**164,862**	**168,159**
*Percentage Increase over prior year						-1.7%	2.7%	2.0%	2.0%	2.0%
DEBT / RESERVES										
Capital Equipment Purchases	13,132	13,132	6,270	-	-	6,270	6,400	6,530	6,660	6,790
Transfer to Capital Reserve Fund	5,000	5,000	5,090	-	-	5,090	5,190	5,290	5,400	5,510
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
Debt Principal	28,467	28,467	28,467	-	-	28,467	28,467	28,467	28,467	28,467
Debt Interest	20,545	20,545	20,555	-	-	20,555	20,555	20,555	20,555	20,555
TOTAL DEBT / RESERVES	**67,144**	**67,144**	**60,382**	**-**	**-**	**60,382**	**60,612**	**60,842**	**61,082**	**61,322**
TOTAL COSTS	**224,034**	**224,034**	**214,628**	**-**	**-**	**214,628**	**219,091**	**222,491**	**225,944**	**229,481**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(21,654)	(21,654)	-	-	-	-	-	-	-	-
Parcel Tax	(24,440)	(24,440)	(24,440)	-	-	(24,440)	(24,440)	(24,440)	(24,440)	(24,440)
Grants in lieu of Taxes	(277)	(277)	(300)	-	-	(300)	(310)	(320)	(330)	(340)
Other Income	(390)	(390)	(400)	-	-	(400)	(410)	(420)	(430)	(440)
TOTAL REVENUE	**(46,761)**	**(46,761)**	**(25,140)**	**-**	**-**	**(25,140)**	**(25,160)**	**(25,180)**	**(25,200)**	**(25,220)**
REQUISITION	**(177,273)**	**(177,273)**	**(189,488)**	**-**	**-**	**(189,488)**	**(193,931)**	**(197,311)**	**(200,744)**	**(204,261)**
*Percentage increase over prior year Requisition						6.9%	2.3%	1.7%	1.7%	1.8%

North Galiano Fire Protection
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	67,039	72,129	77,319	82,609	88,009	93,519
Equipment Replacement Fund	152,966	152,966	152,966	152,966	152,966	152,966
Total	**220,004**	**225,094**	**230,284**	**235,574**	**240,974**	**246,484**

Reserve Schedule

Reserve Fund: 1.359 North Galiano Fire Protection - Capital Reserve Fund

.

Bylaw 3944

Reserve Cash Flow

Fund:	1085	Estimated	Budget				
Fund Centre:	102137	2020	2021	2022	2023	2024	2025
Beginning Balance		61,119	67,039	72,129	77,319	82,609	88,009
Transfer from Ops Budget		5,000	5,090	5,190	5,290	5,400	5,510
Planned Purchase		-	-	-	-	-	-
Interest Income		920	-	-	-	-	-
Ending Balance $		**67,039**	**72,129**	**77,319**	**82,609**	**88,009**	**93,519**

Assumptions/Background:

Gradual increase in fund as per long term plan

Reserve Schedule

Reserve Fund: 1.359 North Galiano Fire Protection - Equipment Replacement Fund

.

ERF Group: NGALFIRE.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101435	2020	2021	2022	2023	2024	2025
Beginning Balance		152,966	152,966	152,966	152,966	152,966	152,966
Transfer from Ops Budget		-	-	-	-	-	-
Planned Purchase		-	-	-	-	-	-
Interest Income		-	-	-	-	-	-
Ending Balance $		**152,966**	**152,966**	**152,966**	**152,966**	**152,966**	**152,966**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Saturna Fire Protection

EAC Review

Service: 1.363 **Saturna Fire Protection** **Committee: Electoral Area**

DEFINITION:

A Specified Area to provide Fire Protection and Emergency Response Services. Establishment Bylaw No.2165 (Nov. 29, 1993); Bylaw No.2575 (Jan. 28, 1998); Amended Bylaw No.2734 (Nov. 24, 1999).

MAXIMUM LEVY:

Greater of $73,500 or $0.85 / $1,000 to a maximum of $225,912.

FUNDING:

Requisition

1.363 - Saturna Fire Protection	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Payment - Fire Protection Society	167,000	167,000	169,840	-	-	169,840	173,240	176,700	180,230	183,830
Operating - Other	3,002	3,002	3,269	-	-	3,269	3,468	3,537	3,608	3,680
TOTAL COSTS	**170,002**	**170,002**	**173,109**	**-**	**-**	**173,109**	**176,708**	**180,237**	**183,838**	**187,510**
*Percentage Increase over prior year						1.8%	2.1%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(20)	(20)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(7,181)	(7,181)	(7,300)	-	-	(7,300)	(7,450)	(7,600)	(7,750)	(7,910)
Interest Income	(60)	(60)	(60)	-	-	(60)	(60)	(60)	(60)	(60)
TOTAL REVENUE	**(7,261)**	**(7,261)**	**(7,360)**	**-**	**-**	**(7,360)**	**(7,510)**	**(7,660)**	**(7,810)**	**(7,970)**
REQUISITION	**(162,741)**	**(162,741)**	**(165,749)**	**-**	**-**	**(165,749)**	**(169,198)**	**(172,577)**	**(176,028)**	**(179,540)**
*Percentage increase over prior year Requisition						1.8%	2.1%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Emergency Program (SGI)

EAC Review

Service: 1.373 **SGI Emergency Program** **Committee: Electoral Area**

DEFINITION:

To establish and maintain an emergency management organization to develop and implement emergency plans and other preparedness responses and recovery measures for emergencies and disasters for the Electoral Area of Southern Gulf Islands.
Establishment Bylaw No. 2656 (November, 1998).
Order in Council #287 provides the CRD with the same powers as a local authority under the Emergency Program Act.

SERVICE DESCRIPTION:

Governed by Bylaw #3445, this service provides planning and management of an emergency response plan for the Southern Gulf Islands Electoral Area. The service was started in 1998 in response to the *Provincial Emergency Program Act*. The emergency response plan involves response to, and recovery from, a community disaster or emergency.

The Planning and Protective Services department has administrative responsibility for the service and the Manager of Electoral Area Fire and Emergency Programs has immediate operational responsibility.

The Southern Gulf Islands Emergency Management Commission (SGIEMC) advises the service.

PARTICIPATION:

The service and participating area shall be coterminous with the Electoral Area of Southern Gulf Islands.

FUNDING:

Requisition

1.373 - Emergency Program (SGI)	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Travel Expense	11,480	9,780	11,380	-	-	11,380	11,610	11,840	12,080	12,320
Contract for Services	64,700	64,700	64,700	-	-	64,700	65,990	67,310	68,650	70,030
Staff Training & Development	8,348	6,220	6,220	-	-	6,220	6,350	6,480	6,610	6,740
Educational Material	16,000	16,000	16,000	-	-	16,000	16,320	16,650	16,980	17,320
Payments to 3rd Parties	11,960	9,950	9,960	-	-	9,960	10,160	10,360	10,570	10,780
Supplies	17,270	19,575	19,575	-	-	19,575	19,980	20,390	20,800	21,220
Allocations	6,974	6,974	9,561	-	-	9,561	11,599	11,831	12,068	12,309
Property Taxes	-	677	750	-	-	750	770	790	810	830
Other Operating Expenses	90,705	91,788	90,422	-	-	90,422	92,210	94,020	95,840	97,740
TOTAL OPERATING COSTS	**227,437**	**225,664**	**228,568**	**-**	**-**	**228,568**	**234,989**	**239,671**	**244,408**	**249,289**
*Percentage Increase over prior year						0.5%	2.8%	2.0%	2.0%	2.0%
CAPITAL / RESERVES										
Transfer to Capital Reserve Fund	12,500	13,000	9,600	-	-	9,600	9,600	9,600	9,600	9,600
Transfer to Operating Reserve Fund	5,000	6,973	6,500	-	-	6,500	5,000	5,000	5,000	5,000
TOTAL CAPITAL / RESERVES	**17,500**	**19,973**	**16,100**	**-**	**-**	**16,100**	**14,600**	**14,600**	**14,600**	**14,600**
TOTAL COSTS	**244,937**	**245,637**	**244,668**	**-**	**-**	**244,668**	**249,589**	**254,271**	**259,008**	**263,889**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(1,949)	(1,949)	(1,980)	-	-	(1,980)	(2,020)	(2,060)	(2,100)	(2,140)
Revenue - Other	(100)	(800)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(2,049)**	**(2,749)**	**(2,080)**	**-**	**-**	**(2,080)**	**(2,120)**	**(2,160)**	**(2,200)**	**(2,240)**
REQUISITION	**(242,888)**	**(242,888)**	**(242,588)**	**-**	**-**	**(242,588)**	**(247,469)**	**(252,111)**	**(256,808)**	**(261,649)**
*Percentage increase over prior year Requisition						-0.1%	2.0%	1.9%	1.9%	1.9%

Emergency Program (SGI)
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	218,496	228,096	237,696	247,296	256,896	266,496
Operating Reserve Fund	110,900	117,400	122,400	127,400	132,400	137,400
Total	**329,397**	**345,497**	**360,097**	**374,697**	**389,297**	**403,897**

Reserve Schedule

Reserve Fund: 1.373 SGI Emergency Program - Capital Reserve Fund

Bylaw 2965

Reserve Cash Flow

Fund:	1063	Estimated	Budget				
Fund Centre:	101723	2020	2021	2022	2023	2024	2025
Beginning Balance		202,916	218,496	228,096	237,696	247,296	256,896
Transfer from Ops Budget		12,500	9,600	9,600	9,600	9,600	9,600
Planned Expenditures		-	-	-	-	-	-
Interest Income		3,080					
Ending Balance $		218,496	228,096	237,696	247,296	256,896	266,496

Assumptions/Backgrounds:

Require sufficient funding to meet long range capital plan

Reserve Schedule

Reserve Fund: 1.373 SGI Emergency Program - Operating Reserve Fund

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105401	2020	2021	2022	2023	2024	2025
Beginning Balance		104,320	110,900	117,400	122,400	127,400	132,400
Transfer from Ops Budget		5,000	6,500	5,000	5,000	5,000	5,000
Transfer to Ops Budget		-	-	-	-	-	-
Expenditures		-	-	-	-	-	-
Interest Income		1,580					
Ending Balance $		**110,900**	**117,400**	**122,400**	**127,400**	**132,400**	**137,400**

Assumptions/Backgrounds:

CAPITAL REGIONAL DISTRICT

2021 Budget

Saturna Island Comm. Parks

EAC Review

Service: 1.465 Saturna Island Community Parks **Committee: Saturna Island Parks & Recreation**

DEFINITION:

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).
A defined area for the purpose of participating in community parks on Saturna Island (Bylaw No. 2080, December 16, 1992).

SERVICE DESCRIPTION:

This is a service for the provision of community parks for Saturna Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds and sports fields.

PARTICIPATION:

Saturna Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

$0.15 / $1,000 on actual assessed value of land and improvements. To a maximum of $39,675. (Bylaw 4088 - Amends 2080 - March, 2016)

COMMISSION:

Saturna Island Parks and Recreation Commission (Bylaw No. 3485, November 14, 2007)

FUNDING:

Requisition

1.465 - Saturna Island Comm. Parks	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Contract for Services	1,500	1,500	1,530	-	-	1,530	1,560	1,590	1,620	1,650
Supplies	400	400	400	-	-	400	400	400	400	400
Repairs & Maintenance	9,500	9,500	9,660	-	-	9,660	9,850	10,050	10,250	10,450
Allocations	1,267	1,267	982	-	-	982	949	968	988	1,007
Contingency	2,938	2,938	2,940	-	-	2,940	3,000	3,060	3,120	3,180
Other Operating Expenses	3,010	3,010	3,070	-	-	3,070	3,130	3,190	3,250	3,310
TOTAL OPERATING COSTS	**18,615**	**18,615**	**18,582**	**-**	**-**	**18,582**	**18,889**	**19,258**	**19,628**	**19,997**
*Percentage Increase over prior year						-0.2%	1.7%	2.0%	1.9%	1.9%
CAPITAL / RESERVE										
Transfer to Capital Reserve Fund	-	-	5,478	-	-	5,478	5,751	5,872	6,012	6,153
TOTAL CAPITAL / RESERVE	**-**	**-**	**5,478**	**-**	**-**	**5,478**	**5,751**	**5,872**	**6,012**	**6,153**
TOTAL COSTS	**18,615**	**18,615**	**24,060**	**-**	**-**	**24,060**	**24,640**	**25,130**	**25,640**	**26,150**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(1,011)	(1,011)	(1,010)	-	-	(1,010)	(1,130)	(1,150)	(1,180)	(1,200)
Revenue - Other	(50)	(50)	(50)	-	-	(50)	(50)	(50)	(50)	(50)
TOTAL REVENUE	**(1,061)**	**(1,061)**	**(1,060)**	**-**	**-**	**(1,060)**	**(1,180)**	**(1,200)**	**(1,230)**	**(1,250)**
REQUISITION	**(17,554)**	**(17,554)**	**(23,000)**	**-**	**-**	**(23,000)**	**(23,460)**	**(23,930)**	**(24,410)**	**(24,900)**
*Percentage increase over prior year Requisition						31.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.465 Saturna Island Community Parks	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$0	$0	$0	$0	$0	$0
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$10,000	$10,000	$10,000	$10,000	$0	$40,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$0**	**$40,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$10,000	$10,000	$10,000	$10,000	$0	$40,000
		$0	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$0**	**$40,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.465
Service Name: Saturna Island Community Parks

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Renewal	Park upgrades	Upgrades and improvements to Saturna Island Parks	$50,000	S	Res	$0	$10,000	$10,000	$10,000	$10,000	$0	$40,000
			GRAND TOTAL	**$50,000**			**$0**	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$0**	**$40,000**

Saturna Island Comm. Parks
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	60,765	56,243	51,994	47,866	43,878	50,031
Land Reserve Fund	3,184	3,184	3,184	3,184	3,184	3,184
Total	**63,949**	**59,427**	**55,178**	**51,050**	**47,062**	**53,215**

Reserve Schedule

Reserve Fund: 1.465 Saturna Comm Parks - Capital Reserve Fund

Bylaw 2627

Reserve Cash Flow

Fund:	1036	Estimated	Budget				
Fund Centre:	101380	2020	2021	2022	2023	2024	2025
Beginning Balance		79,605	60,765	56,243	51,994	47,866	43,878
Transfer from Ops Budget		-	5,478	5,751	5,872	6,012	6,153
Transfer to Cap Fund		(20,000)	(10,000)	(10,000)	(10,000)	(10,000)	-
Interest Income*		1,160	-	-	-	-	-
Ending Balance $		**60,765**	**56,243**	**51,994**	**47,866**	**43,878**	**50,031**

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.465 Saturna Comm Parks - Land Reserve Fund - Bylaw 2398

- Saturna Island Park Land Acquisition Reserve Fund was established in 1996 under bylaw 2398.
- The monies in the reserve fund and interest earned on it, shall be expended only for the purchase of park land.

Reserve Cash Flow

Fund:	1018	Estimated	Budget				
Fund Centre:	101361	2020	2021	2022	2023	2024	2025
Beginning Balance		3,136	3,184	3,184	3,184	3,184	3,184
Transfer from Ops Budget		-	-	-	-	-	-
Interest Income		48	-	-	-	-	-
Ending Balance $		**3,184**	**3,184**	**3,184**	**3,184**	**3,184**	**3,184**

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2021 Budget

Saturna Island Comm. Recreation

EAC Review

Service: 1.468 **Saturna Island Community Recreation** **Committee: Saturna Island Parks & Recreation**

DEFINITION:

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).
A defined area for the purpose of participating in community recreation on Saturna Island (Bylaw No. 1463, June 25, 1986).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs on Saturna Island.

PARTICIPATION:

Saturna Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

$0.079 / $1,000 on actual assessed value of land and improvements. To a maximum of $20,896.

COMMISSION:

Saturna Island Parks and Recreation Commission (Bylaw No. 3485, November 14, 2007)

FUNDING:

Requisition

1.468 - Saturna Island Comm. Recreation	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Recreation Programs	8,660	8,660	8,810	-	-	8,810	8,990	9,170	9,350	9,540
Special Events	2,200	2,200	2,240	-	-	2,240	2,280	2,330	2,380	2,430
Allocations	759	759	778	-	-	778	690	704	718	732
Other Operating Expenses	1,910	1,910	1,920	-	-	1,920	1,960	2,000	2,040	2,080
TOTAL OPERATING COSTS	**13,529**	**13,529**	**13,748**	**-**	**-**	**13,748**	**13,920**	**14,204**	**14,488**	**14,782**
*Percentage Increase over prior year						1.6%	1.3%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(1,565)	(1,565)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(323)	(323)	(360)	-	-	(360)	(370)	(380)	(390)	(400)
Revenue - Other	(20)	(20)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
TOTAL REVENUE	**(1,908)**	**(1,908)**	**(380)**	**-**	**-**	**(380)**	**(390)**	**(400)**	**(410)**	**(420)**
REQUISITION	**(11,621)**	**(11,621)**	**(13,368)**	**-**	**-**	**(13,368)**	**(13,530)**	**(13,804)**	**(14,078)**	**(14,362)**
*Percentage increase over prior year Requisition						15.0%	1.2%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Mayne Island Community Parks & Rec

EAC Review

Service: 1.475 **Mayne Island Community Parks** **Committee: Mayne Island Parks & Recreation**

DEFINITION:

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).
A defined area for the purpose of participating in community parks on Mayne Island (Bylaw No. 1602, January 13, 1988).

SERVICE DESCRIPTION:

This is a service for the provision of community parks for Mayne Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds, a Japanese Garden and sports fields.

PARTICIPATION:

Mayne Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

$0.15 / $1,000 on actual assessed value of land and improvements. To a maximum of $113,216. (Bylaw 4089 - Amends 1602 - March, 2016)

COMMISSION:

Mayne Island Parks and Recreation Commission (Bylaw No. 3488, November 14, 2007)

FUNDING:

Requisition

1.475 - Mayne Island Community Parks & Rec	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Honoraria, Wages & Benefits	3,280	3,280	3,340	-	-	3,340	3,410	3,480	3,550	3,620
Supplies	3,238	3,238	3,290	-	-	3,290	3,350	3,410	3,480	3,550
Repairs, Maintenance, & Improvements	60,157	60,157	61,180	-	-	61,180	62,400	63,650	64,920	66,220
Allocations	4,847	4,847	5,504	-	-	5,504	6,198	6,321	6,446	6,572
Other Operating Expenses	10,003	10,003	10,170	-	-	10,170	10,370	10,580	10,800	11,020
TOTAL OPERATING COSTS	**81,525**	**81,525**	**83,484**	**-**	**-**	**83,484**	**85,728**	**87,441**	**89,196**	**90,982**
*Percentage Increase over prior year						2.4%	2.7%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(62)	(62)	(70)	-	-	(70)	(70)	(70)	(70)	(70)
Revenue - Other	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	**(262)**	**(262)**	**(270)**	**-**	**-**	**(270)**	**(270)**	**(270)**	**(270)**	**(270)**
REQUISITION	**(81,263)**	**(81,263)**	**(83,214)**	**-**	**-**	**(83,214)**	**(85,458)**	**(87,171)**	**(88,926)**	**(90,712)**
*Percentage increase over prior year Requisition						2.4%	2.7%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.475
Service Name: Mayne Island Community Parks

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-01	New	New Pathway	Partnership with MIPATA to create new pathway	$10,000	L	Res	$0	$0	$0	$0	$0	$0	$0
20-02	Renewal	Dinner Bay Septic	Locate, pump-out & service Dinner Bay septic tank	$6,000	E	Res	$0	$0	$0	$0	$0	$0	$0
21-01	Renewal	Dinner Bay Playground	Rebuild and / or replace playground equipment	$15,000	E	Res	$0	$0	$0	$0	$0	$0	$0
			GRAND TOTAL	**$31,000**			**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Mayne Island Community Parks & Rec
Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	70,092	70,092	70,092	70,092	70,092	70,092
Equipment Replacement Fund	-	-	-	-	-	-
Total	**70,092**	**70,092**	**70,092**	**70,092**	**70,092**	**70,092**

Reserve Schedule

Reserve Fund: 1.475 Mayne Comm. Parks & Rec - Capital Reserve Fund

Bylaw 2866

Reserve Cash Flow

Fund:	1061	Estimated	Budget				
Fund Centre:	101611	2020	2021	2022	2023	2024	2025
Beginning Balance		99,633	70,092	70,092	70,092	70,092	70,092
Transfer from Ops Budget		-	-	-	-	-	-
Transfer from ERF		59	-	-	-	-	-
Transfer to Cap Fund		(31,000)	-	-	-	-	-
Interest Income*		1,400	-	-	-	-	-
Ending Balance $		**70,092**	**70,092**	**70,092**	**70,092**	**70,092**	**70,092**

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.475 Mayne Comm. Parks & Rec - Equipment Replacement Fund

ERF Group: MAYNEPRK.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101921	2020	2021	2022	2023	2024	2025
Beginning Balance		59	-	-	-	-	-
Transfer to Caps Fund		(59)	-	-	-	-	-
Planned Expenditures		-	-	-	-	-	-
Interest Income*		-	-	-	-	-	-
Ending Balance $		-	-	-	-	-	-

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2021 Budget

Mayne Island Community Parks Donations

EAC Review

1.476 - Mayne Island Community Parks Donations	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Japanese Garden	21,627	21,627	3,373	-	-	3,373	3,337	3,306	3,335	3,400
Dinner Bay	400	400	400	-	-	400	400	400	400	410
Putting Green	150	150	150	-	-	150	150	150	150	150
TOTAL COSTS	**22,177**	**22,177**	**3,923**	**-**	**-**	**3,923**	**3,887**	**3,856**	**3,885**	**3,960**
*Percentage Increase over prior year						-82.3%	-0.9%	-0.8%	0.8%	1.9%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(18,167)	(18,167)	-	-	-	-	-	-	-	-
Donations & Fees	(3,790)	(3,790)	(3,703)	-	-	(3,703)	(3,667)	(3,636)	(3,665)	(3,740)
Other Income	(220)	(220)	(220)	-	-	(220)	(220)	(220)	(220)	(220)
TOTAL REVENUE	**(22,177)**	**(22,177)**	**(3,923)**	**-**	**-**	**(3,923)**	**(3,887)**	**(3,856)**	**(3,885)**	**(3,960)**
REQUISITION	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
*Percentage increase over prior year Requisition						0.0%	0.0%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Mayne Island Community Rec.

EAC Review

Service: 1.478 **Mayne Island Community Recreation** **Committee: Mayne Island Parks & Recreation**

DEFINITION:

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).
A defined area for the purpose of participating in community recreation on Mayne Island (Bylaw No. 1463, June 25, 1986).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs on Mayne Island.

PARTICIPATION:

Mayne Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

$0.079 / $1,000 on actual assessed value of land and improvements. To a maximum of $59,627. (Bylaw 4153 Sept 13, 2017)

COMMISSION:

Mayne Island Parks and Recreation Commission (Bylaw No. 3488, November 14, 2007)

FUNDING:

Requisition

1.478 - Mayne Island Community Rec.	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Recreation Programs	25,877	25,877	27,600	-	-	27,600	24,500	29,300	26,000	26,520
Special Events	3,624	3,624	3,690	-	-	3,690	3,760	3,840	3,920	4,000
Allocations	1,414	1,414	1,627	-	-	1,627	1,823	1,859	1,897	1,935
Other Operating Expenses	4,830	4,830	1,350	-	-	1,350	4,870	1,390	4,910	1,440
TOTAL OPERATING COSTS	**35,745**	**35,745**	**34,267**	**-**	**-**	**34,267**	**34,953**	**36,389**	**36,727**	**33,895**
*Percentage Increase over prior year						-4.1%	2.0%	4.1%	0.9%	-7.7%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(2,892)	(2,892)	-	-	-	-	-	-	-	-
Revenue - Other	(26)	(26)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
Grants in Lieu of Taxes	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	**(2,948)**	**(2,948)**	**(60)**	**-**	**-**	**(60)**	**(60)**	**(60)**	**(60)**	**(60)**
REQUISITION	**(32,797)**	**(32,797)**	**(34,207)**	**-**	**-**	**(34,207)**	**(34,893)**	**(36,329)**	**(36,667)**	**(33,835)**
*Percentage increase over prior year Requisition						4.3%	2.0%	4.1%	0.9%	-7.7%

CAPITAL REGIONAL DISTRICT

2021 Budget

Pender Parks

EAC Review

Service: 1.485 **Pender Island Community Parks** **Committee: Pender Islands Parks & Recreation**

DEFINITION:

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).
A defined area for the purpose of participating in community parks on Pender Island (Bylaw No. 1601, January 13, 1988)

SERVICE DESCRIPTION:

This is a service for the provision of community parks for Pender Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds a disc park and sports fields.

PARTICIPATION:

Pender Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

$0.15 / $1,000 on actual assessed value of land and improvements. To a maximum of $182,638. (Bylaw 4091 - March, 2016)

COMMISSION:

Pender Islands Parks and Recreation Commission (Bylaw No. 3561, September 10, 2008)

FUNDING:

Requisition

1.485 - Pender Parks	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Contract for Services	19,530	19,530	19,860	-	-	19,860	20,260	20,670	21,080	21,500
Supplies	12,040	12,040	12,250	-	-	12,250	12,490	12,740	12,990	13,240
Repairs, Maintenance, & Improvements	43,210	43,210	43,940	-	-	43,940	44,820	45,720	46,630	47,560
Allocations	8,034	8,034	8,922	-	-	8,922	9,854	10,051	10,250	10,450
Contingency	4,560	4,560	4,000	-	-	4,000	4,080	4,160	4,240	4,320
Other Operating Expenses	17,026	17,026	17,350	-	-	17,350	17,680	18,010	18,360	18,710
TOTAL OPERATING COSTS	**104,400**	**104,400**	**106,322**	**-**	**-**	**106,322**	**109,184**	**111,351**	**113,550**	**115,780**
*Percentage Increase over prior year						1.8%	2.7%	2.0%	2.0%	2.0%
CAPITAL / RESERVE										
Transfer to Capital Reserve Fund	50,560	50,560	50,560	-	-	50,560	50,560	50,560	50,560	50,560
TOTAL CAPITAL / RESERVE	**50,560**	**50,560**	**50,560**	**-**	**-**	**50,560**	**50,560**	**50,560**	**50,560**	**50,560**
TOTAL COSTS	**154,960**	**154,960**	**156,882**	**-**	**-**	**156,882**	**159,744**	**161,911**	**164,110**	**166,340**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(1,040)	(1,040)	(1,040)	-	-	(1,040)	(1,060)	(1,080)	(1,100)	(1,120)
Revenue - Other	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	**(1,240)**	**(1,240)**	**(1,240)**	**-**	**-**	**(1,240)**	**(1,260)**	**(1,280)**	**(1,300)**	**(1,320)**
REQUISITION	**(153,720)**	**(153,720)**	**(155,642)**	**-**	**-**	**(155,642)**	**(158,484)**	**(160,631)**	**(162,810)**	**(165,020)**
*Percentage increase over prior year Requisition						1.3%	1.8%	1.4%	1.4%	1.4%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.485 Pender Island Community Parks	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$0	$0	$0	$0	$0	$0
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$10,000	$10,000	$10,000	$10,000	$0	$40,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$0**	**$40,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$10,000	$10,000	$10,000	$10,000	$0	$40,000
		$0	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$0**	**$40,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.485
Service Name: Pender Island Community Parks

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	Renewal	Gardom Dam	Dam Remediation	$460,000	S	Grant	$0	$0	$0	$0	$0	$0	$0
19-02	Renewal	Park upgrades	Upgrades and improvements to Pender Island Parks	$3,550	S	Res	$0	$10,000	$10,000	$10,000	$10,000	$0	$40,000
			GRAND TOTAL	**$463,550**			**$0**	**$10,000**	**$10,000**	**$10,000**	**$10,000**	**$0**	**$40,000**

Pender Parks
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	275,230	315,790	356,350	396,910	437,470	488,030
Land Reserve Fund	36,026	36,026	36,026	36,026	36,026	36,026
Total	**311,256**	**351,816**	**392,376**	**432,936**	**473,496**	**524,056**

Reserve Schedule

Reserve Fund: 1.485 PenderParks - Capital Reserve Fund - Bylaw 2236

- Capital Reserve Fund for Pender Island Parks was established in 1994 under Bylaw No. 2236.
- These reserves can only be used to fund capital expenditure.
- Surplus money from the operation of parks, recreational and related community programs and facilities

Reserve Cash Flow

Fund:	1038	Estimated	Budget				
Fund Centre:	101382	2020	2021	2022	2023	2024	2025
Beginning Balance		231,170	275,230	315,790	356,350	396,910	437,470
Transfer from Ops Budget		50,560	50,560	50,560	50,560	50,560	50,560
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	-
Interest Income*		3,500	-	-	-	-	-
Ending Balance $		**275,230**	**315,790**	**356,350**	**396,910**	**437,470**	**488,030**

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.485 Pender Parks - Land Reserve Fund - Bylaw 2399

- Land Reserve Fund for Pender Island Parks was established in 1994 under Bylaw No. 2399.
- These reserves can only be used to fund capital expenditure.
- Surplus money from the operation of parks, recreational and related community programs and facilities may be paid from time to time into the reserve fund.

Reserve Cash Flow

Fund:	1019	Estimated	Budget				
Fund Centre:	101362	2020	2021	2022	2023	2024	2025
Beginning Balance		35,486	36,026	36,026	36,026	36,026	36,026
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Cap Fund		-	-	-	-	-	-
Interest Income*		540	-	-	-	-	-
Ending Balance $		**36,026**	**36,026**	**36,026**	**36,026**	**36,026**	**36,026**

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2021 Budget

Pender Island Community Rec

EAC Review

Service: 1.488 **Pender Island Community Rec** **Committee: Pender Islands Parks & Recreation**

DEFINITION:

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).
A defined area for the purpose of participating in community recreation on Pender Island (Bylaw No. 1360, June 26, 1985).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs on Pender Island.

PARTICIPATION:

Pender Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

$0.079 / $1,000 on actual assessed value of land and improvements. To a maximum of $96,189.

COMMISSION:

Pender Islands Parks and Recreation Commission (Bylaw No. 3561, September 10, 2008)

FUNDING:

Requisition

1.488 - Pender Island Community Rec	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Recreation Programs	57,940	57,940	58,920	-	-	58,920	60,100	61,300	62,530	63,780
Allocations	2,306	2,306	2,667	-	-	2,667	3,079	3,140	3,203	3,267
Other Operating Expenses	120	120	120	-	-	120	120	120	120	120
			-	-	-	-				
TOTAL OPERATING COSTS	**60,366**	**60,366**	**61,707**	**-**	**-**	**61,707**	**63,299**	**64,560**	**65,853**	**67,167**
*Percentage Increase over prior year						2.2%	2.6%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(896)	(896)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(557)	(557)	(600)	-	-	(600)	(610)	(620)	(630)	(640)
Revenue - Other	(260)	(260)	(260)	-	-	(260)	(270)	(280)	(290)	(300)
TOTAL REVENUE	**(1,713)**	**(1,713)**	**(860)**	**-**	**-**	**(860)**	**(880)**	**(900)**	**(920)**	**(940)**
REQUISITION	**(58,653)**	**(58,653)**	**(60,847)**	**-**	**-**	**(60,847)**	**(62,419)**	**(63,660)**	**(64,933)**	**(66,227)**
*Percentage increase over prior year Requisition						3.7%	2.6%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Galiano Island Community Parks

EAC Review

Service: 1.495 Galiano Community Parks **Committee:** Galiano Island Parks & Recreation

DEFINITION:

A defined area for the purpose of participating in community parks (Letters Patent - August 28, 1975).
A defined area for the purpose of participating in community parks on Galiano Island (Bylaw No. 2294, February 22, 1995).

SERVICE DESCRIPTION:

This is a service for the provision of community parks for Galiano Island. The services provide for ocean beach/foreshore access, trails, right-of-ways, easements, playgrounds and sports fields.

PARTICIPATION:

Pender Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

$0.15 / $1,000 on actual assesed value of land and improvements. To a maximum of $104,083.

COMMISSION:

Galiano Island Parks and Recreation Commission (Bylaw No. 3486, November 14, 2007)

FUNDING:

Requisition

1.495 - Galiano Island Community Parks	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Repairs, Maintenance, & Improvements	67,600	67,600	68,750	-	-	68,750	70,120	71,520	72,950	74,410
Allocations	2,376	2,376	3,259	-	-	3,259	3,850	3,927	4,005	4,085
Contingency	670	670	680	-	-	680	690	700	710	720
Other Operating Expenses	4,840	4,840	4,970	-	-	4,970	5,060	5,160	5,260	5,360
TOTAL OPERATING COSTS	**75,486**	**75,486**	**77,659**	**-**	**-**	**77,659**	**79,720**	**81,307**	**82,925**	**84,575**
*Percentage Increase over prior year						2.9%	2.7%	2.0%	2.0%	2.0%
CAPITAL / RESERVE										
Transfer to Capital Reserve Fund	14,594	14,594	14,481	-	-	14,481	14,359	14,661	14,982	15,280
TOTAL CAPITAL / RESERVE	**14,594**	**14,594**	**14,481**	**-**	**-**	**14,481**	**14,359**	**14,661**	**14,982**	**15,280**
TOTAL COSTS	**90,080**	**90,080**	**92,140**	**-**	**-**	**92,140**	**94,079**	**95,968**	**97,907**	**99,855**
FUNDING SOURCES (REVENUE)										
Grants in Lieu of Taxes	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
Revenue - Other	(30)	(30)	(30)	-	-	(30)	(30)	(30)	(30)	(30)
TOTAL REVENUE	**(60)**	**(60)**	**(60)**	**-**	**-**	**(60)**	**(60)**	**(60)**	**(60)**	**(60)**
REQUISITION	**(90,020)**	**(90,020)**	**(92,080)**	**-**	**-**	**(92,080)**	**(94,019)**	**(95,908)**	**(97,847)**	**(99,795)**
*Percentage increase over prior year Requisition						2.3%	0.0%	0.0%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	1.495 Galiano Community Parks	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$0	$0	$0	$0	$0	$0
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$13,000	$20,000	$16,900	$2,000	$0	$51,900
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$13,000**	**$20,000**	**$16,900**	**$2,000**	**$0**	**$51,900**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$13,000	$20,000	$16,900	$2,000	$0	$51,900
		$0	**$13,000**	**$20,000**	**$16,900**	**$2,000**	**$0**	**$51,900**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 1.495
Service Name: Galiano Community Parks

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-01	New	Galiano Island Park Upgrades	New Park at DL 79	$18,500	S	Res	$0	$0	$0	$0	$0	$0	$0
18-02	New	Galiano Island Park Upgrades	Wesley Road Shore Access	$3,900	S	Res	$0	$0	$1,000	$2,900	$0	$0	$3,900
19-01	New	Galiano Island Park Upgrades	Zayer Shore Access	$7,000	S	Res	$0	$0	$0	$0	$0	$0	$0
19-02	Renewal	Galiano Island Park Upgrades	Upgrade & Extend Sturdies Bay Trail	$3,500	S	Res	$0	$0	$0	$0	$0	$0	$0
19-03	Study	Galiano Island Park Upgrades	Asset Management	$17,500	S	Res	$0	$2,000	$2,000	$2,000	$2,000	$0	$8,000
20-01	Renewal	Galiano Island Park Upgrades	Matthews Stairs to Beach	$16,000	S	Res	$0	$10,000	$4,000	$0	$0	$0	$14,000
21-01	New	Galiano Island Park Upgrades	New Trail at Millard Learning Centre	$1,000	S	Res	$0	$1,000	$0	$0	$0	$0	$1,000
21-02	Study	Galiano Island Park Upgrades	Accessibility Study	$1,500	S	Res	$0	$0	$0	$0	$0	$0	$0
22-01	New	Galiano Island Park Upgrades	Construct Viewpoint at Graham	$1,000	S	Res	$0	$0	$1,000	$0	$0	$0	$1,000
22-02	Renewal	Galiano Island Park Upgrades	Install New Vault Toilets	$24,000	S	Res	$0	$0	$12,000	$12,000	$0	$0	$24,000
			GRAND TOTAL	**$93,900**			**$0**	**$13,000**	**$20,000**	**$16,900**	**$2,000**	**$0**	**$51,900**

Reserve Schedule

Reserve Fund: 1.495 Galiano Island Community Parks - Capital Reserve Fund

Bylaw 2851

Reserve Cash Flow

Fund:	1058	Estimated	Budget				
Fund Centre:	101604	2020	2021	2022	2023	2024	2025
Beginning Balance		80,482	54,746	56,227	50,586	48,347	61,329
Transfer from Ops Budget		14,594	14,481	14,359	14,661	14,982	15,280
Transfer from Cap Fund		-	-	-	-	-	-
Transfer to Cap Fund		(41,500)	(13,000)	(20,000)	(16,900)	(2,000)	-
Interest Income*		1,170	-	-	-	-	-
Ending Balance $		**54,746**	**56,227**	**50,586**	**48,347**	**61,329**	**76,609**

Assumptions/Background:

Balance is sufficient. No additional transfers budgeted.

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

CAPITAL REGIONAL DISTRICT

2021 Budget

Galiano Community Recreation

EAC Review

Service: 1.498 **Galiano Community Recreation** **Committee: Galiano Island Parks & Recreation**

DEFINITION:

A defined area for the purpose of participating in a recreational program. (Letters Patent - October 3, 1975).
A defined area for the purpose of participating in community recreation on Galiano Island (Bylaw No. 2295, February 22, 1995).

SERVICE DESCRIPTION:

This is a service for the provision of community recreation programs on Galiano Island.

PARTICIPATION:

Galiano Island - A defined area in the Southern Gulf Islands Electoral Area

MAXIMUM LEVY:

$0.079 / $1,000 on actual assessed value of land and improvements. To a maximum of $54,817.

COMMISSION:

Galiano Island Parks and Recreation Commission (Bylaw No. 3486, November 14, 2007)

FUNDING:

Requisition

1.498 - Galiano Community Recreation	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Recreation Programs	33,870	33,870	34,450	-	-	34,450	35,140	35,840	36,560	37,290
Allocations	1,431	1,431	1,590	-	-	1,590	1,835	1,872	1,909	1,947
Other Operating Expenses	680	680	680	-	-	680	700	720	740	760
TOTAL OPERATING COSTS	**35,981**	**35,981**	**36,720**	**-**	**-**	**36,720**	**37,675**	**38,432**	**39,209**	**39,997**
*Percentage Increase over prior year						2.1%	2.6%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Balnace c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balnace c/fwd from 2019 to 2020	(71)	(71)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(16)	(16)	(20)	-	-	(20)	(20)	(20)	(20)	(20)
TOTAL REVENUE	**(87)**	**(87)**	**(20)**	**-**	**-**	**(20)**	**(20)**	**(20)**	**(20)**	**(20)**
REQUISITION	**(35,894)**	**(35,894)**	**(36,700)**	**-**	**-**	**(36,700)**	**(37,655)**	**(38,412)**	**(39,189)**	**(39,977)**
*Percentage increase over prior year Requisition						2.2%	2.6%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Storm Water Quality Management (SGI)

EAC Review

Service: 1.533 SGI Stormwater Quality Management **Committee: Electoral Area**

DEFINITION:

To provide for the control of pollution in stormwater runoff from land. In Bylaw No. 2452 (adopted February, 1997 for the EA of Southern Gulf Islands) "stormwater runoff" includes seepage, overland flow and stormwater runoff within ditches, streams, rivers, ponds, lakes and other watercourses.

SERVICE DESCRIPTION:

The service provides a stormwater quality program in the Southern Gulf Islands Electoral Area to coordinate and provide information for management of stormwater quality and surface water resources. The program identifies levels of contaminants in stormwater discharges and prioritizes the level of public health and environmental concern posed by the discharges and then works to reduce/eliminate the contaminants.

PARTICIPATION:

The Electoral Area of the Southern Gulf Islands.

MAXIMUM LEVY:

None stated

FUNDING:

Requisition

1.533 - Storm Water Quality Management (SGI)	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	BUDGET REQUEST 2021 ONGOING	BUDGET REQUEST 2021 ONE-TIME	BUDGET REQUEST 2021 TOTAL	FUTURE PROJECTIONS 2022	FUTURE PROJECTIONS 2023	FUTURE PROJECTIONS 2024	FUTURE PROJECTIONS 2025
OPERATING COSTS										
Contract for Services & Consulting	5,224	23,152	5,310	-	-	5,310	5,420	5,530	5,640	5,750
Allocations	39,583	21,655	32,895	-	-	32,895	33,839	34,515	35,202	35,911
Other Operating Expenses	70	70	70	-	-	70	70	70	70	70
TOTAL COSTS	**44,877**	**44,877**	**38,275**	**-**	**-**	**38,275**	**39,329**	**40,115**	**40,912**	**41,731**
*Percentage Increase over prior year						-14.7%	2.8%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Grants in Lieu	(389)	(389)	(400)	-	-	(400)	(410)	(420)	(430)	(440)
Other Revenue	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	**(389)**	**(389)**	**(400)**	**-**	**-**	**(400)**	**(410)**	**(420)**	**(430)**	**(440)**
REQUISITION	**(44,488)**	**(44,488)**	**(37,875)**	**-**	**-**	**(37,875)**	**(38,919)**	**(39,695)**	**(40,482)**	**(41,291)**
*Percentage increase over prior year Requisition						-14.9%	2.8%	2.0%	2.0%	2.0%

Reserve Schedule

Reserve Fund: Storm Water Quality Management (SGI) - Operating Reserve Fund

This service operates on a two-year work cycle with reporting and data analysis every second year. Reserve is also held for special projects (such as spills) and contaminant investigations.

Reserve Cash Flow

Fund: 1500 Fund Centre: 105530	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	6,568	6,668	6,668	6,668	6,668	6,668
Transfer from Ops Budget	-	-	-	-	-	-
Transfer to Ops Budget	-	-	-	-	-	-
Interest Income	100	-	-	-	-	-
Ending Balance $	**6,668**	**6,668**	**6,668**	**6,668**	**6,668**	**6,668**

Assumptions/Background:

Retain about &7,000 for speciall investigations and spill response

CAPITAL REGIONAL DISTRICT

2021 Budget

SGI Emergency Comm. - CREST

EAC Review

Service:	1.923	SGI Emergency Comm. - CREST	Committee: Governance & Finance

923 SGI EMERGENCY COMMUNICATIONS CREST

A service established for emergency communications, including contributions towards the cost of an emergency communications service operated by another person or organization (Bylaw No. 2891, adopted July 17, 2001).

PARTICIPATION:

The Electoral Area of Southern Gulf Islands.

MAXIMUM LEVY:

None stated.

FUNDING:

Requisition

1.923 - SGI Emergency Comm. - CREST	2020		BUDGET REQUEST 2021				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Payments to CREST	157,498	157,498	160,170	-	-	160,170	163,370	166,640	169,970	173,370
Allocations	3,223	3,223	3,247	-	-	3,247	3,295	3,361	3,429	3,497
Other Operating Expenses	820	820	820	-	-	820	820	820	820	820
TOTAL COSTS	**161,541**	**161,541**	**164,237**	**-**	**-**	**164,237**	**167,485**	**170,821**	**174,219**	**177,687**
*Percentage Increase over prior year						1.7%	2.0%	2.0%	2.0%	2.0%
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	-	-	-	-	-	-	-	-	-
Balance c/fwd from 2019 to 2020	(564)	(564)	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(1,416)	(1,416)	(1,530)	-	-	(1,530)	(1,530)	(1,530)	(1,530)	(1,530)
Other Income	(100)	(100)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
TOTAL REVENUE	**(2,080)**	**(2,080)**	**(1,630)**	**-**	**-**	**(1,630)**	**(1,630)**	**(1,630)**	**(1,630)**	**(1,630)**
REQUISITION	**(159,461)**	**(159,461)**	**(162,607)**	**-**	**-**	**(162,607)**	**(165,855)**	**(169,191)**	**(172,589)**	**(176,057)**
*Percentage increase over prior year Requisition						2.0%	2.0%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT

2021 Budget

Magic Lake Water

EAC Review

Service: 2.630 Magic Lake Estates Water **Committee:** Electoral Area

DEFINITION:

LSA -1 To provide and operate water supply and distribution facilities for the Magic Lake Estates Water System. Specified Area on North Pender Island. Bylaw No. 1874 (June 11, 1991).

PARTICIPATION:

Local Service Area # 1 - D(764) LSA #9.

MAXIMUM LEVY:

Greater of $160,000 or $3.50 / $1,000 on actual assessed value of land and improvements. To a maximum of $1,785,438.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3633 (Nov 2009).	$	2,560,000
BORROWED:	SI Bylaw 3677 (Feb 2010).	$	(723,000)
BORROWED:	SI Bylaw 3769 (Feb 2011).	$	(250,000)
BORROWED:	SI Bylaw 3850 (Aug 2012).	$	(559,500)
BORROWED:	SI Bylaw 3882 (Apr 2013).	$	(1,002,500)
BORROWED:	SI Bylaw 3910 (July 2013).	$	(25,000)
REMAINING AUTHORIZATION:		$	0

COMMITTEE:

Magic Lake Estates Water & Sewer Committee established by Bylaw No. 1870 (November 28, 1990).

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments.

User Charge: Annual charge per single family equivalency unit connected to the system.

The consumption charge for water will be the total volume of water metered to the water service connections, measured in cubic meters at the following rate: (BL4247 Dec 2018)

- Greater than 50 cubic metres - $0.50 / cubic metre
- Greater than 80 cubic metres - $1.00 / cubic metre

Parcel Tax: LSA-1 Annual charge only on properties capable of being connected to the system.

Turn on/Turn Off Fee: $0 during normal working hours; $25 outside of normal working hours

Connection Charges: Actual Engineering and Construction costs, plus 15% Administration costs. The minimum charge is $500 - Bylaw No. 4247 (Dec 2018)

RESERVE FUND:

Magic Lake Estates - Water System Capital Reserve Fund. Bylaw No. 1498

2.630 - Magic Lake Water	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Repairs & Maintenance	42,080	46,830	45,910	-	-	45,910	26,440	27,000	27,560	28,100
Allocations	44,164	44,164	48,363	-	-	48,363	52,280	53,230	54,208	55,183
Water Testing	18,850	14,200	19,170	-	-	19,170	19,550	19,940	20,340	20,750
Electricity	51,380	45,460	48,640	-	-	48,640	49,610	50,600	51,610	52,640
Supplies	45,820	58,090	46,590	-	-	46,590	47,520	48,460	49,430	50,410
Labour Charges	377,009	400,000	383,418	-	-	383,418	391,086	398,908	406,886	415,025
Other Operating Expenses	47,330	43,450	49,190	-	-	49,190	50,150	51,120	52,130	53,160
TOTAL OPERATING COSTS	**626,633**	**652,194**	**641,281**	**-**	**-**	**641,281**	**636,636**	**649,258**	**662,164**	**675,268**
*Percentage Increase over prior year						2.3%	-0.7%	2.0%	2.0%	2.0%
Transfer from Operating Reserve Fund	(20,000)	(20,000)	(20,000)	-	-	(20,000)	-	-	-	-
NET OPERATING COSTS	**606,633**	**632,194**	**621,281**	**-**	**-**	**621,281**	**636,636**	**649,258**	**662,164**	**675,268**
Percentage Increase over prior year										
DEBT / RESERVES										
Transfer to Operating Reserve Fund	10,000	10,000	10,170	-	-	10,170	10,370	10,580	10,790	11,010
Transfer to Capital Reserve Fund	92,390	61,449	100,690	-	-	100,690	94,173	90,471	86,585	87,218
MFA Debt Reserve Fund	670	670	730	-	-	730	730	730	730	730
MFA Debt Principal	127,860	127,860	130,553	-	-	130,553	130,553	130,553	130,553	130,553
MFA Debt Interest	91,810	91,810	68,521	-	-	68,521	68,521	68,521	68,521	63,894
TOTAL DEBT / RESERVES	**322,730**	**291,789**	**310,664**	**-**	**-**	**310,664**	**304,347**	**300,855**	**297,179**	**293,405**
TOTAL COSTS	**929,363**	**923,983**	**931,945**	**-**	**-**	**931,945**	**940,983**	**950,113**	**959,343**	**968,673**
FUNDING SOURCES (REVENUE)										
Sales - Water	(18,000)	(11,043)	(18,000)	-	-	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)
Lease Revenue	(8,500)	(8,100)	(8,100)	-	-	(8,100)	(8,100)	(8,100)	(8,100)	(8,100)
User Charges	(332,903)	(335,550)	(335,825)	-	-	(335,825)	(339,180)	(342,570)	(346,000)	(349,460)
Other Revenue	(1,443)	(773)	(1,503)	-	-	(1,503)	(1,503)	(1,503)	(1,503)	(1,513)
TOTAL REVENUE	**(360,846)**	**(355,466)**	**(363,428)**	**-**	**-**	**(363,428)**	**(366,783)**	**(370,173)**	**(373,603)**	**(377,073)**
REQUISITION - PARCEL TAX	**(568,517)**	**(568,517)**	**(568,517)**	**-**	**-**	**(568,517)**	**(574,200)**	**(579,940)**	**(585,740)**	**(591,600)**
*Percentage increase over prior year										
Sales - Water						0.0%	0.0%	0.0%	0.0%	0.0%
User Fees						0.9%	1.0%	1.0%	1.0%	1.0%
Requisition						0.0%	1.0%	1.0%	1.0%	1.0%
Combined						**0.3%**	**1.0%**	**1.0%**	**1.0%**	**1.0%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.630 Magic Lake Estates Water (Pender)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$250,000	$0	$0	$0	$0	$250,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$90,000	$35,000	$15,000	$75,000	$45,000	$260,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$340,000**	**$35,000**	**$15,000**	**$75,000**	**$45,000**	**$510,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$340,000	$35,000	$15,000	$75,000	$45,000	$510,000
		$0	**$340,000**	**$35,000**	**$15,000**	**$75,000**	**$45,000**	**$510,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.630
Service Name: Magic Lake Estates Water (Pender)

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-02	Replacement	Design and Construction Buck Lake and Magic Lake Adjustable Intakes	Detailed design and construction of adjustable intakes to inform future capital works to maintain water quality.	$225,000	E	Res	$0	$225,000	$0	$0	$0	$0	$225,000
21-03	Renewal	Safety Improvements	Improve sampling site safety with a pull out.	$20,000	S	Res	$0	$20,000	$0	$0	$0	$0	$20,000
21-04	Renewal	Buck Lake Dam Repairs - Phase 1	Conduct additional inspections, minor repairs, and performance analysis highlighted in the 2019 Dam Safety Review. Phase 2 dam improvements to be completed in the following five years.	$180,000	S	Res	$0	$70,000	$35,000	$15,000	$40,000	$20,000	$180,000
21-05	New	WTP SCADA Hot Standby	Provide a second human interface to operate the WTP in the event the single one fails.	$15,000	E	Res	$0	$15,000	$0	$0	$0	$0	$15,000
21-06	Replacement	Buck Lake Lighting Replacement	The Buck Lake pump station lighting requires replacement.	$10,000	E	Res	$0	$10,000	$0	$0	$0	$0	$10,000
23-01	Renewal	Decommission Magic Lake old Syphon	The old syphon is still in place and will require decommissioning to ensure dam performance.	$35,000	S	Res	$0	$0	$0	$0	$35,000	$0	$35,000
25-01	Renewal	Public Engagement and Referendum	Undertake a referendum to borrow funds to carry out water system and dam safety improvments in future years.	$25,000	S	Res	$0	$0	$0	$0	$0	$25,000	$25,000
			GRAND TOTAL	**$510,000**			**$0**	**$340,000**	**$35,000**	**$15,000**	**$75,000**	**$45,000**	**$510,000**

Service: **2.630** **Magic Lake Estates Water (Pender)**

Proj. No.	21-02	**Capital Project Title**	Design and Construction Buck Lake and Magic Lake Adjustable Intakes	**Capital Project Description**	Detailed design and construction of adjustable intakes to inform future capital works to maintain water quality.
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Both the Buck and Magic Lake adjustable intakes are unsafe to clean and adjust without the employing divers. Funds are required to design and construct adjustable intakes.*				

Proj. No.	21-03	**Capital Project Title**	Safety Improvements	**Capital Project Description**	Improve sampling site safety with a pull out.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*A water sampling site is positioned off side from a road, but has inadequate road shoulder for staff to pull over without impeding traffic. Funds are required to widen the shoulder to allow for the pull out.*				

Proj. No.	21-04	**Capital Project Title**	Buck Lake Dam Repairs - Phase 1	**Capital Project Description**	Conduct additional inspections, minor repairs, and performance analysis highlighted in the 2019 Dam Safety Review. Phase 2 dam improvements to be completed in the following five years.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Resulting from the Hatch 2019 Dam Safety Review, funds are required to conduct additional inspections, minor dam repairs, and performance analysis. Phase 2 dam improvements to be completed in the following five years.*				

Proj. No.	21-05	**Capital Project Title**	WTP SCADA Hot Standby	**Capital Project Description**	Provide a second human interface to operate the WTP in the event the single one fails.
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*The water treatment plant has only one human interface to operate the treatment plant, in the event of an equipment failure the plant may not be able to be operated. Funds are required to supply and install a second human interface to operate the water treatment plant.*				

Proj. No.	21-06	**Capital Project Title**	Buck Lake Lighting Replacement	**Capital Project Description**	The Buck Lake pump station lighting requires replacement.
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*The lighting at the Buck Lake pump station is failing and requires replacement. Funding is required to supply and install new lighting.*				

Proj. No.	23-01	**Capital Project Title**	Decommission Magic Lake old Syphon	**Capital Project Description**	The old syphon is still in place and will require decommissioning to ensure dam performance.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*The old syphon at Magic Lake is no longer required, and does not function. Funds are required to remove the overland and underwater pipe, and decommission the underground pipe.*				

Proj. No.	25-01	**Capital Project Title**	Public Engagement and Referendum	**Capital Project Description**	Undertake a referendum to borrow funds to carry out water system and dam safety improvments in future years.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Funds are required to conduct a referendum for future funding of water system improvements including major dam improvements.*				

Magic Lake Water
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	813,431	574,121	633,294	708,765	720,350	762,568
Operating Reserve Fund	98,131	88,301	98,671	109,251	120,041	131,051
Total	**911,562**	**662,422**	**731,965**	**818,016**	**840,391**	**893,619**

Reserve Schedule

Reserve Fund: 2.630 Magic Lakes Estate Water - Capital Reserve Fund

.

Bylaw 1498

Reserve Cash Flow

Fund:	1024	Estimated	Budget				
Fund Centre:	101368	2020	2021	2022	2023	2024	2025
Beginning Balance		754,542	813,431	574,121	633,294	708,765	720,350
Transfer from Ops Budget		61,449	100,690	94,173	90,471	86,585	87,218
Transfer to Cap Fund		(14,000)	(340,000)	(35,000)	(15,000)	(75,000)	(45,000)
Interest Income		11,440	-	-	-	-	-
Ending Balance $		**813,431**	**574,121**	**633,294**	**708,765**	**720,350**	**762,568**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 2.630 Magic Lakes Estate Water - Operating Reserve Fund - Bylaw 4144

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Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance etc. Optimum minimum balance of $50,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 / Fund Centre: 105212	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	106,481	98,131	88,301	98,671	109,251	120,041
Transfer from Ops Budget	10,000	10,170	10,370	10,580	10,790	11,010
Transfer to Ops Budget	(20,000)	(20,000)	-	-	-	-
Planned Maintenance Activity	Captains Reservoir cleaning & inspection	Frigate Reservoir cleaning & inspection				
Interest Income	1,650	-	-	-	-	-
Ending Balance $	**98,131**	**88,301**	**98,671**	**109,251**	**120,041**	**131,051**

Assumptions/Background:

CAPITAL REGIONAL DISTRICT

2021 Budget

Lyall Harbour Water

EAC Review

Service: **2.640 Lyall Harbour Boot Cove Water (Saturna)** **Committee: Electoral Area**

DEFINITION:

To provide and operate and maintain a domestic water supply and distribution system for the Saturna Island Water Supply and Distribution System Specified Area in the Lyall Harbour/Boot Cove district on Saturna Island. Bylaw No. 513 (November 22, 1978)

PARTICIPATION:

Specified Area #14 - G(764)

MAXIMUM LEVY:

Greater of $150,000 or $6.90 / $1,000 on actual assessed value of land and improvements. To a maximum of $437,335.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3587 (Jan 14, 2009)	$430,000
BORROWED:	SI Bylaw 3634 (Aug 12, 2009)	$250,000
BORROWED:	SI Bylaw 3677 (Feb 10, 2010)	$180,000
REMAINING:		$0

COMMITTEE:

Lyall Harbour/Boot Cove Water Committee established by Resolution - September 29, 1982
Lyall Harbour/Boot Cove Water Local Services Committee established by Bylaw No. 1875 (December 12, 1990)

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding property that is taxable for school purposes by Special Act.

User Charge:	Annual charge per single family equivalency unit connected to the system
Parcel Tax:	Annual charge levied only on properties capable of being connected to the system
Connection Charges:	Actual Cost + 15% Admin Fee (Minimum Connection $400 Bylaw No. 2137, April 28, 1993)

RESERVE FUND:

Bylaw No. 1785 (February 14, 1990)

2.640 - Lyall Harbour Water	2020		BUDGET REQUEST	2021			FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
OPERATING COSTS										
Repairs & Maintenance	5,110	3,210	15,200	-	-	15,200	5,310	20,440	25,780	6,290
Allocations	11,623	11,623	11,820	-	-	11,820	11,787	11,995	12,217	12,442
Water Testing	8,140	8,400	8,280	-	-	8,280	8,450	8,620	8,790	8,970
Electricity	4,160	3,500	4,230	-	-	4,230	4,310	4,400	4,490	4,580
Supplies	2,640	4,850	5,680	-	-	5,680	5,790	5,910	6,030	6,150
Labour Charges	108,375	135,000	110,217	-	-	110,217	112,420	114,670	116,960	119,300
Other Operating Expenses	10,260	10,680	10,460	-	-	10,460	10,660	10,860	11,070	11,290
TOTAL OPERATING COSTS	**150,308**	**177,263**	**165,887**	**-**	**-**	**165,887**	**158,727**	**176,895**	**185,337**	**169,022**
*Percentage Increase over prior year						10.4%	-4.3%	11.4%	4.8%	-8.8%
Transfer from Operating Reserve Fund	-	-	(10,000)	-	-	(10,000)	-	(15,000)	(20,000)	-
NET OPERATING COSTS	**150,308**	**177,263**	**155,887**	**-**	**-**	**155,887**	**158,727**	**161,895**	**165,337**	**169,022**
*Percentage Increase over prior year						3.7%	1.8%	2.0%	2.1%	2.2%
DEBT / RESERVES										
Transfer to Operating Reserve Fund	7,500	7,500	15,000	-	-	15,000	22,500	18,000	20,500	23,000
Transfer to Capital Reserve Fund	10,000	10,000	15,000	-	-	15,000	35,000	25,000	25,000	40,000
MFA Debt Reserve Fund	120	120	130	-	-	130	3,240	780	330	130
MFA Debt Principal	21,474	21,474	22,148	-	-	22,148	22,148	40,132	42,161	30,832
MFA Debt Interest	13,725	13,725	7,929	-	-	7,929	9,406	14,261	15,623	9,131
TOTAL DEBT / RESERVES	**52,819**	**52,819**	**60,207**	**-**	**-**	**60,207**	**92,294**	**98,173**	**103,614**	**103,093**
TOTAL COSTS	**203,127**	**230,082**	**216,094**	**-**	**-**	**216,094**	**251,021**	**260,068**	**268,951**	**272,115**
FUNDING SOURCES (REVENUE)										
Estimated Balance c/fwd from 2020 to 2021	-	(26,955)	26,955	-	-	26,955	-	-	-	-
Balance c/fwd from 2019 to 2020	33,573	33,573	-	-	-	-	-	-	-	-
Grants in Lieu of Taxes	(697)	(697)	(100)	-	-	(100)	(100)	(100)	(100)	(100)
User Charges	(104,753)	(104,753)	(109,462)	-	-	(109,462)	(114,771)	(119,769)	(124,600)	(125,044)
Other Revenue	(220)	(220)	(230)	-	-	(230)	(230)	(230)	(230)	(130)
TOTAL REVENUE	**(72,097)**	**(99,052)**	**(82,837)**	**-**	**-**	**(82,837)**	**(115,101)**	**(120,099)**	**(124,930)**	**(125,274)**
REQUISITION - PARCEL TAX	**(131,030)**	**(131,030)**	**(133,257)**	**-**	**-**	**(133,257)**	**(135,920)**	**(139,969)**	**(144,021)**	**(146,841)**
*Percentage increase over prior year										
User Fees						4.5%	4.9%	4.4%	4.0%	0.4%
Requisition						1.7%	2.0%	3.0%	2.9%	2.0%
Combined						**2.9%**	**3.3%**	**3.6%**	**3.4%**	**1.2%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.640 Lyall Harbour Boot Cove Water (Saturna)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$0	$96,000	$45,000	$0	$0	$141,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$15,000	$215,000	$2,020,000	$20,000	$0	$2,270,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$15,000**	**$311,000**	**$2,065,000**	**$20,000**	**$0**	**$2,411,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$311,000	$65,000	$20,000	$0	$396,000
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$0	$2,000,000	$0	$0	$2,000,000
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$15,000	$0	$0	$0	$0	$15,000
		$0	**$15,000**	**$311,000**	**$2,065,000**	**$20,000**	**$0**	**$2,411,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.640
Service Name: Lyall Harbour Boot Cove Water (Saturna)

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
18-06	Renewal	Infrastructure Renewal	Renewal of infrastructure based upon the SAMP recommendations	$60,000	S	Debt	$0	$0	**$0**	$20,000	$20,000	$0	$40,000
19-01	Replacement	Air Valve Replacement - Ph 2	Replace aging air valves that are a safety concern.	$20,000	E	Debt	$0	$0	$20,000	$0	$0	$0	$20,000
19-02	Replacement	PRV Bypass Assembly Replacement	Construct bypasses on the East Point, Narvaez and Boot Cove PRV stations to maintain system operation while the PRV's undergo maintenace.	$8,000	E	Debt	$0	$0	$8,000	$0	$0	$0	$8,000
19-03	Replacement	Standpipe and Valve Replacement	Replace the standpipe valves at 119 and 155 East Point Road that are seized and inoperable	$8,000	E	Debt	$0	$0	$8,000	$0	$0	$0	$8,000
19-04	New	Alternative Approval Process	Conduct public consultation to inform strategies for a referendum (AAP) to borrow necessary future capital funds.	$15,000	S	Res	$0	$15,000	$0	$0	$0	$0	$15,000
19-05	New	Autoflush Installation	Install 3 autoflushes within the water distribution system to maintain distribution water quality.	$10,000	E	Debt	$0	$0	$10,000	$0	$0	$0	$10,000
19-06	New	Seepage Pit Construction	Construct a new seepage pit to increase ground filtered water production.	$45,000	E	Debt	$0	$0	$0	$45,000	$0	$0	$45,000
20-02	New	Raw Water Turbidity Meter	Supply and install a new turbidity meter in the raw water line to aid in operation of the WTP.	$10,000	E	Debt	$0	$0	$10,000	$0	$0	$0	$10,000
21-01	Replacement	Source Water Viability Study	Study to determine vulnerability of the source water and its viability.	$15,000	S	Debt	$0	$0	$15,000	$0	$0	$0	$15,000
21-02	Renewal	Dam Safety Review	Conduct an audit type dam safety review.	$50,000	S	Debt	$0	$0	$50,000	$0	$0	$0	$50,000
22-01	New	Install Larger Supply Line to Tank	Construct a larger supply line to the tank to improve system reliability and operation.	$150,000	S	Debt	$0	$0	$150,000	$0	$0	$0	$150,000
22-02	Renewal	Money Lake Dam Seismic Upgrade	Seismic reinforcement of Money Lake Dam based upon the 2016 Dam Safety Review. To be coordinated with 19-06 Seepage Pit Construction.	$400,000	S	Grant	$0	$0	$0	$400,000	$0	$0	$400,000
22-03	New	Improvements for Water Age Reduction	Upgrades to reduce short circuiting, and include rechlorination station at WTP (also satisfies need for second chlorine pump for high demand period).	$40,000	E	Debt	$0	$0	$40,000	$0	$0	$0	$40,000
23-01	New	WTP Upgrades	Upgrades to the water treatment plant to meet IHA requirements.	$1,600,000	S	Grant	$0	$0	$0	$1,600,000	$0	$0	$1,600,000
			GRAND TOTAL	**$2,431,000**			$0	**$15,000**	**$311,000**	**$2,065,000**	**$20,000**	**$0**	**$2,411,000**

Service: 2.640 **Lyall Harbour Boot Cove Water (Saturna)**

Proj. No.	18-06	**Capital Project Title**	Infrastructure Renewal	**Capital Project Description**	Renewal of infrastructure based upon the SAMP recommendations
Asset Class	S	**Board Priority Area**	No Alignment	**Corporate Priority Area**	Water
Project Rationale	*A draft Strategic Asset Management Plan was prepared in 2017. Recommendations for infrastructure renewal, replacement and upgrades were made. Funding is required to carry out some of the recommended infrastructure renewals.Project has been deferred to 2022.*				

Proj. No.	19-01	**Capital Project Title**	Air Valve Replacement - Ph 2	**Capital Project Description**	Replace aging air valves that are a safety concern.
Asset Class	E	**Board Priority Area**	No Alignment	**Corporate Priority Area**	Water
Project Rationale	*The air valves are 35 years old and are corroded, giving rise to safety concerns.Project has been deferred to 2022.*				

Proj. No.	19-02	**Capital Project Title**	PRV Bypass Assembly Replacement	**Capital Project Description**	Construct bypasses on the East Point, Narvaez and Boot Cove PRV stations to maintain system operation while the PRV's undergo maintenace.
Asset Class	E	**Board Priority Area**	No Alignment	**Corporate Priority Area**	Water
Project Rationale	*The inlet and outlet piping at the East Point, Narvaez and Boot Cove PRV stations are very corroded and there is no way to isolate the stations to replace or maintain the pressure reducing valves. It is proposed that new inlet and outlet piping be installed with 100mm gate valves and bypass piping so that customers are not without water when PRV's are being serviced. Project has been deferred to 2022.*				

Proj. No.	19-03	**Capital Project Title**	Standpipe and Valve Replacement	**Capital Project Description**	Replace the standpipe valves at 119 and 155 East Point Road that are seized and inoperable
Asset Class	E	**Board Priority Area**	No Alignment	**Corporate Priority Area**	Water
Project Rationale	*The standpipe valves at 119 and 155 East Point Road are seized and inoperable. Therefore, the operators cannot use them for flushing or draining of the mains. It is proposed the valves and corroded 50mm supply line to the standpipe be replaced. The scope of work and material pricing was re-evaluated in 2016. It was determined that the budget needed to be increased from $5,000 to $8,000 to accommodate the required works. Project has been deferred to 2022.*				

Proj. No.	19-04	**Capital Project Title**	Alternative Approval Process	**Capital Project Description**	Conduct public consultation to inform strategies for a referendum (AAP) to borrow necessary future capital funds
Asset Class	S	**Board Priority Area**	No Alignment	**Corporate Priority Area**	Water
Project Rationale	*Future required projects to maintain public safety and level of service require funding in excess of current projected reserve balance. Future funding will be for improvements the Water Treatment Plant to increase reliability and optimize for improved operations, conducting a regulatory requirement for a dam safety review and construct a larger supply line to the storage tank.Funding is required to undertake public consultation to inform borrow strategies and conduct a referendum.*				

Proj. No.	19-05	**Capital Project Title**	Autoflush Installation	**Capital Project Description**	Install 3 autoflushes within the water distribution system to maintain distribution water quality.
Asset Class	E	**Board Priority Area**	No Alignment	**Corporate Priority Area**	Water
Project Rationale	*Three watermains require frequent flushing to maintain disinfectant residuals and water quality. Flushing requires operator time which can be utilized conducting other maintenance tasks. Funds are required to construct 3 autoflushes. Project has been deferred to 2022.*				

Proj. No.	19-06	**Capital Project Title**	Seepage Pit Construction	**Capital Project Description**	Construct a new seepage pit to increase ground filtered water production.
Asset Class	E	**Board Priority Area**	No Alignment	**Corporate Priority Area**	Water
Project Rationale	*There have been water quality issues at times when the turbidity in Money Lake increases and water is being direclty drawn from the lake. The seepage pit downstream doesn't encounter the same water quality issues. To reduce water quality issues funds are required to construct another seepage pit. Project has been deferred to 2023*				

Proj. No.	20-02	**Capital Project Title**	Raw Water Turbidity Meter	**Capital Project Description**	Supply and install a new turbidity meter in the raw water line to aid in operation of the WTP.
Asset Class	E	**Board Priority Area**	No Alignment	**Corporate Priority Area**	Water
Project Rationale	*Install a new turbidity meter in the raw water line to aid in operation of the WTP.*				

Proj. No.	21-01	**Capital Project Title**	Source Water Viability Study	**Capital Project Description**	Study to determine vulnerability of the source water and its viability.
Asset Class	S	**Board Priority Area**	No Alignment	**Corporate Priority Area**	Water
Project Rationale	*Study to determine the medium to long term vulnerability of the source water (Money Lake) and its viability as a water source (quantity and quality) for the LHBC system in light of pressures such as projected demand changes and climate change. Deferred to 2022.*				

Proj. No.	21-02	**Capital Project Title**	Dam Safety Review	**Capital Project Description**	Conduct an audit type dam safety review.
Asset Class	S	**Board Priority Area**	No Alignment	**Corporate Priority Area**	Water
Project Rationale	*The Dam Safety Regulation (Water Sustainability Act) requires that dams with a "HIGH" failure consequence rating undergo a Dam Safety Review (DSR) at a frequency of every ten years. The previous DSR was conducted in 2011 and the proposed type for the 2021 DSR is a simpler "audit" type.*				

Proj. No.	22-01	**Capital Project Title**	Install Larger Supply Line to Tank	**Capital Project Description**	Construct a larger supply line to the tank to improve system reliability and operation.
Asset Class	S	**Board Priority Area**	No Alignment	**Corporate Priority Area**	Water
Project Rationale	*The supply line to the tank is undersized, installation of a larger supply line will improve operation. Funding is required to construct a larger supply line to the tank.*				

Proj. No.	22-02	**Capital Project Title**	Money Lake Dam Seismic Upgrade	**Capital Project Description**	Seismic reinforcement of Money Lake Dam based upon the 2016 Dam Safety Review. To be coordinated with 19-06 Seepage Pit Construction.
Asset Class	S	**Board Priority Area**	No Alignment	**Corporate Priority Area**	Water
Project Rationale	*This is a continuation of project 18-03, where seismic reinforcement of the Money Lake Dam will commence. Funds are required to retain a contractor to undertake the works. Project deferred to 2023.*				

Proj. No.	23-01	**Capital Project Title**	WTP Upgrades	**Capital Project Description**	Upgrades to the water treatment plant to meet IHA requirements.
Asset Class	S	**Board Priority Area**	No Alignment	**Corporate Priority Area**	Water
Project Rationale	*Funds are required to upgrade the water treatment plant to meet IHA requirements.*				

Proj. No.	0.00	**Capital Project Title**	#N/A	**Capital Project Description**	#N/A
Asset Class	#N/A	**Board Priority Area**	#N/A	**Corporate Priority Area**	#N/A
Project Rationale	*0*				

Lyall Harbour Water
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	16,283	16,283	51,283	76,283	101,283	141,283
Operating Reserve Fund	7,512	12,512	35,012	38,012	38,512	61,512
Total	**23,795**	**28,795**	**86,295**	**114,295**	**139,795**	**202,795**

Reserve Schedule

Reserve Fund: 2.640 Lyall Harbour Water System - Capital Reserve Fund - Bylaw 1785

Surplus money from the operation of the water system may be paid from time to time into the reserve fund.

Reserve Cash Flow

Fund: 1025 / Fund Centre: 101369	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	6,193	16,283	16,283	51,283	76,283	101,283
Transfer from Ops Budget	10,000	15,000	35,000	25,000	25,000	40,000
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	-	(15,000)	-	-	-	-
Interest Income*	90					
Ending Balance $	**16,283**	**16,283**	**51,283**	**76,283**	**101,283**	**141,283**

Assumptions/Background:

To fully fund capital expenditure plan

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.640 Lyall Harbour Water System - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, filter media replacement etc. Optimum minimum balance of $13,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 / Fund Centre: 105213	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	12	7,512	12,512	35,012	38,012	38,512
Transfer from Ops Budget	7,500	15,000	22,500	18,000	20,500	23,000
Transfer to Ops Budget	-	(10,000)	-	(15,000)	(20,000)	-
Planned maintenance activity		Chlorine Contact Tank Inspection		Resevoir Cleaning and inspection	Replace filtration Media	
Interest Income	-					
Ending Balance $	**7,512**	**12,512**	**35,012**	**38,012**	**38,512**	**61,512**

Assumptions/Background:

Set level of transfers in order to avoid spikes in requisition resulting from unforeseen breakdowns in water infrastructure

CAPITAL REGIONAL DISTRICT

2021 Budget

Skana Water (Mayne)

EAC Review

Service: 2.642 Skana Water (Mayne) **Committee:** Electoral Area

DEFINITION:

To provide for the construction of water supply and distribution facilities for Skana Water Service Area. Bylaw No. 3090 (November 12, 2003).

PARTICIPATION:

Southern Gulf Islands Skana Water Service Area #47, U(764)

MAXIMUM LEVY:

Greater of $54,100 or $9.65 / $1,000 to a maximum of $186,340.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3090 (Nov. 12/03)	157,700	
BORROWED:	S.I. Bylaw No. 3154 (Apr. 22/04)	-78,850	2.40%
	S.I. Bylaw No. 3196	-39,500	2.00%
	S.I. Bylaw No. 3457 (2007)	-29,200	4.82%
	Expired Nov 2008	-10,150	
REMAINING:		0	

COMMISSION:

Skana Water Service committee established by Bylaw # 3133 (Dec 10, 2003).

FUNDING:

User Charge:	Annual charge per single family equivalency unit connected to the system
Parcel Tax:	Annual charge only on properties capable of being connected to the system.
Connection Charges:	At cost or minimum of $1,000.

RESERVE FUND:

Fund 1067, established by Bylaw # 3192 (July 14, 2004)

2.642 - Skana Water (Mayne)	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
JLB Services Contract	11,070	12,700	11,260	-	-	11,260	11,450	11,640	11,840	12,040
Repairs & Maintenance	1,170	2,500	3,180	-	-	3,180	1,180	1,190	1,200	6,210
Allocations	5,890	5,890	5,828	-	-	5,828	5,709	5,824	5,940	6,058
Water Testing	2,790	2,500	2,840	-	-	2,840	2,890	2,940	2,990	3,040
Electricity	2,500	2,750	2,540	-	-	2,540	2,580	2,620	2,660	2,710
Supplies	700	1,000	710	-	-	710	720	730	740	750
Labour Charges	21,165	15,000	21,526	-	-	21,526	21,956	22,395	22,843	23,300
Other Operating Expenses	3,380	3,920	3,440	-	-	3,440	3,490	3,540	3,590	3,640
TOTAL OPERATING COSTS	**48,665**	**46,260**	**51,324**	**-**	**-**	**51,324**	**49,975**	**50,879**	**51,803**	**57,748**
*Percentage Increase over prior year						5.5%	-2.6%	1.8%	1.8%	11.5%
Transfer from Operating Reserve Fund	-	-	(2,000)	-	-	(2,000)	-	-	-	(5,000)
NET OPERATING COSTS	**48,665**	**46,260**	**49,324**	**-**	**-**	**49,324**	**49,975**	**50,879**	**51,803**	**52,748**
*Percentage Increase over prior year						1.4%	1.3%	1.8%	1.8%	1.8%
DEBT / RESERVES										
Transfer to Operating Reserve Fund	1,040	1,040	1,060	-	-	1,060	1,080	1,100	1,120	1,140
Transfer to Capital Reserve Fund	15,000	17,405	15,000	-	-	15,000	10,000	10,000	10,000	10,170
MFA Debt Principal	1,458	1,458	1,458	-	-	1,458	1,458	26,021	28,045	28,045
MFA Debt Interest	657	657	657	-	-	657	2,795	9,049	9,215	9,215
MFA Debt Reserve Fund	50	50	10	-	-	10	4,510	360	10	10
TOTAL DEBT / RESERVES	**18,205**	**20,610**	**18,185**	**-**	**-**	**18,185**	**19,843**	**46,530**	**48,390**	**48,580**
TOTAL COSTS	**66,870**	**66,870**	**67,509**	**-**	**-**	**67,509**	**69,818**	**97,409**	**100,193**	**101,328**
FUNDING SOURCES (REVENUE)										
User Charges	(43,650)	(43,650)	(44,514)	-	-	(44,514)	(45,410)	(46,320)	(47,250)	(48,050)
Other Revenue	(150)	(150)	(110)	-	-	(110)	(110)	(110)	(110)	(110)
TOTAL REVENUE	**(43,800)**	**(43,800)**	**(44,624)**	**-**	**-**	**(44,624)**	**(45,520)**	**(46,430)**	**(47,360)**	**(48,160)**
REQUISITION - PARCEL TAX	**(23,070)**	**(23,070)**	**(22,885)**	**-**	**-**	**(22,885)**	**(24,298)**	**(50,979)**	**(52,833)**	**(53,168)**
*Percentage increase over prior year										
User Fees						2.0%	2.0%	2.0%	2.0%	1.7%
Requisition						-0.8%	6.2%	109.8%	3.6%	0.6%
Combined						**1.0%**	**3.4%**	**39.6%**	**2.9%**	**1.1%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No. 2.642 Skana Water (Mayne)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE							
Buildings	$0	$0	$0	$0	$0	$0	$0
Equipment	$0	$0	$400,000	$0	$0	$0	$400,000
Land	$0	$0	$0	$0	$0	$0	$0
Engineered Structures	$0	$25,000	$80,000	$35,000	$0	$0	$140,000
Vehicles	$0	$0	$0	$0	$0	$0	$0
	$0	**$25,000**	**$480,000**	**$35,000**	**$0**	**$0**	**$540,000**
SOURCE OF FUNDS							
Capital Funds on Hand	$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)	$0	$0	$450,000	$35,000	$0	$0	$485,000
Equipment Replacement Fund	$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)	$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding	$0	$0	$0	$0	$0	$0	$0
Reserve Fund	$0	$25,000	$30,000	$0	$0	$0	$55,000
	$0	**$25,000**	**$480,000**	**$35,000**	**$0**	**$0**	**$540,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.642
Service Name: Skana Water (Mayne)

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
17-03	New	Public Engagement/Referendum	Conduct public engange and referendum (or AAP) to seek elector assent to borrow funds for storage tank replacement.	$25,000	S	Res	$0	$25,000	$0	$0	$0	$0	$25,000
17-04	Renewal	Well #8 Upgrade	Conduct well improvements including new well liner, replacement of well seal and SCADA automation; relocate first customer service line to achieve proper CT.	$30,000	S	Res	$0	$0	$30,000	$0	$0	$0	$30,000
18-01	Replacement	Storage Tank Replacement	Replace the existing storage tanks.	$400,000	E	Debt	$0	$0	$400,000	$0	$0	$0	$400,000
20-02	Decommission	Well Decommissioning	Numerous wells are not in use and are required to be decommissioned as per MoE requirements.	$50,000	S	Debt	$0	$0	$50,000	$0	$0	$0	$50,000
23-01	Renewal	Well Protection Upgrades	Carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity to septic fields.	$35,000	S	Debt	$0	$0	$0	$35,000	$0	$0	$35,000
			GRAND TOTAL	**$540,000**			**$0**	**$25,000**	**$480,000**	**$35,000**	**$0**	**$0**	**$540,000**

Service: 2.642 **Skana Water (Mayne)**

Proj. No.	17-03	**Capital Project Title**	Public Engagement/Referendum	**Capital Project Description**	Conduct public engange and referendum (or AAP) to seek elector assent to borrow funds for storage tank replacement.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*A loan will be required to fund the storage tank replacement any other capital work which will not be included under the capital reserve fund. The proposed loan will required public engagement and a referendum.*				

Proj. No.	17-04	**Capital Project Title**	Well #8 Upgrade	**Capital Project Description**	Conduct well improvements including new well liner, replacement of well seal and SCADA automation; relocate first customer service line to achieve proper CT.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*A recent inspection of Well #8 identified a number of deficiencies. Recommended improvements include the installation of new well liner, replacement of the well seal, and other associated minor improvements to protect it from surface runoff.*				

Proj. No.	18-01	**Capital Project Title**	Storage Tank Replacement	**Capital Project Description**	Replace the existing storage tanks.
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*The existing storage tanks are at the end of their design life and do not meet seismic requirements. It is proposed to replace the existing tanks with a glass fused steel tank.*				

Proj. No.	20-02	**Capital Project Title**	Well Decommissioning	**Capital Project Description**	Numerous wells are not in use and are required to be decommissioned as per MoE requirements.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*The Skana Water System has numerous wells not in service and are a liability to the service and risk to the aquafer. Funds are required to decommission the wells as per Ministry of Environment requirements.*				

Proj. No.	23-01	**Capital Project Title**	Well Protection Upgrades	**Capital Project Description**	Carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity to septic fields.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Funds are required to carry out well protection upgrades such as signage, shock chlorination of Wells #8 and #13, assess well proximity to septic fields.*				

Skana Water Reserves
Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Operating Reserve Fund	9,774	8,834	9,914	11,014	12,134	8,274
Capital Reserve Fund	78,192	68,192	48,192	58,192	68,192	78,362
Total	**87,966**	**77,026**	**58,106**	**69,206**	**80,326**	**86,636**

Reserve Schedule

Reserve Fund: 2.642 Skana Water (Mayne) - Capital Reserve Fund - Bylaw 3192

Reserve Cash Flow

Fund: 1067 Fund Centre: 101849	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	77,042	78,192	68,192	48,192	58,192	68,192
Transfer from Ops Budget	15,000	15,000	10,000	10,000	10,000	10,170
Transfer to Cap Fund	(15,000)	(25,000)	(30,000)	-	-	-
Transfer from Cap Fund	-	-	-	-	-	-
Interest Income*	1,150					
Ending Balance $	**78,192**	**68,192**	**48,192**	**58,192**	**68,192**	**78,362**

Assumptions/Backgrounds:

Transfer whatever the operating budget will allow

*Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.642 Skana Water (Mayne) - Operating Reserve Fund

Bylaw 4144

Reserve Cash Flow

Fund: 1500 **Fund Centre:** 105214	**Estimated**	**Budget**				
	2020	**2021**	**2022**	**2023**	**2024**	**2025**
Beginning Balance	8,604	9,774	8,834	9,914	11,014	12,134
Transfer from Ops Budget	1,040	1,060	1,080	1,100	1,120	1,140
Transfer to Ops Budget	-	(2,000)	-	-	-	(5,000)
Planned Maintenance Activity		Reservoir cleaning & inspection				Well inspection
Interest Income	130					
Ending Balance $	**9,774**	**8,834**	**9,914**	**11,014**	**12,134**	**8,274**

Assumptions/Backgrounds:

Maintain a minimum balance of $4,000

CAPITAL REGIONAL DISTRICT

2021 Budget

Sticks Allison Water

EAC Review

Service: 2.665 Sticks Allison Water (Galiano) **Committee: Electoral Area**

DEFINITION:

To establish, acquire, operate and maintain a water supply system for the Sticks Allison Water Area. The service is to supply, treat convey, store and distribute water. Local Service Area Bylaw No.2556 (January 28, 1998)

PARTICIPATION:

Local Service Area

MAXIMUM LEVY:

Greater of $18,700 or $2.27 / $1,000 on actual assessed value of land and improvements. To a maximum of $49,511.

MAXIMUM CAPITAL DEBT:

AUTHORIZED TO BORROW:	LA Bylaw No. 2557	148,000		
BORROWED:	SI Bylaw No. 2632 - Mar '99	-20,000	15 Year	ended 2013
	SI Bylaw No. 2684 - Dec '99	-81,260	15 Year	ends 2014
PREPAYMENT:	$3,895 x 12	-46,740		
REMAINING:		$0		

COMMISSION:

Sticks Allison Local Service Committee established by Bylaw No. 2558

FUNDING:

Any deficiencies after user charge are to be levied on taxable hospital assessments

User Charge: $1,321.47 annual user fee per single family equivalent connected to the water system.
Excess consumption fee - for metered water use per service connection in excess of 136 cubic metres per three months: $2.20 per cubic metre (BL No. 4274, December 2018)

Parcel Tax: Annual parcel tax levied only on properties capable of being connected to the system, and participating in debt servicing

Connection Charges: Actual cost plus 15% administration fee - minimum connection $400 (Bylaw No. 2559 - January 28, 1998)

RESERVE FUND:

Bylaw No. 2740.

2.665 - Sticks Allison Water	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Repairs & Maintenance	970	970	5,980	-	-	5,980	990	6,000	6,010	1,070
Allocations	35,472	40,100	35,459	-	-	35,459	36,038	36,750	37,476	38,216
Water Testing	2,110	2,110	2,150	-	-	2,150	2,190	2,230	2,270	2,320
Electricity	1,340	1,340	1,360	-	-	1,360	1,390	1,420	1,450	1,480
Supplies	780	620	790	-	-	790	810	830	850	870
Other Operating Expenses	3,230	4,170	3,260	-	-	3,260	3,300	3,340	3,380	3,420
TOTAL OPERATING COSTS	**43,902**	**49,310**	**48,999**	**-**	**-**	**48,999**	**44,718**	**50,570**	**51,436**	**47,376**
*Percentage Increase over prior year						11.6%	-8.7%	13.1%	1.7%	-7.9%
Transfer from Operating Reserve Fund	-	(4,500)	(5,000)	-	-	(5,000)	-	(5,000)	(5,000)	-
NET OPERATING COSTS	**43,902**	**44,810**	**43,999**	**-**	**-**	**43,999**	**44,718**	**45,570**	**46,436**	**47,376**
*Percentage Increase over prior year						0.2%	1.6%	1.9%	1.9%	2.0%
CAPITAL/RESERVES										
Transfer to Operating Reserve Fund	3,200	3,200	5,000	-	-	5,000	5,100	5,200	5,300	5,410
Transfer to Capital Reserve Fund	5,000	5,000	10,000	-	-	10,000	10,200	10,400	10,610	10,820
TOTAL CAPITAL / RESERVES	**8,200**	**8,200**	**15,000**	**-**	**-**	**15,000**	**15,300**	**15,600**	**15,910**	**16,230**
TOTAL COSTS	**52,102**	**53,010**	**58,999**	**-**	**-**	**58,999**	**60,018**	**61,170**	**62,346**	**63,606**
FUNDING SOURCES (REVENUE)										
User Charges	(46,902)	(47,310)	(48,799)	-	-	(48,799)	(49,618)	(50,570)	(51,536)	(52,586)
Other Revenue	(200)	(700)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	**(47,102)**	**(48,010)**	**(48,999)**	**-**	**-**	**(48,999)**	**(49,818)**	**(50,770)**	**(51,736)**	**(52,786)**
REQUISITION - PARCEL TAX	**(5,000)**	**(5,000)**	**(10,000)**	**-**	**-**	**(10,000)**	**(10,200)**	**(10,400)**	**(10,610)**	**(10,820)**
*Percentage increase over prior year										
User Fee						4.0%	1.7%	1.9%	1.9%	2.0%
Requisition						100.0%	2.0%	2.0%	2.0%	2.0%
Combined						**13.3%**	**1.7%**	**1.9%**	**1.9%**	**2.0%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.665 Sticks Allison Water (Galiano)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$5,000	$14,500	$10,000	$0	$0	$0	$24,500
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$0	$0	$0	$0	$0
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$5,000	**$14,500**	**$10,000**	**$0**	**$0**	**$0**	**$24,500**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$5,000	$14,500	$10,000	$0	$0	$0	$24,500
		$5,000	**$14,500**	**$10,000**	**$0**	**$0**	**$0**	**$24,500**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.665
Service Name: Sticks Allison Water (Galiano)

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-01	New	Tank High Level Alarm	Supply and install a high level alarm on the storage tank	$9,500	E	Res	$0	$9,500	$0	$0	$0	$0	$9,500
20-02	New	Aquifer Impact Study	Study impacts with adjoining wells on aquifer to review short and long term viability.	$5,000	E	Res	$5,000	$5,000	$0	$0	$0	$0	$5,000
22-01	New	Supply of Backup Genset	Supply and install required appurtenances of a backup genset.	$10,000	E	Res	$0	$0	$10,000	$0	$0	$0	$10,000
			GRAND TOTAL	**$24,500**			**$5,000**	**$14,500**	**$10,000**	**$0**	**$0**	**$0**	**$24,500**

Service: **2.665** **Sticks Allison Water (Galiano)**

Proj. No.	20-01	**Capital Project Title**	Tank High Level Alarm	**Capital Project Description**	Supply and install a high level alarm on the storage tank
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*The Sticks Allison storage tank does not have a high level alarm and will overflow if filled with no operator notification. Funds are required to supply and install a high level alarm on the storage tank.*				

Proj. No.	20-02	**Capital Project Title**	Aquifer Impact Study	**Capital Project Description**	Study impacts with adjoining wells on aquifer to review short and long term viability.
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Funds are required to conduct a study with ajoining wells on the impacts to the aquifer to review long and short term viability.*				

Proj. No.	22-01	**Capital Project Title**	Supply of Backup Genset	**Capital Project Description**	Supply and install required appurtenances of a backup genset.
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Funds are required to supply and install a backup genset with required appurtenances to have in use.*				

Sticks Allison Reserves
Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	7,728	3,228	3,428	13,828	24,438	35,258
Operating Reserve Fund	29	29	5,129	5,329	5,629	11,039
Total	**7,757**	**3,257**	**8,557**	**19,157**	**30,067**	**46,297**

Reserve Schedule

Reserve Fund: 2.665 Sticks Allison Water - Capital Reserve Fund - Bylaw 2740

To provide for capital expenditures or in respect of capital projects and to provide redemption of debentures issued.

Reserve Cash Flow

Fund: 1068 / Fund Centre: 101890	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	2,688	7,728	3,228	3,428	13,828	24,438
Transfer from Ops Budget	5,000	10,000	10,200	10,400	10,610	10,820
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	-	(14,500)	(10,000)	-	-	-
Interest Income*	40	-	-	-	-	-
Ending Balance $	**7,728**	**3,228**	**3,428**	**13,828**	**24,438**	**35,258**

Assumptions/Background:

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 2.665 - Sticks Allison Water - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as reservoir cleaning and inspection, hydrant maintenance and well inspections.
Optimum minimum balance of $4,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 / Fund Centre: 105215	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	1,299	29	29	5,129	5,329	5,629
Transfer from Ops Budget	3,200	5,000	5,100	5,200	5,300	5,410
Transfer to Ops Budget	(4,500)	-	-	-	-	-
Expenditures	-	(5,000)	-	(5,000)	(5,000)	-
Planned Maintenance Activity		Well and well pump inspection		Reservoir cleaning and inspection	Hydrant maintenance	
Interest Income	30	-	-	-	-	-
Ending Balance $	**29**	**29**	**5,129**	**5,329**	**5,629**	**11,039**

CAPITAL REGIONAL DISTRICT

2021 Budget

Surfside Park Estates (Mayne)

EAC Review

Service: 2.667 Surfside Park Estates (Mayne) **Committee:** Electoral Area

DEFINITION:

To provide for the construction of water supply and distribution facilities for the Surfside Park Estates Water Service Area. Bylaw No. 3088 (November 12, 2003).

PARTICIPATION:

The Southern Gulf Islands Surfside Park Estates Water Service Area #46, V(764).

MAXIMUM LEVY:

Greater of $79,500 or $13.97 / $1,000 on actual assessed value of land and improvements. To a maximum of $269,738.

MAXIMUM CAPITAL DEBT:

AUTHORIZED:	LA Bylaw No. 3088 (Nov. 12/03)	272,000
BORROWED:	S.I. Bylaw No. 3154 (Apr. 22/04)	(100,000)
	S.I. Bylaw No. 3196	(104,000)
	S.I. Bylaw No. 3258	(48,000)
	S.I. Bylaw No. 3291	(20,000)
REMAINING:		$0

COMMISSION:

Surfside Park Estates Water Service committee established by Bylaw No 3131 (June 14, 2004)

FUNDING:

User charge: Annual charge per single family equivalency unit connected to the system

Parcel Tax: Annual charge only on properties capable of being connected to the system.

Connection Charge: Actual Cost + 15% Admin fee (minimum connection $400)

RESERVE:

Fund 1066, established by Bylaw # 3191 (July 16, 2004)

2.667 - Surfside Park Estates (Mayne)	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
JLB Services Contract	18,650	18,650	18,970	-	-	18,970	19,350	19,740	20,130	20,530
Repairs & Maintenance	9,030	7,980	9,110	-	-	9,110	4,190	5,770	4,400	4,480
Allocations	7,741	7,741	7,982	-	-	7,982	7,893	8,039	8,198	8,359
Water Testing	3,890	3,100	3,960	-	-	3,960	4,040	4,120	4,200	4,280
Electricity	3,950	3,630	4,020	-	-	4,020	4,100	4,180	4,260	4,350
Supplies	7,780	4,690	7,910	-	-	7,910	8,060	8,220	8,390	8,560
Labour Charges	32,851	22,000	33,409	-	-	33,409	34,078	34,759	35,454	36,163
Other Operating Expenses	5,770	5,240	5,890	-	-	5,890	6,000	6,120	6,240	6,360
TOTAL OPERATING COSTS	**89,662**	**73,031**	**91,251**	**-**	**-**	**91,251**	**87,711**	**90,948**	**91,272**	**93,082**
*Percentage Increase over prior year						1.8%	-3.9%	3.7%	0.4%	2.0%
Transfer from Operating Reserve Fund	(5,000)	(5,000)	(5,000)	-	-	(5,000)	-	(1,500)	-	-
NET OPERATING COSTS	**84,662**	**68,031**	**86,251**	**-**	**-**	**86,251**	**87,711**	**89,448**	**91,272**	**93,082**
*Percentage Increase over prior year						1.9%	1.7%	2.0%	2.0%	2.0%
DEBT / RESERVES										
Transfer to Operating Reserve Fund	1,880	20,569	1,910	-	-	1,910	1,940	1,970	2,000	2,030
Transfer to Capital Reserve Fund	15,000	15,000	15,000	-	-	15,000	15,000	15,000	15,000	15,000
MFA Debt Principal	3,471	3,471	-	-	-	-	-	-	-	-
MFA Debt Interest	832	832	30	-	-	30	30	30	30	30
TOTAL DEBT / RESERVES	**21,183**	**39,872**	**16,940**	**-**	**-**	**16,940**	**16,970**	**17,000**	**17,030**	**17,060**
TOTAL COSTS	**105,845**	**107,903**	**103,191**	**-**	**-**	**103,191**	**104,681**	**106,448**	**108,302**	**110,142**
FUNDING SOURCES (REVENUE)										
User Charges	(77,802)	(79,860)	(80,914)	-	-	(80,914)	(84,151)	(87,517)	(91,017)	(92,560)
Other Revenue	(200)	(200)	(130)	-	-	(130)	(130)	(130)	(130)	(130)
TOTAL REVENUE	**(78,002)**	**(80,060)**	**(81,044)**	**-**	**-**	**(81,044)**	**(84,281)**	**(87,647)**	**(91,147)**	**(92,690)**
REQUISITION - PARCEL TAX	**(27,843)**	**(27,843)**	**(22,147)**	**-**	**-**	**(22,147)**	**(20,400)**	**(18,801)**	**(17,155)**	**(17,452)**
*Percentage increase over prior year										
User Fee						4.0%	4.0%	4.0%	4.0%	1.7%
Requisition						-20.5%	-7.9%	-7.8%	-8.8%	1.7%
Combined						**-2.4%**	**1.4%**	**1.7%**	**1.7%**	**1.7%**

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	2.667 Surfside Park Estates (Mayne)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$25,000	$0	$0	$0	$0	$25,000
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$0	$0	$0	$0	$0	$0	$0
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$0	**$25,000**	**$0**	**$0**	**$0**	**$0**	**$25,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$0	$0	$0	$0	$0	$0	$0
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$0	$0	$0	$0	$0
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$25,000	$0	$0	$0	$0	$25,000
		$0	**$25,000**	**$0**	**$0**	**$0**	**$0**	**$25,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 2.667
Service Name: Surfside Park Estates (Mayne)

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
21-01	Replacement	System Review	Review the system with tank location and accessibility taken into account.	$25,000	E	Res	$0	$25,000	$0	$0	$0	$0	$25,000
				$25,000			**$0**	**$25,000**	**$0**	**$0**	**$0**	**$0**	**$25,000**

Service: **2.667** **Surfside Park Estates (Mayne)**

Proj. No.	21-01	**Capital Project Title**	System Review	**Capital Project Description**	Review the system with tank location and accessibility taken into account.
Asset Class	E	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Review the location and replacement of the existing tanks, with accessibility taken into account, resulting in recommendations for future improvements.*				

Surfside Park Estates (Mayne)
Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	48,360	38,360	53,360	68,360	83,360	98,360
Operating Reserve Fund	19,827	16,737	18,677	19,147	21,147	23,177
Total	**68,187**	**55,097**	**72,037**	**87,507**	**104,507**	**121,537**

Reserve Schedule

Reserve Fund: Surfside Water - Capital Reserve Fund - Bylaw 3191

To provide for capital expenditures or in respect of capital projects and land, machinery or equipment necessary for them and extension or renewal of existing capital works.

Reserve Cash Flow

Fund: 1066 / Fund Centre: 101850	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	35,820	48,360	38,360	53,360	68,360	83,360
Transfer from Ops Budget	15,000	15,000	15,000	15,000	15,000	15,000
Transfer from Cap Fund	-	-	-	-	-	-
Transfer to Cap Fund	(3,000)	(25,000)	-	-	-	-
Interest Income*	540	-	-	-	-	-
Ending Balance $	**48,360**	**38,360**	**53,360**	**68,360**	**83,360**	**98,360**

Assumptions/Background:

Transfer as much as operating budget will allow.

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: Surfside Water - Operating Reserve Fund

Bylaw 4144

Reserve Cash Flow

Fund: 1500 / Fund Centre: 105216	Estimated 2020	Budget 2021	2022	2023	2024	2025
Beginning Balance	4,188	19,827	16,737	18,677	19,147	21,147
Transfer from Ops Budget	20,569	1,910	1,940	1,970	2,000	2,030
Transfer to Ops Budget	-	-	-	-	-	-
Expenditures	(5,000)	(5,000)	-	(1,500)	-	-
Planned Maintenance Activity	Well and well pump inspection	Reservoir cleaning and inspection		Hydrant maintenance		
Interest Income	70	-	-	-	-	-
Ending Balance $	**19,827**	**16,737**	**18,677**	**19,147**	**21,147**	**23,177**

Assumptions/Background:

Maintain a minimum balance of $4,000

CAPITAL REGIONAL DISTRICT

2021 Budget

Magic Lake Estates Sewer

EAC Review

Service: 3.830 **Magic Lake Sewer Utility (Pender)** **Committee: Electoral Area**

DEFINITION:

To provide, operate and maintain sewage collection and disposal facilities for the Magic Lake Estates Sewerage System Specified Area on North Pender Island (Local Service Establishment Bylaw No. 1873 - June 26, 1991).

PARTICIPATION:

Specified Area - B(764) SA#8

MAXIMUM LEVY:

Greater of $200,000 or $7.10 / $1,000 on actual assessed value of land and improvements. To a maximum of $2,201,148.

MAXIMUM CAPITAL DEBT:

AUTHORIZED: LA Bylaw No. 4048 (Dec 2015). Fall Borrowing $1,530,000 for 10 years

COMMITTEE:

Magic Lake Estates Water & Sewer Committee established by Bylaw No. 1870 (November 28, 1990).

FUNDING:

Any deficiencies after user charge and/or frontage tax or parcel tax to be levied on taxable school assessments, excluding property that is taxable for school purposes only by Special Act.

User Charge: Per single family equivalency unit to connected properties only (Bylaw 4274, Dec 12, 2018)

Parcel Tax: Only on properties capable of being connected to system.

Connection Charge: Actual Engineering and Construction costs, plus 15% Administration costs. The minimum charge is $500 - Bylaw No. 4274 (Dec 2018)

RESERVE FUND:

Magic Lake Estates sewage system capital reserve fund (Dec 17, 1986). Bylaw No. 1497.

3.830 - Magic Lake Estates Sewer	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
OPERATING COSTS										
Sludge Hauling Contracts	87,450	87,450	88,940	-	-	88,940	90,720	92,530	94,380	96,270
Grit & Waste Sludge Disposal	87,450	84,000	88,940	-	-	88,940	90,720	92,530	94,380	96,270
Repairs & Maintenance	23,480	5,760	23,640	-	-	23,640	18,810	8,990	9,180	9,370
Allocations	37,588	37,588	43,961	-	-	43,961	46,557	47,394	48,246	49,115
Electricity	22,810	20,040	23,200	-	-	23,200	23,660	24,130	24,610	25,100
Supplies	21,160	19,880	21,520	-	-	21,520	21,940	22,360	22,800	23,240
Labour Charges	261,136	265,777	264,429	-	-	264,429	269,738	275,133	280,635	286,248
Other Operating Expenses	32,300	30,250	32,500	-	-	32,500	33,140	33,800	34,470	35,150
TOTAL OPERATING COSTS	**573,374**	**550,745**	**587,130**	**-**	**-**	**587,130**	**595,285**	**596,867**	**608,701**	**620,763**
*Percentage Increase over prior year						2.4%	1.4%	0.3%	2.0%	2.0%
Transfer from Operating Reserve Fund	(15,000)	-	(15,000)	-	-	(15,000)	(10,000)	-	-	-
NET OPERATING COSTS	**558,374**	**550,745**	**572,130**	**-**	**-**	**572,130**	**585,285**	**596,867**	**608,701**	**620,763**
Percentage Increase over prior year										
DEBT / RESERVES										
Transfer to Capital Reserve Fund	80,000	89,139	81,360	-	-	81,360	82,990	84,650	86,340	88,070
Transfer to Operating Reserve Fund	13,260	13,260	13,490	-	-	13,490	13,760	14,040	14,320	14,610
Debt Reserve Fund	50,260	50,260	370	-	-	370	370	370	370	370
MFA Principal Payment	133,470	133,470	133,463	-	-	133,463	133,463	133,463	133,463	133,463
MFA Interest Payment	123,704	123,704	40,640	-	-	40,640	40,640	40,640	40,640	40,640
TOTAL DEBT / RESERVES	**400,694**	**409,833**	**269,323**	**-**	**-**	**269,323**	**271,223**	**273,163**	**275,133**	**277,153**
Sludge Disposal Recovery	(10,424)	(10,424)	(10,654)	-	-	(10,654)	(10,888)	(11,128)	(11,372)	(11,600)
TOTAL COSTS NET OF RECOVERIES	**948,644**	**950,154**	**830,799**	**-**	**-**	**830,799**	**845,620**	**858,902**	**872,462**	**886,316**
FUNDING SOURCES (REVENUE)										
User Charges	(248,230)	(250,000)	(250,203)	-	-	(250,203)	(259,270)	(264,970)	(270,800)	(276,220)
Grants in Lieu	(743)	(743)	(10)	-	-	(10)	(10)	(10)	(10)	(10)
Other Revenue	(1,060)	(800)	(1,190)	-	-	(1,190)	(1,210)	(1,230)	(1,250)	(1,270)
TOTAL REVENUE	**(250,033)**	**(251,543)**	**(251,403)**	**-**	**-**	**(251,403)**	**(260,490)**	**(266,210)**	**(272,060)**	**(277,500)**
REQUISITION - PARCEL TAX	**(698,611)**	**(698,611)**	**(579,396)**	**-**	**-**	**(579,396)**	**(585,130)**	**(592,692)**	**(600,402)**	**(608,816)**
*Percentage increase over prior year										
User Fees						0.8%	3.6%	2.2%	2.2%	2.0%
Requisition						-17.1%	1.0%	1.3%	1.3%	1.4%
Combined						**-12.4%**	**1.8%**	**1.6%**	**1.6%**	**1.6%**

3.830 - Magic Lake Estates Sewer - Debt Only	2020 BOARD BUDGET	2020 ESTIMATED ACTUAL	BUDGET REQUEST 2021 CORE BUDGET	2021 ONGOING	2021 ONE-TIME	2021 TOTAL	FUTURE PROJECTIONS 2022	2023	2024	2025
DEBT										
Debt Reserve Fund	-	-	38,040	-	-	38,040	15,000	-	-	-
MFA Principal Payment	-	-	-	-	-	-	93,768	130,743	130,743	130,743
MFA Interest Payment	-	-	55,700	-	-	55,700	124,350	134,100	134,100	134,100
TOTAL DEBT	**-**	**-**	**93,740**	**-**	**-**	**93,740**	**233,118**	**264,843**	**264,843**	**264,843**
REQUISITION - PARCEL TAX	**-**	**-**	**(93,740)**	**-**	**-**	**(93,740)**	**(233,118)**	**(264,843)**	**(264,843)**	**(264,843)**
*Percentage increase over prior year Requisition							148.7%	13.6%	0.0%	0.0%

CAPITAL REGIONAL DISTRICT

FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025

Service No.	3.830 Magic Lake Sewer Utility (Pender)	Carry Forward from 2020	2021	2022	2023	2024	2025	TOTAL
EXPENDITURE								
Buildings		$0	$0	$0	$0	$0	$0	$0
Equipment		$0	$0	$0	$0	$0	$0	$0
Land		$0	$0	$0	$0	$0	$0	$0
Engineered Structures		$5,750,000	$5,780,000	$0	$0	$3,000,000	$0	$8,780,000
Vehicles		$0	$0	$0	$0	$0	$0	$0
		$5,750,000	**$5,780,000**	**$0**	**$0**	**$3,000,000**	**$0**	**$8,780,000**
SOURCE OF FUNDS								
Capital Funds on Hand		$0	$0	$0	$0	$0	$0	$0
Debenture Debt (New Debt Only)		$5,750,000	$5,750,000	$0	$0	$0	$0	$5,750,000
Equipment Replacement Fund		$0	$0	$0	$0	$0	$0	$0
Grants (Federal, Provincial)		$0	$0	$0	$0	$3,000,000	$0	$3,000,000
Donations / Third Party Funding		$0	$0	$0	$0	$0	$0	$0
Reserve Fund		$0	$30,000	$0	$0	$0	$0	$30,000
		$5,750,000	**$5,780,000**	**$0**	**$0**	**$3,000,000**	**$0**	**$8,780,000**

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM
2021 & Forecast 2022 to 2025

Service #: 3.830
Service Name: Magic Lake Sewer Utility (Pender)

Proj. No.
The first two digits represent first year the project was in the capital plan.

Capital Exp. Type
Study - Expenditure for feasibility and business case report.
New - Expenditure for new asset only
Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service
Replacement - Expenditure replaces an existing asset

Funding Source Codes
Debt = Debenture Debt (new debt only)
ERF = Equipment Replacement Fund
Grant = Grants (Federal, Provincial)
Cap = Capital Funds on Hand
Other = Donations / Third Party Funding

Funding Source Codes (con't)
Res = Reserve Fund
STLoan = Short Term Loans
WU - Water Utility

Asset Class
L - Land
S - Engineering Structure
B - Buildings
V - Vehicles

Capital Project Title
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description
Briefly describe project scope and service benefits.
For example: *"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".*

Total Project Budget
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
20-01	Renewal	Wastewater Improvements - Phase I	1. Upgrade Schooner WWTP (add screen & grit removal, EQ tank, access road, electrical upgrades, genset) 2. Renew Buccaneer, Galleon and Schooner PS 3. Replace 4.6 km of failing AC pipe and rehab 84 manholes	$6,000,000	S	Debt	$5,750,000	$5,750,000	$0	$0	$0	$0	$5,750,000
21-01	New	Safety Upgrades	Various safety upgrades to address risks identified through safety audit completed in early 2020.	$30,000	S	Res	$0	$30,000	$0	$0	$0	$0	$30,000
24-01	Renewal	Wastewater Improvements - Phase II	1. Replace Cannon WWTP with a new pump station 2. Upgrade Schooner WWTP (2nd aeration tank, new clarifiers, electrical)	$3,000,000	S	Grant	$0	$0	$0	$0	$3,000,000	$0	$3,000,000
29-01	Renewal	Wastewater Improvements - Phase III	1. Renew Capstan, Cutlass and Masthead Pump Stns 2. Replace 1.8 km of failing AC pipe and rehab 36 manholes 3. Upgrade Sludge Thickening at Schooner WWTP	$3,150,000	S	Debt	$0	$0	$0	$0	$0	$0	$0
			GRAND TOTAL	**$12,180,000**			**$5,750,000**	**$5,780,000**	**$0**	**$0**	**$3,000,000**	**$0**	**$8,780,000**

Service: 3.830 **Magic Lake Sewer Utility (Pender)**

Proj. No.	20-01	**Capital Project Title**	Wastewater Improvements - Phase I	**Capital Project Description**	1. Upgrade Schooner WWTP (add screen & grit removal, EQ tank, access road, electrical upgrades, genset) 2. Renew Buccaneer, Galleon and Schooner PS 3. Replace 4.6 km of failing AC pipe and rehab 84 manholes
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Funding is required to carry out Phase I of wastewater improvements including:1. Upgrade Schooner WWTP (add screen & grit removal, EQ tank, access road, electrical upgrades, genset)* *2. Renew Buccaneer, Galleon and Schooner PS* *3. Replace 4.6 km of failing AC pipe and rehab 84 manholes*				

Proj. No.	21-01	**Capital Project Title**	Safety Upgrades	**Capital Project Description**	Various safety upgrades to address risks identified through safety audit completed in early 2020.
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*Funding is required to make safety upgrades, such as replacement of heavy hatches, ventillation of the testing building and access improvements.*				

Proj. No.	24-01	**Capital Project Title**	Wastewater Improvements - Phase II	**Capital Project Description**	1. Replace Cannon WWTP with a new pump station 2. Upgrade Schooner WWTP (2nd aeration tank, new clarifiers, electrical)
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*1. Replace Cannon WWTP with a new pump station* *2. Upgrade Schooner WWTP (2nd aeration tank, new clarifiers, electrical)*				

Proj. No.	29-01	**Capital Project Title**	Wastewater Improvements - Phase III	**Capital Project Description**	1. Renew Capstan, Cutlass and Masthead Pump Stns 2. Replace 1.8 km of failing AC pipe and rehab 36 manholes 3. Upgrade Sludge Thickening at Schooner WWTP
Asset Class	S	**Board Priority Area**	0	**Corporate Priority Area**	0
Project Rationale	*1. Renew Capstan, Cutlass and Masthead Pump Stns* *2. Replace 1.8 km of failing AC pipe and rehab 36 manholes* *3. Upgrade Sludge Thickening at Schooner WWTP*				

Magic Lake Estates Sewer
Reserve Summary Schedule
2021 - 2025 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Capital Reserve Fund	219,167	270,527	353,517	438,167	524,507	612,577
Operating Reserve Fund	29,513	28,003	31,763	45,803	60,123	74,733
Total	**248,681**	**298,531**	**385,281**	**483,971**	**584,631**	**687,311**

Reserve Schedule

Reserve Fund: 3.830 Magic Lake Sewer System - Capital Reserve Fund

Bylaw 1497

Reserve Cash Flow

Fund:	1042	Estimated	Budget				
Fund Centre:	101386	2020	2021	2022	2023	2024	2025
Beginning Balance		137,087	219,167	270,527	353,517	438,167	524,507
Transfer from Ops Budget		80,000	81,360	82,990	84,650	86,340	88,070
Transfer to Cap Fund		-	(30,000)	-	-	-	-
Interest Income		2,080	-	-	-	-	-
Ending Balance $		**219,167**	**270,527**	**353,517**	**438,167**	**524,507**	**612,577**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 3.830 Magic Lake Sewer System - Operating Reserve Fund - Bylaw 4144

Reserve fund used for: unforeseen operational repairs and maintenance; infrequent maintenance activities such as treatment facility tankage draining/cleaning/inspection etc. Optimum minimum balance of $50,000 (approximately 10%) of the annual operating budget.

Reserve Cash Flow

Fund: 1500 / Fund Centre: 105217	Estimated	Budget				
	2020	2021	2022	2023	2024	2025
Beginning Balance	30,743	29,513	28,003	31,763	45,803	60,123
Transfer from Ops Budget	13,260	13,490	13,760	14,040	14,320	14,610
Planned Expenditures	(15,000)	(15,000)	(10,000)	-	-	-
Planned Maintenance Activity		Clean Schooner aeration ditch	Outfall inspection			
Interest Income	510	-	-	-	-	-
Ending Balance $	**29,513**	**28,003**	**31,763**	**45,803**	**60,123**	**74,733**

Assumptions/Background:

Appendix D: January 2021 Approvals

Purpose: To summarize the budget items that require implementation as of January 2021 before final budget approval in March 2021.

Electoral Area	Service Type	Service Area	Project Description	Operating Budget	Capital Budget	Funding Source
Juan de Fuca	Recreation & Cultural Services	1.405 Community Parks and Recreation	Carpenter Raod Park - Dam Remediation		50,000	Grants
			Total: Juan de Fuca	-	**50,000**	
Salt Spring Island	Planning & Development	1.238B SSI Transportation	2021 Annual Pathway Detailed Design and Permiting Program		60,000	Reserves
	Water	2.621 Highland/Fernwood Water	Power generation equipment		24,000	Reserves
		2.622 Cedars of Tuam Water	Cholorinator, level transducer and flow meter replacement		36,000	Grants, Reserves
		2.626 Fulford Water	Replacement of Flocculation mixer motor		9,000	Reserves
			Installation of turbidity meter on influent line		4,000	Reserves
			Water main assessment & replacement strategy & initial phase detailed design		90,000	Grants, Reserves
		2.628 Cedar Lane Water	Detailed Hydrogeological Assessment		55,000	Grants, Reserves
	Sewer	3.705 SSI Septage	Lagoon Site Investigation for Delicensing		60,000	Capital Funds on Hand, Grants
		3.810 Ganges Sewer	SCADA upgrade		6,500	Reserves
			Reclaimed Water Study		57,500	Grants, Reserves
			VFD installation for EQ Tank		50,000	Reserves
			Ganges WWTP Lab Room, Crew Room and blower room design		50,000	Reserves
			Compressor replacment		10,000	Reserves
			Total: Salt Spring Island	-	**512,000**	
Southern Gulf Islands	Water	2.630 Magic Lake Estates Water	WTP SCADA Hot Standby		15,000	Reserves
			Safety Improvements		20,000	Reserves
			Total: Southern Gulf Islands	-	**35,000**	
Joint Electoral Service (3 EAs)	Protective Services	1.318 Building Inspection	Vehicle Replacement		45,000	Reserves
			Total: Joint Electoral Services	-	**45,000**	
			Grand Total	-	**$ 642,000**	

Making a difference...together

REPORT TO THE GOVERNANCE AND FINANCE COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 07, 2020

SUBJECT **Bylaw No. 4365: Tax Exemption (Permissive) Bylaw, 2021**

ISSUE SUMMARY

To authorize Electoral Area permissive tax exemptions for 2021.

BACKGROUND

Under Section 391 of the *Local Government Act* (LGA), the Capital Regional District (CRD) may provide tax exemption for properties in an electoral area. A bylaw must be adopted by the CRD Board prior to October 31 each year in order for the exemption to be processed by BC Assessment for the following year.

For the 2021 taxation year, there are no new requests and eight (8) renewal requests for permissive tax exemption, including one property donated to the CRD for community parks (Galiano Parks and Recreation Service) with a life interest for the donor and caretaker, and one leased property used for regional district services (North Galiano Fire Service).

Renewal Requests:

#	PROPERTY	DESCRIPTION
1	Pender Island Golf and Country Club	Granted since 1999 upon request for land and improvements used principally for public athletic or recreation purposes – LGA 391(4)(a); letter of request for 2021 attached.
2	Galiano Golf and Country Club	Granted since 1999 upon request for land and improvements used principally for public athletic or recreation purposes – LGA 391(4)(a); letter of request for 2021 attached
3	Magic Lake Property Owners Society (MLPOS)	Granted upon request for land only used principally for public athletic or recreation purposes – LGA 391(4)(a); letter of request for 2021 attached
4	Royal Canadian Legion, Branch #239 Pender Island	Granted for the first time in 2018 upon request for land and improvements used principally for public athletic or recreation purposes exemption under LGA 391(4)(a); letter of request for 2021 attached.
5	Royal Canadian Legion, Branch #92, Salt Spring Island	Granted for the first time in 2020 upon request for land and improvements used principally for public athletic or recreation purpose exemption under LGA 391(4)(a); letter of request for 2021 attached.
6	Salt Spring Island Golf and Country Club	Granted for the first time in 2020 upon request for land and improvements used principally for public athletic or recreation purpose exemption under LGA 391(4)(a); letter of request for 2021 attached.

#	PROPERTY	DESCRIPTION
7	Galiano Parks and Recreation Commission: Donated Land—Life Estate Doreen Kennedy	Granted the first time in 2019 upon request for land and improvements used for community park purposes by the Galiano Parks and Recreation Commission exemption under LGA 391(4)(g); letter of request for 2021 attached.
8	North Galiano Fire Hall	Granted in 2013 for land and improvements held by the CRD for the fire service – LGA 391(4)(g); this exemption is required given that the new fire hall has been constructed on property that the CRD leases from the North Galiano Fire Protection Society.

The CRD Board and BC Assessment have supported these exemption requests in past years.

ALTERNATIVES

Alternative 1

The Governance and Finance Committee and the Electoral Areas Committee recommend to the Capital Regional District Board:
1. That Bylaw No. 4365, "Tax Exemption (Permissive) Bylaw, 2020" be introduced and read a first, second and third time;
2. That Bylaw No. 4365 be adopted.

Alternative 2

That this report be referred back to staff for further review.

IMPLICATIONS

Financial Implications

The following values represent the estimated tax revenue of the proposed exemptions (based on 2020 assessment values and tax rates):

Estimated Total Proposed Tax Exemptions:

PROPERTY	CRD	CRHD	OTHER	TOTAL
Pender Island Golf & Country Club	$2,188	$247	$2,930	$5,365
Galiano Golf and Country Club	$2,363	$246	$3,488	$6,097
Magic Lake Property Owners Society	$6,233	$166	$2,021	$8,420
Royal Canadian Legion, Branch #239 Pender Island (Class 8 Only)	$364	$37	$441	$842

PROPERTY	CRD	CRHD	OTHER	TOTAL
Royal Canadian Legion, Branch #92, Salt Spring Island (Class 8 Only)	$412	$32	$536	$980
Salt Spring Island Golf & Country Club	$5,236	$819	$13,300	$19,355
Galiano Parks and Recreation Commission—Donated Land—Life Estate Doreen Kennedy	$2,557	$267	$3,563	$6,387
North Galiano Fire Hall	$2,772	$268	$3,090	$6,130

The estimated exemption under "Other" in the table above applies to multiple tax categories, such as School Tax, Provincial Rural Tax, Police Tax, BC Assessment, Municipal Finance Authority (MFA), Island Trust, SSI Fire and Water Protection (for SSI only).

Property tax exemptions remove the assessed value from the total taxable assessed value in a service or area. This results in allocating the requisition requirement among the remaining assessments in the service area.

CONCLUSION

The CRD has received eight (8) permissive tax exemption requests for taxation year 2021.

The proposed Bylaw No. 4365 will grant permissive tax exemption in accordance with Section 391 of the *Local Government Act*. Additionally, Bylaw 4365 will renew the permissive tax exemption required for the North Galiano Fire Hall which is now located on property that the CRD leases from the North Galiano Fire Protection Society.

RECOMMENDATION

The Governance and Finance Committee and the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4365, "Tax Exemption (Permissive) Bylaw, 2020" be introduced and read a first, second and third time;
2. That Bylaw No. 4365 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Bylaw 4365
Appendix B: Correspondence (7)
Appendix C: BC Assessment Property Classifications

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4365

****

A BYLAW TO AUTHORIZE ELECTORAL AREA PERMISSIVE TAX EXEMPTIONS

****

WHEREAS:

A. Under Section 391 of the *Local Government Act*, the Capital Regional District may provide tax exemption for properties in an electoral area that meet any of the conditions listed in Section 391 (4).

B. The Board wishes to exempt certain properties owned, held or operated for the uses or purposes set out in Section 391 (4) (a) and (g) of the *Local Government Act* from taxation for the calendar year 2021.

NOW THEREFORE, the Regional Board of the Capital Regional District in open meeting assembled, enacts as follows:

1. Each property described in Schedule "A" attached to this bylaw shall be exempt from taxation under Section 391 of the *Local Government Act* for the year 2021 by virtue of it being used, held, owned or occupied by the organizations named in the Schedule;

2. This Bylaw may be cited as "Tax Exemption (Permissive) Bylaw, 2020".

READ A FIRST TIME THIS	day of	2020
READ A SECOND TIME THIS	day of	2020
READ A THIRD TIME THIS	day of	2020
ADOPTED THIS	day of	2020

_____ _____

CHAIR CORPORATE OFFICER

Bylaw No. 4365

SCHEDULE "A"

OWNER / OCCUPIER / HOLDER	DESCRIPTION	EXEMPTION	LGA REFERENCE
Pender Island Golf & Country Club	Lot A, Plan VIP52327, Section 17, Cowichan Land District, Portion Pender Island (2314 Otter Bay Road) Tax Roll No. 01-64-764-08647.010	Land and improvements	391(4)(a)
Galiano Golf & Country Club	Lot AM11, Block 1, Plan 24167, District Lot 4, Cowichan District, Portion Galiano Island, and Lot 6, Block 2, District Lot 4, Galiano Island, Cowichan District, Plan 24167 (Linklater Road) Tax Roll No. 01-64-764-02192.023	Land and improvements	391(4)(a)
Magic Lake Property Owners Society	Lot A, Plan VIP41807; Section 9; Portion Pender Island; District Lot 465 Cowichan Land District (Thieves Bay Marina) Tax roll No. 01-764-13027.026 Tax roll No. 01-764-13027.027	Land only (excludes improvement and water lot)	391(4)(a)
Magic Lake Property Owners Society	Lot 21, Plan VIP22335; Section 9; Cowichan Land District , Portion Pender Island (Land adjacent to Mouat Park) Tax roll No. 01-764-08454.305, Lot 18, Plan VIP22424; Section 10; Cowichan Land District Portion Pender Island (Tennis Court & Play Area) Tax roll No. 01-764-08455.036, Lot 67, Plan VIP22335, Section 9, Cowichan Land District Portion Pender Island Tax roll No. 01-764-08454.397	Land only (excludes improvements and water lot)	391(4)(a)
Royal Canadian Legion, Branch #239 Pender Island	Lot 6 PL; VIP7196 SEC: 17 Parcel A, Portion PENDER ISLAND, Parcel A (DD 47774W) Tax Roll No. 01-764-08666.000	Land and improvements (Class 8 Only)	391(4)(a)
Royal Canadian Legion, Branch #92 Salt Spring Island	Lot A, Plan VIP11826, Section 4, Range 3, Cowichan Land District, Portion North Salt Spring Tax Roll No. 01-764-00655.001	Land and improvements (Class 8 Only)	391(4)(a)
Salt Spring Island Golf & Country Club	Section 5, Range 2, Cowichan Land District, (805 Lower Ganges Rd) Tax Roll No. 01-764-00481.000	Land and improvements	391(4)(a)
Capital Regional District (Galiano Community Park)	Lot A, Plan VIP15952, District Lot 2&8, Cowichan Land District, Portion GALIANO ISLAND Tax Roll No. 01-764-002145.005	Land and improvements	391(4)(g)
Capital Regional District (North Galiano Fire Hall)	Lot 1 of Lot 83, Galiano Island, Cowichan District, Plan VIP69843 Tax roll No. 01-764-02273.110	Land and improvements	391(4)(g)

Pender Island Golf & Country Club
2305 Otter Bay Road, Pender Island, B.C. • www.penderislandgolf.ca
P.O. Box 6, Pender Island, B.C. V0N 2M0
Golf Shop: 250-629-6659

A scenic 9 hole golf course located on Pender Island amidst B.C.'s beautiful Gulf Islands.

January 20, 2020

Attention: Ms. Rianna Lachance

Capital Regional District
Senior Manager, Financial Services
625 Fisgard Street, PO Box 1000
Victoria, BC V8W 2S6

Dear Ms. Lachance:

The Pender Island Golf and Country Club respectfully requests exemption from taxes for the year 2020 under Section 809(3)(a) of the *Local Government Act.*

Background

The Pender Island Golf and Country Club has been in existence since 1937 and, except for a period during the Second World War, has been in operation ever since. The Golf Club is a not-for-profit society and was incorporated under the *Societies Act* on July 3, 1945 (Charter No. 1047671-7). The purpose of this Society as stated in the constitution is to maintain the Golf Club "for the use and pleasure of club members and the public".

The Club in the Community

The Pender Island "community" is quite small, with about 2,500 full time residents, a high percentage of who are retired or semi-retired. The summer time community expands substantially with many short-term residents and visitors coming to the island for vacation activities. In terms of recreation, Pender Island is somewhat isolated; however, the Golf Club provides an excellent outlet for recreational activities and is one of the major attractions for both residents of and visitors to Pender Island.

In terms of members, the Golf Club has junior, intermediate, social and regular memberships. The Golf Club also provides recreational opportunities to many more residents and visitors on a casual green fee basis and these participants are increasing. We estimate that about 500 people regularly use these facilities. With few other recreational activities on the island other than boating, disc golf, cycling and walking, the Golf Club is one of the major providers of recreation on Pender Island. There are no bowling facilities, no public swimming pool, no curling or hockey rinks and no theatre.

There are no restrictions to membership in the Golf Club. While members can play as often as they wish, there is no preference given to members over green fee players. All golfers' play on a first-come/first booked, first-to-play basis.

This year, in order to provide more community access, we have entered into a trial contract with Pender Island Disc Golf Club to allow them to play on our golf course. The duration of the *trial* period is six (6) months. The number of community members using our golf club has greatly increased and we anticipate that Disc Golf will become a permanent addition to our course.

Pender Island is very much a volunteer environment and the Golf Club is no exception. The Club was built by volunteers and volunteers continue to help maintain the course and work to continually improve its infrastructure.

Each year we hold a "Pro-Am" tournament and a portion of the proceeds are donated to local community organizations. In the past several years proceeds have gone to the Pender Island Medical Clinic and to the Roger Coleman Bursary Fund. As well, an active junior golf program provides free lessons to junior golfers through our involvement with the Pender Island School. Adult lessons are also available allowing senior residents to take advantage of golf as a recreational activity.

The Golf Club provides employment and training for up to twelve full and part-time employees.

Tax History

We have requested and been very appreciative to have received a tax exemption each year since 1999. We endeavor to be fiscally responsible and at the same time provide a product that is appreciated and of benefit to all Pender Island residents and visitors at as low cost as possible.

The Club has maintained its fees and charges at break-even levels. A tax bill would place a heavy burden on our financial situation and would undoubtedly necessitate higher recreation costs to the community as well as reductions in services and employment.

We respectfully request a tax exemption under Section 809(3)(a) of the *Local Government Act* for the year 2020. Should you require additional information regarding this request, we would be pleased to provide it.

Yours sincerely,

Shirley Nord

Shirley Nord
President, Pender Island Golf & Country Club

Encl: Copy of 2019 Assessment Notice

cc: David Howe, Capital Regional District Director
SGI Community Resource Centre
PO Box 95
Pender Island, BC V0N 2M0

BC ASSESSMENT

IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Area: 01-Capital
Jurisdiction: 764-Gulf Islands Rural
Roll: 08647.010

CONFIDENTIAL PIN: 0000948597

School District: 64-Gulf Islands
Neighbourhood: 910

2020 PROPERTY ASSESSMENT NOTICE

Property Location & Description

2305 OTTER BAY RD
LOT A, PLAN VIP52327, SECTION 17, COWICHAN LAND DISTRICT, PORTION PENDER ISLAND; PARCEL F, SECTION 17, COWICHAN LAND DISTRICT, PORTION PENDER ISLAND, EXCEPT PLAN 22933 36581
PID: 017-337-178 009-675-698

2020 Assessment – represents your property value as of July 1, 2019

Assessed Value	**Value**	**Class**
Land	21,300	Business/Other
	775,000	Rec/Non Profit
Buildings	186,000	Business/Other
2020 Assessed Value	**$982,300**	
Taxable Value	**Rural**	
Less Exemptions	982,300	
2020 Taxable Value	**NIL**	

This is not a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. Please review and keep for your records. No action is required unless you disagree with your assessment.

YOUR PROPERTY VALUE HISTORY

2020	+8%	$982,300
2019	0%	$909,400
2018	0%	$909,400
2017	-11%	$909,400

Visit **bcassessment.ca/propertytax** and refer to the back page to learn how your value change relates to your property taxes.

Important messages about your 2020 Assessment

- 2020 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax

IMPORTANT DATES

July 1, 2019
Assessed value is the property's market value as of this date.

October 31, 2019
Assessed value reflects property's physical condition and permitted use as of this date.

DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2020

Important information about the complaint process can be found on the back page.

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-08647.010

The Owner/Lessee of this property is:

149576

S-03
PENDER ISLAND GOLF & COUNTRY CLUB
2305 OTTER BAY RD
RR 1 PO BOX 6
PENDER ISLAND BC V0N 2M0

CONTACT US

For more information about your Assessment Notice go to **bcassessment.ca**

From our website you can search for your property, compare your assessment and update your mailing address.

Galiano Golf Course Society

24 St. Andrews Crescent

Galiano, BC V0N 1P0

Ms. Lia Xu, Finance Manager, Financial Services

Capital Regional District

625 Fisgard St.

PO Box 1000, Victoria, BC

V8N 2S6

September 02, 2020

Dear Ms. Lia Xu,

I am writing on behalf of the Galiano Golf Course Society to request exemption from property taxes for the year 2021. Relief from taxation has been granted to the Golf Course Society under section 391 of the local government act since year 2000.

Our Golf Course Society continues to operate as a nonprofit society providing an important recreational facility to Galiano Island residents and visitors alike. Our course is open to everyone year round and encourages exercise, mental stimulation, practicing social engagement through social distancing (respecting COVID – 19 Provincial Health & WorkSafe BC Guidelines) in a beautiful natural setting. Our Course is a focal point for many seniors.

As in past years we host two educational clinics during the summer & fall months. One student and one adult clinic. These clinics are attended by local school

children, adult members and seniors. Our island recreational facilities are limited compared to other districts in the Capital regional District.

We would be happy to provide you with any further documentation or information about the Galiano Golf Course that you may require.

Sincerely,

John F. Hatch

John Hatch, President

BC ASSESSMENT

IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Area: 01-Capital
Jurisdiction: 764-Gulf Islands Rural
Roll: 02192.023

School District: 64-Gulf Islands
Neighbourhood: 910

2020 PROPERTY ASSESSMENT NOTICE

Property Location & Description

ST. ANDREWS CRES
LOT 6, BLOCK 2, PLAN VIP24167, DISTRICT LOT 4, COWICHAN LAND DISTRICT, PORTION GALIANO ISLAND, FOR COMMUNITY GOLF COURSE, CLUBHOUSE & RELATED FACILITIES PURPOSES, LEASE/PERMIT/LICENCE # 111975; LOT 11, BLOCK 1, PLAN VIP24167, DISTRICT LOT 4, COWICHAN LAND DISTRICT, PORTION GALIANO ISLAND, FOR COMMUNITY GOLF COURSE, CLUBHOUSE & RELATED FACILITIES PURPOSES, LEASE/PERMIT/LICENCE # 111975; LOT 6, BLOCK 2, PLAN VIP24167, DISTRICT LOT 4, COWICHAN LAND DISTRICT, PORTION (ET CETERA)

2020 Assessment – represents your property value as of July 1, 2019

Assessed Value	Value	Class
Land	47,500	Residential
	12,200	Business/Other
	916,000	Rec/Non Profit
Buildings	38,800	Residential
	99,700	Business/Other
2020 Assessed Value	**$1,114,200**	
Taxable Value		**Rural**
Less Exemptions		1,114,200
2020 Taxable Value		**NIL**

Important messages about your 2020 Assessment

- A copy of this Property Assessment Notice is sent to all owners
- 2020 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- Visit bcassessment.ca and create a free account to unlock additional features such as favourites, comparisons and our interactive map.

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-02192.023

The Owner/Lessee of this property is:

163043

S-04
GALIANO GOLF & COUNTRY CLUB
PO BOX 186
GALIANO ISLAND BC V0N 1P0

This is not a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. Please review and keep for your records. No action is required unless you disagree with your assessment.

YOUR PROPERTY VALUE HISTORY

2020	+9%	$1,114,200
2019	0%	$1,023,800
2018	0%	$1,023,800
2017	+13%	$1,023,800

Visit **bcassessment.ca/propertytax** and refer to the back page to learn how your value change relates to your property taxes.

IMPORTANT DATES

July 1, 2019
Assessed value is the property's market value as of this date.

October 31, 2019
Assessed value reflects property's physical condition and permitted use as of this date.

DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2020

Important information about the complaint process can be found on the back page.

CONTACT US

For more information about your Assessment Notice go to **bcassessment.ca**

From our website you can search for your property, compare your assessment and update your mailing address.

Call us at **1-866-valueBC** (1-866-825-8322) or 604-739-8588.

COPY

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Before using information in this Notice for non-assessment purposes, please verify records with your Land Title Office. Wherever words or expressions used in this Notice differ from wording of the legislation, the legislation shall prevail. This information is current as of printing deadline.

P.O. Box 65, Pender Island, BC V0N 2M0

February 3, 2020.

Rianna Lachance, Senior Manager, Financial Services
Capital Regional District
625 Fisgard Street, PO Box 1000
Victoria, BC V8W 2S6

To the Senior Manager, Financial Services,

The Magic Lake Property Owners' Society (MLPOS) recognizes, with thanks, our 2020 tax exemption and requests a further exemption from rural property taxes for the year 2021 under Section 809 (3) (a) of the Local Government Act. Our 2020 Property Assessment Notices are enclosed.

MLPOS was incorporated as a non-profit society on 29 August 1975, Charter No. 11823. The objectives of MLPOS are two-fold: (1) To represent the members in matters affecting their property or their life style in Magic Lake Estates. (2) To acquire, maintain and administer, or dispose thereof, property in Magic Lake Estates or the foreshore adjacent thereto for the recreational use of the members.

The North and South Pender Islands have roughly 2500 full-time residents – with approximately one third of these full-time residents living in Magic Lake Estates.

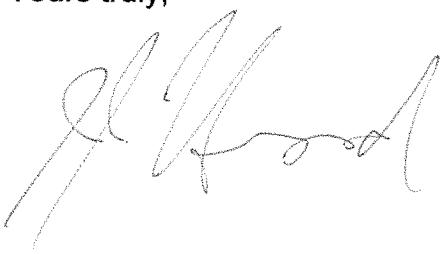
MLPOS operates and maintains a recreational marina at Thieves Bay with 180 berths for the use of members and guests of the society. Our marina provides emergency moorage for any vessel in the area requiring shelter and/or assistance. We reserve, at no charge, a designated berth for the Ambulance Service to conduct medical evacuations for anyone on the Pender Islands. The RCMP and Coast Guard have used our marina for emergency incidents. MLPOS also maintains a public launching ramp beside the marina and we have equipped the marina breakwater with picnic tables open to the public. This Thieves Bay spot has become a very popular, and spectacular, public whale watching site as well as being a favourite walk/drive destination.

In addition to Thieves Bay Marina, MLPOS operates and maintains the only public tennis courts on the Pender Islands. These courts are open year round to members of the Society and to the public, on a pay-per-use basis. We also maintain a children's playground beside the tennis courts and a public park (Mouat Park) designated for the propagation of plants native to the Gulf Islands.

Volunteerism thrives on the Pender Islands and this is apparent in MLPOS. Volunteers build, maintain and manage the marina, tennis courts and playground. We keep all fees charged for the use of these facilities at break-even levels and use all funds generated solely for the short and long-term upkeep and improvement of these recreational facilities.

We hope that you grant our request for a property tax exemption for the year 2021. Such an exemption will significantly enhance our ability to maintain and provide these important recreational facilities for the benefit of our members, our community and tourists to the Gulf Islands.

Yours truly,



Jeremy Harwood
President, Magic Lake Property Owners' Society

Encl: Copy of 2020 Property Assessment Notices

Cc: David Howe, CRD Director, Southern Gulf Islands.

BC ASSESSMENT

IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Area: 01-Capital
Jurisdiction: 764-Gulf Islands Rural
Roll: 13027.027

CONFIDENTIAL PIN: 003371340

Bulk Mail: 5316
School District: 64-Gulf Islands
Neighbourhood: 935

2020 PROPERTY ASSESSMENT NOTICE

Property Location & Description

THIEVES BAY
DISTRICT LOT 465, COWICHAN LAND DISTRICT, COMMERCIAL MARINA IN THIEVES BAY, 1.57 HA ISSUED FOR GROUP MOORAGE, BREAKWATER & BOAT LAUNCHING PURPOSES, LEASE/PERMIT/LICENCE # 114382
LBF:0288670

2020 Assessment – represents your property value as of July 1, 2019

Assessed Value	Value	Class
Land	417,000	Rec/Non Profit
Buildings	277,000	Business/Other
2020 Assessed Value	**$694,000**	
Taxable Value	**Rural**	
Less Exemptions	123,000	
2020 Taxable Value	**$571,000**	

This is not a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. Please review and keep for your records. No action is required unless you disagree with your assessment.

YOUR PROPERTY VALUE HISTORY

2020	-3%	$694,000
2019	+2%	$730,000
2018	0%	$714,000
2017	-14%	$714,000

Visit **bcassessment.ca/propertytax** and refer to the back page to learn how your value change relates to your property taxes.

Important messages about your 2020 Assessment

- A copy of this Property Assessment Notice is sent to all owners
- 2020 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax

IMPORTANT DATES

July 1, 2019
Assessed value is the property's market value as of this date.

October 31, 2019
Assessed value reflects property's physical condition and permitted use as of this date.

JAN 31 DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2020

Important information about the complaint process can be found on the back page.

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-13027.027

The Owner/Lessee of this property is:

MAGIC LAKE PROP OWNER'S SOCIETY
PO BOX 65
PENDER ISLAND BC V0N 2M0

CONTACT US

For more information about your Assessment Notice go to **bcassessment.ca**

From our website you can search for your property, compare your assessment and update your mailing address.

Call us at **1-866-valueBC** (1-866-825-8322) or 604-739-8588.

Before using information in this Notice for non-assessment purposes, please verify records with your Land Title Office. Wherever words or expressions used in this Notice differ from wording of the legislation, the legislation shall prevail. This information is current as of printing deadline.

FOLLOW US

We Value BC

3031 9 10

BC ASSESSMENT

IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Area: **01-Capital**
Jurisdiction: **764-Gulf Islands Rural**
Roll: **13027.026**

CONFIDENTIAL PIN: 003371340

Bulk Mail: 5316
School District: 64-Gulf Islands
Neighbourhood: 935

2020 PROPERTY ASSESSMENT NOTICE

Property Location & Description

THIEVES BAY
LOT A, PLAN VIP41807, SECTION 9, COWICHAN LAND DISTRICT, PORTION PENDER ISLAND
PID: 000-952-141

2020 Assessment – represents your property value as of July 1, 2019

Assessed Value	Value	Class
Land	102,000	
2020 Assessed Value	**$102,000**	**Rec/Non Profit**
Taxable Value	**Rural**	
Less Exemptions	102,000	
2020 Taxable Value	**NIL**	

Important messages about your 2020 Assessment

- 2020 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-13027.026

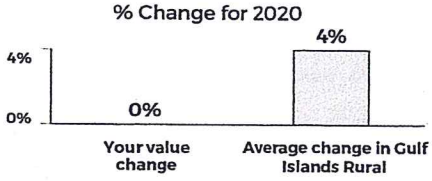
The Owner/Lessee of this property is:

MAGIC LAKE PROP OWNER'S SOCIETY
PO BOX 65
PENDER ISLAND BC V0N 2M0

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. Please review and keep for your records. No action is required unless you disagree with your assessment.

YOUR PROPERTY VALUE CHANGE



Visit **bcassessment.ca/propertytax** and refer to the back page to learn how your value change and average change relate to your property taxes.

YOUR PROPERTY VALUE HISTORY

2020	0%	$102,000
2019	+5%	$102,000
2018	+4%	$97,300
2017	+4%	$93,600

IMPORTANT DATES

July 1, 2019
Assessed value is the property's market value as of this date.

October 31, 2019
Assessed value reflects property's physical condition and permitted use as of this date.

JAN 31 DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2020

Important information about the complaint process can be found on the back page.

CONTACT US

For more information about your Assessment Notice go to **bcassessment.ca**

From our website you can search for your property, compare your assessment and update your mailing address.

Call us at **1-866-valueBC** (1-866-825-8322) or 604-739-8588.

3031 7 10

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We Value BC

FOLLOW US

BC ASSESSMENT

IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Area: **01-Capital**
Jurisdiction: **764-Gulf Islands Rural**
Roll: **08455.036**

CONFIDENTIAL PIN: 003371340

Bulk Mail: 5316
School District: 64-Gulf Islands
Neighbourhood: 910

2020 PROPERTY ASSESSMENT NOTICE

Property Location & Description

PRIVATEERS RD
LOT 18, PLAN VIP22424, SECTION 10, COWICHAN LAND DISTRICT, PORTION PENDER ISLAND
PID: 003-246-442

2020 Assessment – represents your property value as of July 1, 2019

Assessed Value	Value	Class
Land	215,000	Rec/Non Profit
Buildings	18,500	Business/Other
2020 Assessed Value	**$233,500**	
Taxable Value	**Rural**	
Less Exemptions	225,000	
2020 Taxable Value	**$8,500**	

This is not a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. Please review and keep for your records. No action is required unless you disagree with your assessment.

YOUR PROPERTY VALUE HISTORY

2020	-12%	$233,500
2019	+43%	$265,700
2018	+23%	$185,300
2017	+13%	$150,300

Visit **bcassessment.ca/propertytax** and refer to the back page to learn how your value change relates to your property taxes.

Important messages about your 2020 Assessment

- 2020 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax

IMPORTANT DATES

July 1, 2019
Assessed value is the property's market value as of this date.

October 31, 2019
Assessed value reflects property's physical condition and permitted use as of this date.

JAN 31 DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2020

Important information about the complaint process can be found on the back page.

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-08455.036

The Owner/Lessee of this property is:

MAGIC LAKE PROP OWNER'S SOCIETY
PO BOX 65
PENDER ISLAND BC V0N 2M0

CONTACT US

For more information about your Assessment Notice go to **bcassessment.ca**

From our website you can search for your property, compare your assessment and update your mailing address.

Call us at **1-866-valueBC** (1-866-825-8322) or 604-739-8588.

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FOLLOW US

We Value BC

BC ASSESSMENT

IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Area: **01-Capital**
Jurisdiction: **764-Gulf Islands Rural**
Roll: **08454.305**

CONFIDENTIAL PIN: 003371340

Bulk Mail: 5316
School District: 64-Gulf Islands
Neighbourhood: 910

2020 PROPERTY ASSESSMENT NOTICE

Property Location & Description

STORM CRES
LOT 21, PLAN VIP22335, SECTION 9, COWICHAN LAND DISTRICT, PORTION PENDER ISLAND
PID: 003-275-400

2020 Assessment – represents your property value as of July 1, 2019

Assessed Value	Value	Class
Land	104,000	
2020 Assessed Value	**$104,000**	**Rec/Non Profit**
Taxable Value	**Rural**	
Less Exemptions	104,000	
2020 Taxable Value	**NIL**	

Important messages about your 2020 Assessment

- Due to the specialized nature of your property, it is not displayed on Assessment Search (bcassessment.ca). Please contact us if you require additional information.
- 2020 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-08454.305

The Owner/Lessee of this property is:

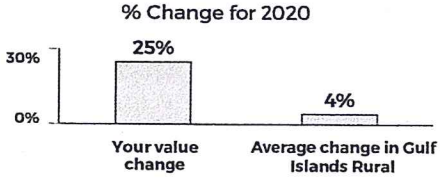
3031

S-01
MAGIC LAKE PROP OWNER'S SOCIETY
PO BOX 65
PENDER ISLAND BC V0N 2M0

This is not a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. Please review and keep for your records. No action is required unless you disagree with your assessment.

YOUR PROPERTY VALUE CHANGE



Visit **bcassessment.ca/propertytax** and refer to the back page to learn how your value change and average change relate to your property taxes.

YOUR PROPERTY VALUE HISTORY

2020	+25%	$104,000
2019	+22%	$83,300
2018	+33%	$68,400
2017	+19%	$51,300

IMPORTANT DATES

July 1, 2019
Assessed value is the property's market value as of this date.

October 31, 2019
Assessed value reflects property's physical condition and permitted use as of this date.

JAN 31 **DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2020**

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CONTACT US

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We Value BC

FOLLOW US

BC ASSESSMENT

IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Area: **01-Capital**
Jurisdiction: **764-Gulf Islands Rural**
Roll: **08454.397**

CONFIDENTIAL PIN: 003371340

Bulk Mail: 5316
School District: 64-Gulf Islands
Neighbourhood: 910

2020 PROPERTY ASSESSMENT NOTICE

Property Location & Description

LOT 67, PLAN VIP22335, SECTION 9, COWICHAN LAND DISTRICT, PORTION PENDER ISLAND
PID: 003-219-666

2020 Assessment – represents your property value as of July 1, 2019

Assessed Value	Value	Class
Land	12,700	
2020 Assessed Value	**$12,700**	**Residential**
Taxable Value	**Rural**	
Less Exemptions	12,700	
2020 Taxable Value	**NIL**	

Important messages about your 2020 Assessment

- Due to the specialized nature of your property, it is not displayed on Assessment Search (bcassessment.ca). Please contact us if you require additional information.
- 2020 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- Visit bcassessment.ca and create a free account to unlock additional features such as favourites, comparisons and our interactive map.

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-08454.397

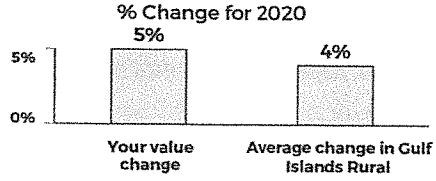
The Owner/Lessee of this property is:

MAGIC LAKE PROP OWNER'S SOCIETY
PO BOX 65
PENDER ISLAND BC V0N 2M0

This is not a tax notice. Tax notices are issued by local governments and taxing authorities.

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YOUR PROPERTY VALUE CHANGE



Visit **bcassessment.ca/propertytax** and refer to the back page to learn how your value change and average change relate to your property taxes.

YOUR PROPERTY VALUE HISTORY

2020	+5%	$12,700
2019	+5%	$12,100
2018	+5%	$11,500
2017	+10%	$11,000

IMPORTANT DATES

July 1, 2019
Assessed value is the property's market value as of this date.

October 31, 2019
Assessed value reflects property's physical condition and permitted use as of this date.

JAN 31 **DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2020**

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CONTACT US

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Call us at **1-866-valueBC** (1-866-825-8322) or 604-739-8588.

3031 3 10

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We Value BC

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LEGION

Royal Canadian Legion
Branch #239
1344 Mackinnon Road
Pender Island, BC V0N 2M1

Tel: 250-629-3441
email: branch239.rcl@gmail.com

February 6, 2020.

Capital Regional District
Attention: Rianna Lachance
Senior manager, Financial Services
625 Fisgard Street, PO Box 1000
Victoria, BC V8W 2S6

Dear Ms. Lachance:

The Royal Canadian Legion - Branch #239 (Pender Island) respectfully requests relief from municipal taxes for the year 2021 under Section 391(3)(a) of the *Local Government Act.*

Background

Branch #239 has been active on Pender Island since 1959, and has occupied its current premises since 1972. Current membership stands at 279, representing 12% of the island's full time population of 2302 per 2016 census.

Contributions to the Island Community

Below is brief description of its contribution to island life.

Every year, Branch #239 organizes the island's Canada Day and Remembrance Day celebrations and services. Its gaming funds typically return to the community $9,000-$10,000 per year in bursaries, scholarships and donations in support of island youth and their activities. In the same way, its poppy fund generates $2,500 in support of both island youth and Canadian veterans. The branch also provides part time employment for (5) staff.

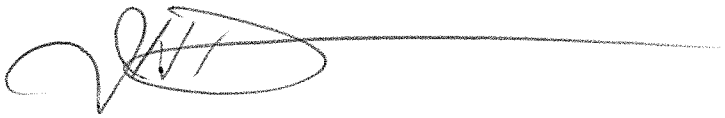
As well as hosting the Legion's own functions, the building is available as a low cost venue for other Pender Island community clubs and services. It is currently being used by (14) such organizations. It also hosts when needed private functions and memorials. Finally, it functions as one of Pender Island's emergency muster points and shelters, with its crisis-ready condition maintained by Legion volunteers.

Tax History

We were granted our first tax exemption in 2018, having managed to remain largely solvent to this point in our history. This tax exemption has been most gratefully received. In 2015-16 we were forced into additional expenses by the need to renovate our aging building, not least because its substandard acoustics had rendered it largely unusable for our aging, hearing-impaired population. This effort overstrained our resources, and while we intend to remain financially responsible, municipal taxes are a heavy burden. Without this burden, we will feel less pressure to cut back on our services, reduce employment or increase our charges.

Therefore, we respectfully request another tax exemption under Section 391(3)(a) of the *Local Government Act* for the year 2021. Should you require additional information regarding this request, we would be pleased to provide it.

Yours sincerely,



Jean Deschenes
President, Royal Canadian Legion Branch #239 (Pender Island)

Enclosure: Copy of 2020 Assessment Notice

CC: David Howe, Capital Regional District Director

BC ASSESSMENT

IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Area: 01-Capital
Jurisdiction: 764-Gulf Islands Rural
Roll: 08666.000

CONFIDENTIAL PIN: 0001048707

School District: 64-Gulf Islands
Neighbourhood: 910

2020 PROPERTY ASSESSMENT NOTICE

Property Location & Description

1344 MACKINNON RD
PARCEL A, LOT 6, PLAN VIP7196, SECTION 17, COWICHAN LAND DISTRICT, PORTION PENDER ISLAND, PCL A (DD 47774W)
PID: 005-758-289

2020 Assessment – represents your property value as of July 1, 2019

Assessed Value	Value	Class
Land	68,300	Business/Other
	116,000	Rec/Non Profit
Buildings	41,200	Business/Other
	70,200	Rec/Non Profit
2020 Assessed Value	**$295,700**	
Taxable Value	**Rural**	
Less Exemptions	196,200	
2020 Taxable Value	**$99,500**	

This is not a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. Please review and keep for your records. No action is required unless you disagree with your assessment.

YOUR PROPERTY VALUE HISTORY

2020	+11%	$295,700
2019	+1%	$266,200
2018	0%	$262,800
2017	+7%	$263,100

Visit **bcassessment.ca/propertytax** and refer to the back page to learn how your value change relates to your property taxes.

IMPORTANT DATES

July 1, 2019
Assessed value is the property's market value as of this date.

October 31, 2019
Assessed value reflects property's physical condition and permitted use as of this date.

JAN 31 **DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2020**

Important information about the complaint process can be found on the back page.

Important messages about your 2020 Assessment

- 2020 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-08666.000

The Owner/Lessee of this property is:

S-03 149592
ROYAL CANADIAN LEGION PENDER ISLAND BRANCH NO. 239
1344 MACKINNON RD
RR 1
PENDER ISLAND BC V0N 2M1

CONTACT US

For more information about your Assessment Notice go to **bcassessment.ca**

From our website you can search for your property, compare your assessment and update your mailing address.

Call us at **1-866-valueBC** (1-866-825-8322) or 604-739-8588.

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Royal Canadian Legion Branch 92
120 Blain Road Salt Spring Island V8K 2P7
250 537-5822
legionbr92@shaw.ca

RECEIVED
AUG 2 7 2020

Capital Regional District

Attention: Chief Financial Officer, Nelson Chan PO
Box 1000

Victoria, BC V8W 2S6
Dear Mr. Chan:

The Royal Canadian Legion - Branch #92, Salt Spring Island) respectfully requests relief from municipal taxes under Section 391(3)(a) of the *Local Government Act*.

Background

Branch #92 has been active on Salt Spring Island since 1931 and has occupied its current premises for over 30 years. The branch's current membership stands at 612, approximately 6% of Salt Spring Island's full-time population of 10,557 (2016 census).

Contributions to the Island Community

Branch #92 makes significant contributions to Salt Spring Island's social fabric in many ways. Every year, Branch #92 organizes the island's Canada Day celebration and Remembrance Day service. The branch strives to support the community of Salt Spring Island by raising Gaming, Poppy and General Funds which are then contributed to local recipient organizations and individuals as grants, donations, scholarships and bursaries. Branch #92 issues approximately $30,000 to such organizations and individuals. The Branch also currently employs 7 part-time employees and a contract bookkeeper.

Branch #92 facilities, in addition to being used for Legion functions, are available to other Salt Spring Island community clubs and services as a cost-effective venue for meetings and events. Branch facilities are also available as a location for private functions and memorials.

The Branch has an integral role for the island in the event of an emergency. The Salt Spring Island Emergency Preparedness supply container is located on the Branch's property and the Branch is a designated emergency muster point and shelter for several of the island's emergency pods. Finally, the Branch's lower floor is a designated back- up location for Lady Minto Hospital if required.

Tax History

While the Branch manages to remain solvent, it is under regular and continual financial pressure. An exemption from paying property taxes would lessen this financial pressure significantly. As a result, the Branch will be able to continue with its good work and contributions to the Salt Spring Island community; avoiding possible service cutbacks, reduced employment or increased prices.

Tax exemption under Section 391(3)(a) of the *Local Government Act* is respectfully requested. If additional information about this request is required, please contact the undersigned.

Yours truly,

Tom Woods

President, Royal Canadian Legion Branch #92 (Salt Spring Island)

Enclosure: Copy of 2020 Property Assessment Notice

cc: Gary Holman, CRD Salt Spring Island Electoral Area Director

BC ASSESSMENT

IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Area: 01-Capital
Jurisdiction: 764-Gulf Islands Rural
Roll: 00655.001

CONFIDENTIAL PIN: 0001048708

School District: 64-Gulf Islands
Neighbourhood: 810

2020 PROPERTY ASSESSMENT NOTICE

Property Location & Description

120 BLAIN RD
LOT A, PLAN VIP11826, SECTION 4, RANGE 3E, COWICHAN LAND DISTRICT, PORTION NORTH SALT SPRING, EXCEPT PLAN VIP64146
PID: 000-553-387

2020 Assessment – represents your property value as of July 1, 2019

Assessed Value	Value	Class
Land	322,000	Business/Other
	94,500	Rec/Non Profit
Buildings	79,700	Business/Other
	70,700	Rec/Non Profit
2020 Assessed Value	**$566,900**	
Taxable Value	**Rural**	
Less Exemptions	175,200	
2020 Taxable Value	**$391,700**	

Important messages about your 2020 Assessment

- The tax exemptions applied to your property value have changed from last year. This may result in a change to your property taxes in 2020.
- 2020 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-00655.001

The Owner/Lessee of this property is:

140285

S-03
ROYAL CANADIAN LEGION SALT SPRING ISLAND BRANCH NO. 092
120 BLAIN RD
SALT SPRING ISLAND BC V8K 2P7

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. Please review and keep for your records. No action is required unless you disagree with your assessment.

YOUR PROPERTY VALUE HISTORY

2020	-13%	$566,900
2019	+24%	$652,000
2018	-2%	$527,700
2017	-10%	$536,600

Visit **bcassessment.ca/propertytax** and refer to the back page to learn how your value change relates to your property taxes.

IMPORTANT DATES

July 1, 2019
Assessed value is the property's market value as of this date.

October 31, 2019
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DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2020

Important information about the complaint process can be found on the back page.

CONTACT US

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From our website you can search for your property, compare your assessment and update your mailing address.

Call us at **1-866-valueBC** (1-866-825-8322) or 604-739-8588.

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Salt Spring Island Golf & Country Club
P.O. Box 242 Ganges Post Office
Salt Spring Island, B.C. V8K 2V9
Telephone: 250-537-2121
Fax: 250-537-2126
Email: president@saltspringgolf.com
Web Site: www.saltspringgolf.com

Date: Aug 5th, 2020

General Manager Corporate Services
Capital Regional District
PO Box 1000, 625 Fisgard Street
Victoria, BC V8W 2S6

To the General Manager Corporate Services,

The Salt Spring Island Golf and Country Club (SSIGCC) gratefully acknowledges our first permissive tax exemption for the year 2020 and respectfully requests relief from property taxes for the year 2021 under Section 391(4)(a) of the Local Government Act.

Background:

While best known for the golf course that was first opened here on Salt Spring Island in 1928, residents and visitors currently enjoy a variety of recreational activities on the property, including golf, tennis, squash, disc golf and a restaurant. The tennis and squash facilities are operated by not-for-profit societies under contractual agreements with the Golf Club. Disc golf is played on and around the golf course layout itself. The golf course, indoor tennis and squash facilities provide the only public access to these activities on Salt Spring (there is outdoor tennis elsewhere).

The Salt Spring Golf and Country Club is a not-for-profit society incorporated under the B.C. Societies Act. Title to the property is held by non-society Salt Spring Recreational Holdings Ltd (SSRHL) which leases it to majority shareholder SSIGCC. The property tax is paid by SSIGCC on behalf of SSRHL.

Public Use of the Facilities:

Typically, there are about 16,000 9-hole rounds played on the course per year, with 6,000 rounds being played by public greens-fee paying residents or visitors to the island. Our junior, intermediate, regular and social members play the bulk of the remaining rounds with about 300 members currently in the above categories. Our driving range and putting green facilities are also a popular public attraction. Disc golf was brought to the club recently in partnership with the local disc golf club and has also expanded the appeal of the club to the general public.

Contributions to the Community:

The facility is widely used for charitable fundraising events as well as supporting many on-site and off-site programs for various community groups. In a typical year we would see programs such as free beginner golf

lessons for the public, a junior golf program, and high school use of the driving range. A new program in 2019 provided weekly instruction to 14 Special Olympics athletes here on Salt Spring.

During the windstorm of December 2018, our facilities were used as an unofficial emergency site and we continue to work with the Salt Spring Island Emergency Coordinator as a potential public reception centre.

The club currently provides 11 staff positions (the majority seasonal/part-time positions to local residents while substantial volunteer effort supplements maintenance and administration activities. The club works with local businesses to promote tourism. Several tournaments (including disc golf) bring participants from off-island for a day or more.

Financial Background and Covid-19 Update:

On March 22nd, 2020, the club shut down in response to the pandemic. On April 25th , it cautiously re-opened under guidance from, and support of, health and government officials, while following a series of strict protocols and limited play. By late May, the general public was able to enjoy our facility again with continuously monitored and updated sanitizing and distancing rules in place. The re-opening was met with an enthusiastic response as one of the initial outdoor recreational options available to residents.

The club's not-for-profit fee structure is geared towards covering operating costs without the use of public funding. Demand for repair or replacement of our aging clubhouse assets and maintenance equipment is a challenge and often requires fund-raising or donations. An exemption on eligible property tax would be of great assistance in continuing and enhancing the community's enjoyment of this historic Salt Spring Island recreational hub.

Sincerely,

Drew Stotesbury
President, Salt Spring Island Golf and Country Club

David MacPherson
President, Salt Spring Recreational Holdings Ltd

Contact: Jim Shultz jim@saltspringgolf.com
Enclosures: 2020 Property Assessment Notice

RECEIVED 01/03/20

BC ASSESSMENT

IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Area: 01-Capital
Jurisdiction: 764-Gulf Islands Rural
Roll: 00481.000

CONFIDENTIAL PIN: 0001060821

School District: 64-Gulf Islands
Neighbourhood: 810

2020 PROPERTY ASSESSMENT NOTICE

Property Location & Description

805 LOWER GANGES RD
SECTION 5, RANGE 2, COWICHAN LAND DISTRICT, EXCEPT PLAN 2183 39530, RGE 2E, N SALT SPRING ISLAND, EXC PT IN PLANS 2183 & 39530; SECTION 6, RANGE 2, COWICHAN LAND DISTRICT, EXCEPT PLAN 14185, RGE 2E, N SALT SPRING ISLAND, EXC THE EASTERLY 6.75 CHAINS THEREOF; EXC PCL B (DD 77036I), & EXC PT IN PL 14185
PID: 009-600-451 009-600-426

2020 Assessment - represents your property value as of July 1, 2019

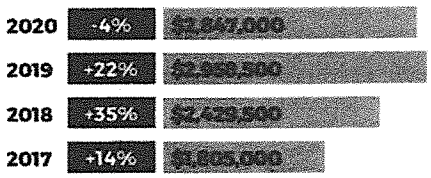
Assessed Value	Value	Class
Land	61,000	Business/Other
	1,914,000	Rec/Non Profit
Buildings	872,000	Business/Other
2020 Assessed Value	**$2,847,000**	

Taxable Value	Rural
Less Exemptions	2,847,000
2020 Taxable Value	**NIL**

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YOUR PROPERTY VALUE HISTORY



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Important messages about your 2020 Assessment

- 2020 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-00481.000

The Owner/Lessee of this property is:

139766

S-03
SALT SPRING REC HOLDINGS
PO BOX 242 STN GANGES
SALT SPRING ISLAND BC V8K 2V9

CONTACT US

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From our website you can search for your property, compare your assessment and update your mailing address.

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We Value BC

FOLLOW US

139766_1_2

BCA_PROP_ANOT_20_STD_20191206

August 11, 2020

Capital Regional District
625 Fisgard Street
Victoria, B.C.
V8W 2S6

Re: Permissive Tax Exemption for 720- Active Pass Drive, Galiano BC
Elizabeth Kennedy's Life Estate

I am writing to respectfully request relief from property taxes for year 2021 under Section 391 (4) (g) of the *Local Government Act*.

Our family has owned property on Galiano Island since 1962. The property is over 9 acres in area and is situated on Active Pass at Collinson Point at the western entrance to the Pass. It has a cliff of about 125 feet at the water. The property contains a house, work shop, garage storage for wood and garden tools. There is an extensive garden - about 2 acres and an irrigation system.

Betty Kennedy donated the property to the CRD in 2015, and retained a life interest for herself and I. My primary home is in Oak Bay. Betty Kennedy used to care for the garden until her failing health and arthritis when she was no longer able to do the work. When she donated the property for a park to the CRD she set up an additional trust fund of $300,000, the income from which was to maintain the garden and buildings.

The property was donated to the CRD for Community Park purposes. The house and garden on the property were used during Betty's lifetime by the Galiano Parks and Recreation Commission of the CRD for various social functions and occasional garden tours by the public. These uses have stopped since Betty's death, but might resume when the Covid 19 pandemic has substantially diminished.

The maintenance is high which is why Betty set up a trust fund. But at the rate the assessment has risen, all of the income will be going for taxes. Interestingly, the increased assessment is based on properties which have been sold, and that of course is an invalid comparison since this property can never be sold.

I am hoping to surrender my Life Interest before the end of 2021, at which time the GIPRC will take over maintaining the property, and inherit the balance of the trust fund Betty set up to assist them.

Please exempt this property from taxation in 2021 and in the future.

Sincerely,

Paul Longridge

Paul Longridge
1 -720 Active Pass Drive,
Galiano Island, BC V0N 1P0

BC ASSESSMENT

IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Area: 01-Capital
Jurisdiction: 764-Gulf Islands Rural
Roll: 02145.005

Bulk Mail: 7103
School District: 64-Gulf Islands
Neighbourhood: 935

2020 PROPERTY ASSESSMENT NOTICE

Property Location & Description

1720 ACTIVE PASS DR
LOT A, PLAN VIP15952, DISTRICT LOT 2&8, COWICHAN LAND DISTRICT, PORTION GALIANO ISLAND
PID: 004-601-009

2020 Assessment – represents your property value as of July 1, 2019

Assessed Value	Value	Class
Land	1,132,000	
Buildings	229,000	
2020 Assessed Value	**$1,361,000**	**Residential**
Taxable Value	**Rural**	
Less Exemptions	1,361,000	
2020 Taxable Value	**NIL**	

Important messages about your 2020 Assessment

- A copy of this Property Assessment Notice is sent to all owners
- 2020 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax
- Visit bcassessment.ca and create a free account to unlock additional features such as favourites, comparisons and our interactive map.

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-64-764-02145.005

The Owner/Lessee of this property is:

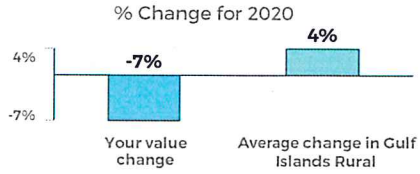
162883

S-04
CAPITAL (REGIONAL DISTRICT)
ATTN FACILITIES MANAGER
PO BOX 1000 STN CENTRAL
VICTORIA BC V8W 2S6

This is not a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. Please review and keep for your records. No action is required unless you disagree with your assessment.

YOUR PROPERTY VALUE CHANGE



Visit **bcassessment.ca/propertytax** and refer to the back page to learn how your value change and average change relate to your property taxes.

YOUR PROPERTY VALUE HISTORY

2020	-7%	$1,361,000
2019	+18%	$1,460,000
2018	+13%	$1,234,000
2017	+5%	$1,093,000

IMPORTANT DATES

July 1, 2019
Assessed value is the property's market value as of this date.

October 31, 2019
Assessed value reflects property's physical condition and permitted use as of this date.

DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2020

Important information about the complaint process can be found on the back page.

CONTACT US

For more information about your Assessment Notice go to **bcassessment.ca**

From our website you can search for your property, compare your assessment and update your mailing address.

Call us at **1-866-valueBC** (1-866-825-8322) or 604-739-8588.

COPY

BCA_PROD_ANOT_20_CPYPDF_A01_20191206 162883_1_2

Before using information in this Notice for non-assessment purposes, please verify records with your Land Title Office. Wherever words or expressions used in this Notice differ from wording of the legislation, the legislation shall prevail. This information is current as of printing deadline.

Log in (https://www.bcassessment.ca/Home/LoginInfo/) Register (https://auth.bcassessment.ca/register)

BC ASSESSMENT

Understanding property classes and exemptions

BC Assessment places property in one or more of nine classes, typically based on the property's type or use. Municipal zoning does not determine property class, though it may be a factor in some cases.

The Property classes:

Class 1, Residential — single-family residences, multi-family residences, duplexes, apartments, condominiums, nursing homes, seasonal dwellings, manufactured homes, some vacant land, farm buildings and daycare facilities.

Class 2, Utilities — structures and land used for railway transportation, pipelines, electrical generation or transmission utilities, or telecommunications transmitters. This property class does not include gathering pipelines, offices or sales outlets.

Class 3, Supportive Housing —this property class only includes eligible supportive housing property that has been designated by Cabinet. Eligible supportive housing property is funded by the provincial government or a health authority for the provision of housing that includes on-site support services for persons who were previously homeless, at risk of homelessness, and who are affected by mental illness or who are recovering from drug or alcohol addictions or have other barriers to housing. For more information, visit Classifying Supportive Housing Property (/Services-products/property-classes-and-exemptions/classifying-supportive-housing-property).

Class 4, Major Industry — land and improvements (buildings and structures) of prescribed types of industrial plants, including lumber and pulp mills, mines, smelters, large manufacturers of specified products, ship building and loading terminals for sea-going ships.

Class 5, Light Industry — property used or held for extracting, processing, manufacturing or transporting products, including ancillary storage. Scrap metal yards, wineries and boat-building operations fall within this category. Exceptions include properties used for the production or storage of food and non-alcoholic beverages and retail sales outlets, which fall into Class 6. For more information, visit Light Industrial vs. Business and Other Property Classifications. (/Services-products/property-classes-and-exemptions/light-industrial-vs-business-and-other-property-classifications)

Class 6, Business Other — property used for offices, retail, warehousing, hotels and motels all fall within this category. This class includes properties that do not fall into other classes.

Class 7, Managed Forest Land — privately-owned, forest land managed in accordance with the *Private Managed Forest Land Act* or the *Forest and Range Practices Act*. Property owners in this class have an obligation to provide good resource management practices, such as reforestation, care of young trees, protection from fire and disease and sound harvesting methods.

For more information on managed forest land, consult the pages: Managed Forest Classification in British Columbia (/Services-products/property-classes-and-exemptions/managed-forest-classification-in-british-columbia) and How Managed Forest Land is Assessed (/Services-products/property-classes-and-exemptions/managed-forest-classification-in-british-columbia/how-managed-forest-land-is-assessed).

Class 8, Recreational Property, Non-profit Organization — includes two very different categories:

Recreational Land

- land used solely as an outdoor recreational facility for specific activities such as golf, skiing, tennis, public swimming pools, waterslides, amusement parks, marinas and hang gliding. Improvements on the land (such as a clubhouse) fall into Class 6.
- land in a rural area that is part of parcel used for overnight commercial accommodation that exists predominantly to facilitate specific outdoor recreational activities such as hunting, fishing and kayaking. Improvements on the land most likely fall within Class 6 (e.g. a hotel).

Non-Profit Organization Land and Improvements

- property used or set aside for at least 150 days per year as a place of public worship or as a meeting hall by a non-profit, fraternal organization. The 150 days cannot include activities with paid admission or the sale/consumption of alcohol.
- additionally, the 150 days needs to be in the year ending on June 30 of the calendar year preceding the calendar year for which the assessment roll is being prepared.

Class 9, Farm — to qualify as farm for assessment purposes, the land must produce a prescribed amount of qualifying primary agricultural products for sale, such as crops or livestock. Farm buildings come within Class 1. For more information on farm land, visit Classifying Farm Land (/Services-products/property-classes-and-exemptions/farm-land-assessment).

Split Classification

Property with several distinct uses can fall into more than one class. For example, commercial and residential space might be combined in one building, or a property combines residential, farm and forest land. In these cases, BC Assessment determines the share of the value of the property attributable to each class.

Exemptions from Property Tax

BC Assessment is required to determine the "actual value" of land and improvements (i.e., property) in the Province. However, property taxes are levied on a property's "taxable value", not its actual value. "Taxable value" is a property's actual value minus the value of any tax exemptions.

What is a tax exemption?

A tax exemption is a tool that reduces or eliminates liability to property tax. In a few unusual situations property may be exempt from assessment, in which case it is not included on the assessment roll. But more commonly, property is assessable (i.e., included on the roll) but exempt from property tax in whole or in part. This page focuses on exemptions from property tax.

How exemptions work

Exemptions from property tax operate in a number of different ways. Exemptions may be whole or partial; that is, they may exempt all or only part of a property from taxes, or they may provide relief from all or only some property taxes. In all cases, specified criteria such as ownership, use, location, or property type, must be met before an exemption applies. In some cases, the discretion to grant or deny an exemption lies with the taxing jurisdiction.

Look up tax exemptions

The majority of property tax exemptions are contained in taxing statutes such as the *Community Charter*, the *Vancouver Charter*, the *Local Government Act* and the *Taxation (Rural Area) Act*. However, exemptions are also set out in more subject-specific legislation such as the *School Act*, the *Health Authorities Act* or the *University Act*.

Examples of exemptions providing full relief from property taxes

• Property owned by the federal or provincial government is fully exempt from property taxes for all purposes: section 125 of the *Constitution Act*.
• Property owned by a municipality is fully exempt from property taxes for all purposes: section 220(1)((b) of the *Community Charter*; and section 131(1) of the *School Act*.

Examples of exemptions providing partial relief from property taxes

• A farmer's dwelling in a rural area is exempt from provincial general property taxes, but subject to school taxes: section 15(1)(f) of the *Taxation (Rural Area) Act*; and section 131(4)(a) of the *School Act*.
• Up to $10,000 of the assessed value of improvements in Class 4 – major industry, Class 5 – light industry and Class 6 – business and other is exempt from all property taxes: Industrial and Business Property Exemption Regulation, made under the *Community Charter*.
• 50% of the assessed value of a parcel of land in Class 9 – farm is exempt from school taxes: section 130(1)(a) of the *School Act*.

This information is not intended to be a comprehensive guide on exemptions from property tax.

More information

More information about property taxation and exemptions can also be found at the following provincial government links:

1) Municipalities - http://www.cscd.gov.bc.ca/lgd/finance/property_tax.htm (http://www.cscd.gov.bc.ca/lgd/finance/property_tax.htm)

2) Rural areas - BC Government Website - Rural Area (http://www2.gov.bc.ca/gov/topic.page?id=BBB16B457CFA4B718448F04493368F9A&title=Rural%20Area)

Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JULY 8, 2020

Subject **Bylaw No. 1465 – Livestock Kill Compensation; Alternatives for Electoral Area Participation**

ISSUE

On March 13, 2019, the Electoral Areas Committee (EAC) directed staff to prepare proposed service establishment bylaw amendments to provide for livestock kill compensation within the Southern Gulf Islands (SGI) and Salt Spring Island (SSI) Electoral Areas.

BACKGROUND

In March 2019, staff were directed to examine options and prepare bylaw amendments for splitting the existing livestock kill compensation service into three separate services, such that residents of each electoral area would only be responsible for paying livestock kill compensation claims from their specific electoral area, rather than the current cost-share arrangement which requires all residents to share equally.

Due to its nature, being a regulatory service within a regulatory service created by Letters Patent, rather than an establishing bylaw, this conversion has been found to be more complicated than initially thought. Direction is required as to what the preferred method of service arrangement is in the electoral areas, prior to drafting of bylaw amendments.

Legal Framework
A regional board which charges dog licensing fees may pay compensation to the owner of livestock killed or injured by any dog more than four months in age, whose owner cannot be located, and where the owner of the livestock has taken all reasonable precautions against such attacks (*Local Government Act*, RSBC 2015, c 1, s. 319(4)).

The Capital Regional District (CRD) has a compensation program in its *Animal Impounding and Regulation Bylaw No. 1, 1986* (Bylaw No. 1465), ss. 19 to 23, contained in Appendix A. The CRD has paid compensation since the creation of its animal control service, starting with the *Dog Regulation and Impounding Bylaw No. 1, 1979* (Bylaw No. 551).

The per animal limit is presently $750. No annual maximum limit is set out. The total compensation claims received for 2018 was $8,681.25 and $2,475 for 2019 (two claims for SGI and one for Metchosin), not including administrative and veterinarian costs. The CRD does not specifically budget for these claims, and this amount is borne by the operating budget for animal control which does not have adequate capacity to manage these additional unplanned costs to the program. Throughout the history of this program there have been loss claims in all electoral areas.

The typical process is for the CRD to send staff, along with a qualified veterinarian, to investigate and determine whether an animal kill was by a rogue dog. The cost of this process can be greater than $1,000 when all staff, veterinary and administrative time is considered depending on the location and nature of the claim, not inclusive of the compensation claim itself. The CRD has processed approximately 16 such claims in the last 15 years. With claim amounts difficult to predict from year to year the existing budget has not included ongoing funding for claims.

Prior Discussions
The evolution of the Bylaw No. 1465 discussions at EAC are as follows:

Sept. 5, 2018:

> *Staff were directed to bring forward bylaw amendments to eliminate future compensation claims following any claims that are currently in process.*

Oct. 10, 2018:

> *That staff report item 5.2 and Bylaw No. 4264, Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 12, 2018 be deferred pending consultation with the farming community and;*
>
> *That staff be directed to provide alternative options to make the sheep kill program applicable to individual electoral areas or municipal jurisdictions.*

Dec. 4, 2018 (Special EAC):

> During the EAC strategic planning session, the EAC Directors requested that the amended bylaw be brought back to the January 9, 2019 meeting for reconsideration.

Jan. 9, 2019:

> *The staff report was referred back to staff to report back on alternative options to allow each Electoral Area to make its own decision on participation in the livestock kill compensation program.*

Staff were told not to undertake consultation with farmers as the Electoral Areas Committee felt they had heard from the farming community on the issue.

Mar. 2019:

> *That staff be directed to prepare proposed service establishment bylaw amendments to provide for livestock kill compensation within the Southern Gulf Islands and Salt Spring Island Electoral Areas, as directed by the Committee.*

DISCUSSION

Bylaw No. 1465 is a Regulatory Bylaw established in 1986 in support of Letters Patent from 1979. The bylaw outlines the scope of the animal control service, including operation of a pound and payment of compensation for injury to livestock. The Letters Patent set out the method of service funding and requires each electoral area participant to share equally in animal control. There is no separate service establishment bylaw that articulates the funding mechanism for this livestock kill compensation program. Due to legal restrictions, changes cannot be made to the service authority absent a conversion of the Letters Patent into an establishing bylaw and separation of the livestock kill compensation service, as directed by the CRD Board.

Without significant delay, the current bylaw may be amended to limit the amount paid to a specific incident, per claimant per year, establish an annual cap, or increase the compensation amount. Taxation would still remain split amongst the three electoral area participants.

If the EAC chooses to remove the livestock kill compensation component from Bylaw 1465 to set up a new service(s), the establishing bylaws to create the new separate services would need Ministry approval. Because this is a regulatory bylaw, and the compensation services can be established without borrowing, each Electoral Area Director can consent on behalf of the electors to the conversion and the service separation (sections 349 and 339(b) of the *Local Government Act*).

Once in place, CRD would requisition the participating Electoral Areas under the new services separate from the ongoing requisition for animal control. Typical service establishment bylaw processes can take up to a year to put in place.

ALTERNATIVES

Alternative 1:

a) That staff be directed to convert the Animal Control Service created by Letters Patent to a service operated by establishing bylaw;
b) That staff be directed to separate-out the livestock kill compensation function into three separate services, one for each electoral area; and
c) That the bylaw for each livestock kill compensation service set an annual maximum at the recommendation of the applicable Electoral Area Director.

Alternative 2:

a) That staff refrain from converting the Animal Control Service, and retain the livestock kill compensation provisions in its current form; and
b) That an annual maximum for compensation be set to a value of $10,000.

IMPLICATIONS

Financial Implications

The financial implications of the changes to the livestock kill compensation component of Bylaw No. 1465 will depend solely on the option chosen.

In any event, it is recommended that a base reserve fund of $5,000 be established and maintained to manage these claims going forward. It is also recommended that an annual maximum cap be established on the compensation program that would require a lesser amount of funding to sustain the program and any potential claims, balancing the interests of livestock owners with the administrative cost of operating the program.

Alternative 1: One animal control service, three compensation services

This option will retain enforcement, operations, and administration with shared costs among all electoral areas, but will split payment of compensation into each electoral area specifically.

Alternative 2: No change

This would leave the status quo in place, but set an annual maximum for claims in an amount that is fair to claimants but is possible to budget for in a manner that does not unnecessarily raise taxation. This would also free up CRD resources to be used on other projects relating to the electoral areas, as bylaw conversion and service establishment are time-intensive projects.

Intermunicipal Implications

CRD's Animal Control Service provides contract-for-service work to other municipalities. As a result of this service change and clarification of the compensation service, contractual amendments may be required to ensure that each municipality pays for its own animal injury compensation claims and sets its own annual maximum under its applicable bylaw.

CONCLUSION

Any change to alter the way Electoral Areas participate will require the conversion of the Letters Patent and one animal control service establishing bylaw with one or more livestock kill compensation services. Removal of or change in rates for the livestock kill compensation component can be achieved without new service establishment bylaws needing to be created as long as all Electoral Areas participate. As this program is currently not funded in the current Animal Control budget, 2020 claims will need to be funded from the Bylaw Services Operating Budget and budgeted for in 2021 should the program continue.

RECOMMENDATION

a) That staff be directed to convert the Animal Control Service created by Letters Patent to a service operated by establishing bylaw;
b) That staff be directed to separate-out the livestock kill compensation function into three separate services, one for each electoral area; and
c) That the bylaw for each livestock kill compensation service set an annual maximum at the recommendation of the applicable Electoral Area Director.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Kevin Lorette, P.Eng., MBA, Acting Chief Administrative Officer

Attachment: Appendix A: Bylaw No. 1465 *Animal Regulation and Impounding Bylaw No. 1, 1986*

Bylaw 1465

Animal Regulation and Impounding Bylaw No. 1, 1986

CAPITAL REGIONAL DISTRICT

BYLAW NO. 1465

(As amended by Bylaw Nos. 1771, 2012, 3168, 3194, 3210, 3472, 3697, 3785, 3884, 3908)

Consolidated version authorized in accordance with Bylaw No. 3014, CRD Consolidation Authorization Bylaw No. 1, 2002

ANIMAL REGULATION AND IMPOUNDING BYLAW NO. 1, 1986

A bylaw to regulate the keeping of animals within the Capital Regional District

For further details please consult the CRD Animal Control Office
#212-2780 Veterans Memorial Parkway, Victoria, BC
Phone: 250-478-0624 or 1-800-665-7899

For reference to original bylaws and amendments,
please contact the Legislative Services department, Capital Regional District,
625 Fisgard Street, Victoria, B.C., V8W 2S6
Phone: 250-360-3129

CAPITAL REGIONAL DISTRICT
BYLAW NO. 1465

****

A BYLAW TO REGULATE THE KEEPING OF ANIMALS WITHIN THE CAPITAL REGIONAL DISTRICT

****

WHEREAS it is deemed expedient to regulate the keeping of animals within the Capital Regional District and to provide for the fixing, imposing and collecting of licence fees from the issuance of licences to any person who owns, possesses or harbours any dog;

AND WHEREAS the Letters Patent of the Capital Regional District dated the 16th day of February, 1979, confer on the Regional Board with respect to participating member municipalities, the powers conferred on the council of a municipality by Sections 524, 525, 932, 933, and 934 of the *Municipal Act* and those powers which are granted under the *Livestock Protection Act*;

NOW THEREFORE the Regional Board of the Capital Regional District, in open meeting assembled, enacts as follows:

DEFINITIONS:

1.

(1) In this Bylaw unless the context otherwise requires,

"Animal" means an animal that is

(a) tame or kept, or that has been and is being sufficiently tamed or kept, to serve some purpose for the use of man; and

(b) includes rabbits, goats, sheep, swine, horses, cattle, poultry kept for the purpose of providing meat or eggs, fur bearing animals as defined in the *Fur Farm Act*.

"Animal Control Officer" means the person appointed from time to time by the Regional Board for the purpose of administering this Bylaw, and includes any assistant or any person appointed by the Regional Board to assist in carrying out the provisions of this Bylaw.

"Breeding Kennel" - means a parcel where dogs are kept, trained, cared for, and bred.

"Boarding Kennel" - means a parcel where dogs are kept, trained, cared for, bred and/or boarded.

"Cat" means both male and female of the species *felis domesticus* apparently over the age of four (4) months.

"Dangerous" when used in relation to any animal means any animal that has attacked or bitten, attempted to attack or bite or chased any person or animal or wildlife but excludes any attack by a dog on other animals or wildlife engaged in molesting livestock. *(Bylaw 3168)*

"Dog" means both male and female of the species *canis domesticus* apparently over the age of four (4) months.

"Guide Dog" means a dog used by a blind person to assist him to avoid hazards, and includes a dog for which a certificate has been issued under the *Blind Persons Rights Act* R.S.B.C. 1979 C29.

"Highway" includes any street, road, lane, bridge, viaduct, and any other way open to the use of the public, but does not include a private right-of-way on private property.

"Impounded" means seized, delivered, received or taken into the Pound or in the custody of the Animal Control Officer as provided for herein.

"Owner" in respect of any animal includes possessor or harbourer and "Owned" includes possessed or harboured.

"Parcel" means a lot, block, or other area in which land is held or into which land is subdivided and which is registered under one title, pursuant to the *Land Title Act*.

"Police Dog" means any dog owned by an accredited Police Force and trained to assist Police on investigations.

"Pound" means any building or enclosure or place established for impounding animals by the Regional Board under the provisions of this Bylaw.

"Public Beach" means any public land located within FIFTEEN METRES (15 m) of any lake or between low water mark and FIFTEEN METRES (15 m) beyond high water mark of any body of salt water but does not include any private lands or any lands included in any highway.

"Regional Board" means the Regional Board of the Capital Regional District.

"Regional District" means all of the Regional District not contained within a city, district, town or village.

"Treasurer" means Treasurer of the Capital Regional District.

"Unlicenced Dog" means any dog for which the licence for the current year has not been paid as provided herein.

"Zone" means any zone district established under the zoning bylaws of the Capital Regional District.

(2)

(a) For the purposes of this Bylaw an animal is deemed to be "running at large" if it is on land which is not owned or occupied by the owner of the animal.

(b) For the purposes of this Bylaw an animal shall not be deemed to be "running at large" if it is:

i) On the property of its owner or of another person who has the care and control of the animal, or

ii) Under the direct and continuous control of a person who is competent to control it, or

iii) Securely confined within an enclosure, or

iv) Securely fastened so that it is unable to roam.

(c) For the purpose of this Bylaw, a dangerous animal is deemed not to be under the direct and continuous control of a person. *(Bylaw 3194)*

KENNELS:

2.

(1)

(a) Subject to paragraph (b) no person, being the owner or occupier of a parcel, shall cause or permit the keeping or harbouring on that parcel, in respect of each dwelling unit on the parcel, more than four (4) dogs over the age of four (4) months without holding a valid kennel licence issued under this Bylaw. *(Bylaw 3168)*

(b) No person holding a valid kennel licence shall cause or permit the keeping or harbouring on a parcel more dogs than is permitted under the terms of his kennel licence over the age of eight (8) months.

(2) (a) Subject to paragraphs (b) and (c) no person shall use a parcel as a kennel for the keeping, training, care, breeding, or boarding of any animals unless the operation is a permitted use under an applicable Zoning Bylaw.

(b) Breeding kennel licences can be issued only to persons who are engaged in solely the breeding of dogs, and whose dog or dogs are registered with a bona fide Kennel Club or associated with other bona fide dog clubs.

(c) No person shall use a parcel as a breeding or boarding kennel unless there is a dog exercise area fenced in such a manner that the dog or dogs cannot escape the confines of the exercise area.

LICENCING DOGS:

3. The owner of a dog shall obtain a licence for the calendar year, January 1 to December 31 in accordance with the Bylaw on or before the last day of February in each year for each dog owned by him/her over the age of four (4) months; provided, however, if he/she becomes the owner of such a dog after the last day of February in any year, he/she shall obtain a licence therefore forthwith.

(Bylaw 3472, 3785)

4.

(1) The licence shall be issued by the Animal Control Officer or such other person as he or she appoints from time to time, and applications for licences may be made to him or her or to any other person duly authorized to receive same. *(Bylaw 3472)*

(2) Every licence shall be distinguished by a number, and a record shall be kept by the Regional District of all licences issued and, for the purpose of identification, a general description of the dog in respect of which such licence was issued.

5.

(1) Every application for a licence shall be accompanied by a licence fee payable to the Capital Regional District as prescribed in Schedule "A".

(2) Notwithstanding Subsection (1), a licence shall be issued free of charge for a dog which has been neutered or spayed during the 12-month period immediately preceding the application for the licence, provided that not more than one free licence shall be issued for any one dog.

(3) Before issuing a licence for a spayed or neutered dog, the issuer of the licence may require the owner to furnish proof that the dog has been spayed or neutered.

(4) If the appropriate licence fee has not been paid by the last day of February of the licencing year, the owner of any dog not so licenced shall pay a further fee as set out in Schedule “A” unless no licence fee was payable in respect of such dog by the end of February of the licencing year.

(Bylaw 3785)

(5) Notwithstanding Subsection (1) the total dog licence fees payable by any person who operates a kennel shall be as prescribed in Schedule "A" for all dogs owned by him.

(6) No licence fee shall be charged for Police Dogs and Guide Dogs.

(7) The owner of a dog declared dangerous must purchase a “Dangerous Dog Licence” for a fee listed in Schedule "A". *(Bylaw 3472)*

6. Every licence issued under this Bylaw shall be for the calendar year in which the licence is issued and shall expire on the 31st day of December next following the date on which the licence takes effect. There shall be issued with each licence a tag which shall be impressed or stamped with a number corresponding to the number of the licence and with figures denoting the year in which the licence expires.

7. The owner of every dog licenced pursuant to this Bylaw shall cause the dog to wear the licence tag.

8. If the ownership of a licenced dog changes hands the new owner may apply for a new licence at no cost provided that the old licence tag and receipt are surrendered to the Animal Control Officer.

9. Any person holding a valid and subsisting licence for any dog under the bylaw of any municipality or of a regional district who takes up residence within the Capital Regional District may make application for a free licence for the remainder of the year provided that the dog's current licence tag and receipt are surrendered to the Animal Control Officer. This provision shall not apply to any person who has obtained the licence in a municipality or other regional district while residing within the Capital Regional District.

10. No person shall remove from a dog the licence tag issued for that dog under this Bylaw, except with the authority of the owner of the dog.

ESTABLISHMENT OF POUND:

11. The establishment, maintenance and operation of facilities for the impounding of animals at such place or places and upon such premises as the Regional Board may by resolution from time to time determine is hereby authorized.

12. The Regional Board may from time to time appoint an "Animal Control Officer" and may enter into a contract with any persons to provide for such pound keeping services.

IMPOUNDING ANIMALS:

13. The authority to seize and impound animals conferred by this Bylaw upon the Animal Control Officer may be exercised by a peace officer or a bylaw enforcement officer.

14. (a) The Animal Control Officer is hereby authorized to seize and impound unlicenced dogs, and dogs and other animals which are at large. *(Bylaw 3168)*

(b) The Animal Control Officer is hereby authorized to impound any dangerous dog found to be in a place or in circumstances prohibited by this Bylaw. *(Bylaw 3168)*

(c) The owner of a "dangerous dog" must display a warning sign at each entrance of the property and buildings. The sign must be posted so it cannot be removed, and must be visible and capable of being read from the street or land abutting the entrance to the property. *(Bylaw 3168)*

15. The owner of any animal impounded pursuant to the provisions of this Bylaw may reclaim such animal on application to the Animal Control Officer during normal working hours prior to its sale or destruction on proof of ownership and on payment of the fees and charges prescribed in Schedule "B". No dog may be released from the Pound without the purchase of a valid licence.

16. The Animal Control Officer may destroy any animal suffering from an incurable disease or injury.

17. Subject to Section 18 of this Bylaw, if an impounded animal is not claimed within seventy-two (72) hours of the time of its impoundment, the Animal Control Officer may destroy the animal or sell it.

NOTICE OF IMPOUNDING:

18. If the owner of any impounded animal is known to the Animal Control Officer, the Animal Control Officer shall forthwith notify the owner by telephone of the impoundment, or mail the form set out in Schedule "C" of this Bylaw, or post at the owner's home the form set out in Schedule "C" of this Bylaw.

COMPENSATION:

19. The Regional Board shall pay compensation to the owner of any sheep, goat, poultry for the purpose of providing meat and eggs, domestic rabbits, animals of the bovine species, swine, horses or fur-bearing animals as defined in the *Fur Farm Act* killed or injured by any dog apparently over the age of four (4) months, the owner of which is unknown, and after diligent enquiry cannot be found in the amount of the lesser OF

    (a) SEVENTY- FIVE (75%) PERCENT of the decrease in the market value of the animal as a result of its death or injury, or

    (b) SEVEN HUNDRED AND FIFTY ($750.00) DOLLARS.

20. All claims pursuant to the provisions of this Bylaw shall be filed with the Animal Control Officer.

21. No claim shall be authorized under this Bylaw unless:

    (a) The Regional Board is satisfied that the owner of the sheep, goat, poultry for the purpose of providing meat and eggs, domestic rabbits, animals of the bovine species, swine, horses or fur-bearing animals as defined in the *Fur Farm Act* submitting the claim has taken all reasonable precautions for protecting such sheep, goat, poultry for the purpose of providing meat and eggs, domestic rabbits, animals of the bovine species, swine, horses or fur-bearing animals under the *Fur Farm Act*; and

(b) The loss is reported to the Animal Control Officer within three (3) business days of the occurrence being discovered.

22. The Animal Control Officer is hereby authorized to approve any claim under this Bylaw up to the amount of ONE HUNDRED ($100.00) DOLLARS. Any claim in excess of ONE HUNDRED ($100.00) DOLLARS shall be referred to the Regional Board for authorization of payment.

23. Applications for compensation under this Bylaw shall be in the form attached hereto as Schedule "D".

GENERAL:

24.

(1) No owner of an animal shall suffer or permit such animal to "run at large" as defined in Section 1. (2) of this Bylaw.

(2) An owner of a dangerous dog shall keep it muzzled and on a leash. *(Bylaw 3168)*

(3) No person shall prevent or obstruct or attempt to prevent or obstruct, an Animal Control Officer in the fulfilment of their duties under this Bylaw. *(Bylaw 3168)*

25. Every owner of a female dog in "heat" shall confine the same or cause it to be confined in a secure building or enclosure so that it cannot come in contact with other dogs.

26.

(1) No owner of a dog shall permit or cause the dog to cry or bark in a manner which disturbs quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood or of persons in the vicinity of the place where the dog is kept.

(2) Except in an Agricultural Zone no person shall keep, harbour or permit, allow or suffer to be kept or harboured on any property owned, occupied or controlled in any way by such person any animal which disturbs or tends to disturb the quiet, peace, rest, enjoyment comfort or convenience of the neighbourhood in which the animal is kept or harboured or of persons in the vicinity of such animal.

27.

(1) An owner shall ensure his or her animal is provided with:
   (a) clean potable drinking water and food of sufficient quantity and quality to allow for healthy growth and the maintenance of healthy body weight;
   (b) food and water receptacles kept clean and disinfected and located so as to avoid contamination by excreta;
   (c) the opportunity for regular exercise sufficient to maintain good health, including daily opportunities to be free of a confined area and exercised regularly under appropriate control; and

(d) necessary veterinary care when such animal exhibits signs of pain, injury, illness or suffering.

(2) An owner shall not keep an animal which normally resides outdoors, or which is kept outdoors for extended periods of time, unless such animal is provided with an outdoor shelter:
(a) which has a total area that is at least twice the length of the animal in all directions and that also allows the animal to turn around freely and adopt normal resting postures;
(b) which ensures protection from heat, cold and dampness that is appropriate to the weight and type of protective outer coat of such animal;
(c) which provides sufficient shade to protect the animal from the direct rays of the sun at all times; and
(d) which is regularly cleaned and sanitized, and removed of excreta daily.

(3) No person may cause an animal to be hitched, tied or fastened to a fixed object where a choke collar or choke chain forms part of the securing apparatus, or where a rope or cord is tied directly around the animal's neck.

(4) No person shall keep any animal hitched, tied or fastened to a fixed object as the primary means of confinement for an extended period of time.

(5) No person may cause an animal to be confined in an enclosed space or vehicle, including a car, without adequate ventilation. Such enclosed space or vehicle (if stationary) shall be in an area providing sufficient shade to protect the animal from the direct rays of sun at all times.

(6) No person may transport an animal in a vehicle outside the passenger compartment or in an uncovered passenger compartment unless it is adequately confined or unless it is secured in a body harness or other manner of fastening which is adequate to prevent it from falling off the vehicle or otherwise injuring itself.

(Bylaw 3908)

28. The Animal Control Officer may enter upon property on which animals are kept at any reasonable hour and may inspect any animal and the facilities for housing the same in order to ascertain whether the regulations contained in this Bylaw are being obeyed.

29. No person shall suffer or permit any animal owned or harboured by him or in his charge to be on any of the public beaches listed in Schedule "E" from June 15 to September 15 inclusive.

PENALTY:

30.
(1) No person shall do any act or suffer or permit any act or thing to be done in contravention of this Bylaw.

(2) Notwithstanding any other provision of this Bylaw where the Animal Control Officer has reasonable grounds to believe that an owner is not complying with any provision of this Bylaw, he may give a written or verbal warning.

(3) Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable upon conviction to the penalties prescribed by the *Offence Act*, provided that the minimum penalty is not less than FIFTY ($50.00) DOLLARS for the first offence and for each subsequent offence to a minimum penalty of not less than ONE HUNDRED ($100.00) DOLLARS.

(4) The penalties imposed under Subsection (3) hereof shall be in addition to and not in substitution for any other penalty or remedy imposed by this Bylaw.

(5) A separate offence shall be deemed to be committed upon each day during and in which a contravention of this Bylaw occurs or continues.

31. The Animal Control Officer may, if he/she has reason to believe that an offence has been committed against this Bylaw, complete and leave with the alleged offender, or at the address of the alleged offender with someone who appears to be sixteen years of age or greater, a Municipal Ticket Information indicating a voluntary penalty equal to the minimum for such an offence.
(Bylaw 3194)

SEVERANCE:

32. If a section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid, by the decision of a Court of competent jurisdiction; such decision shall not affect the validity of the remaining portions of this Bylaw.

33. Schedules "A" to "E" inclusive of this Bylaw which are attached hereto form part of this Bylaw.
(Bylaw 3194)

34. Bylaw No. 688 "Dog Regulation and Impounding Bylaw No. 1, 1980" and amendments thereto, except insofar as it repeals any other bylaw is hereby repealed.

35. This Bylaw may be cited as the "Animal Regulation and Impounding Bylaw No. 1, 1986".

READ A FIRST TIME THIS	23rd	day of	July	1986
READ A SECOND TIME THIS	23rd	day of	July	1986
READ A THIRD TIME THIS	25th	day of	March	1987
APPROVED BY THE MINISTER OF MUNICIPAL AFFAIRS THIS	12th	day of	May	1987
RECONSIDERED AND FINALLY ADOPTED THIS	10th	day of	June	1987

A.J. Peterson
CHAIRMAN

J. Nevile-Smith
ACTING SECRETARY

This Bylaw is a copy of *Animal Regulation and Impounding Bylaw No. 1, 1986*, consolidated under section 139 of the *Community Charter* and is printed on the authority of the Corporate Officer of the CRD.

Original signed by Sonia Santarossa
CORPORATE OFFICER

SCHEDULE "A"

(Bylaws 1771, 2012, 3168, 3210, 3697, 3785, 3884)

DOG LICENCE FEES

(a)	Female Dog (not spayed)	$45.00
(b)	Female Dog (spayed)	$25.00
(c)	Male Dog (not neutered)	$45.00
(d)	Male Dog (neutered)	$25.00
(e)	Replacement of Lost License	$5.00
(f)	Early Purchase Discount	$5.00
(g)	Late Application Penalty	$10.00
(h)	Breeding Kennel having four (4) or less dogs	$75.00
(i)	Breeding Kennel having five (5) or more dogs	$150.00
(j)	Boarding Kennel	$200.00
(k)	Dangerous Dog License	$100.00

SCHEDULE "B"

(Bylaws 2012, 3168, 3697, 3884)

ANIMAL IMPOUNDMENT FEES

1.	DOGS		
	(1)	First impoundment fee	$75.00
	(2)	Second impoundment fee	$100.00
	(3)	Third impound fee (a) $50.00 incremental increase for each additional impound	$150.00
	(4)	Penalty added to impoundment fee for unlicensed dogs	$50.00
	(5)	Maintenance and sustenance charge for each 24 hour period or part thereof that the dog has remained in the pound	$15.00
2.	CATS		
	(1)	Impound fee	$25.00
	(2)	Maintenance and sustenance charge for each 24 hour period or part thereof that the cat has remained in the pound	$10.00
3.	ASS, CATTLE, GOAT, HORSE, MONKEY, MULE, SHEEP, SWINE, ANY ANIMAL OF THE BOVINE SPECIES		
	(1)	Impound fee	$50.00
	(2)	Maintenance and sustenance charge for each 24 hour period or part thereof that the ass, cattle, goat, horse, monkey, mule, sheep, swine, and any animal of the bovine species has remained in the pound	$20.00
4.	BIRD, DOVE, DUCK, FOWL, FOX, FUR-BEARING ANIMALS as defined in the *Fur Farm Act*, GERBIL, GOOSE, GUINEA PIG, HAMSTER, MOUSE, PIGEON, RABBIT, RACCOON, REPTILE, RODENT, SKUNK, SQUIRREL or TURKEY		
	(1)	Impoundment fee	$10.00
	(2)	Maintenance and sustenance charge for each 24 hour period or part thereof that the bird, dove, duck, fowl, fox, fur-bearing animal as defined in the Fur Farm Act, gerbil, goose, guinea pig, hamster, mouse, pigeon, rabbit, raccoon, reptile, rodent, skunk, squirrel or turkey has remained in the pound.	$5.00
5.	Costs for special equipment or personnel used, if any, to effect the impoundment.		AT COST
6.	Veterinary expenses, if any, to treat injured or sick impounded animals.		AT COST

SCHEDULE "C"

NOTICE OF IMPOUNDMENT
(Section 18)

TO:

TAKE NOTICE that pursuant to the provisions of the "Capital Regional District Animal Regulation Bylaw No. 1465, 1986"

_____
(Description of Animal or Animals Impounded)

was (or were) impounded in the Pound kept by the undersigned at

_____

on _____the _____ day of _____, 20_____

at the hour of _____A.M./P.M.

AND FURTHER TAKE NOTICE that unless within three (3) days after the date of this notice you appear at the Pound and release the animal (s) so impounded by the payment of the lawful fees and charges, the same will be destroyed or sold as provided in the said Bylaw.

DATED this _____ day of _____, 20_____.

_____
Animal Control Officer

SCHEDULE "D"

APPLICATION FOR COMPENSATION UNDER THE CAPITAL REGIONAL DISTRICT ANIMAL REGULATION AND IMPOUNDING BYLAW NO. 1465, 1986

(Section 19)

1. Name _____

2. Address _____
Postal Code

3. At _____ a.m./p.m. on _____, 20_____,
the following domestic animals owned by me were killed or injured by dog(s):

	Number	Type	Age	Registered	Value
POULTRY FOR THE PURPOSE OF PROVIDING MEAT AND EGGS					
GOAT					
SHEEP					
ANIMALS OF THE BOVINE SPECIES					
DOMESTIC RABBITS					
SWINE					
HORSES					
FUR-BEARING ANIMALS AS DEFINED IN THE *FUR FARM ACT*					

4. Within three (3) business days of the date stated above I notified

5. The owner of the dog(s) is/are unknown and after diligent enquiry cannot be found.

6. I understand that, if approved, payment of this claim will be made pursuant to Section 19 of the Animal Regulation Bylaw No. 1465, 1986.

Witness

Owner

SCHEDULE "E"

1. AYLARD FARM BEACH	The sandy beach at the Capital Regional District's East Sooke Park known as Aylard Farm.
2. GLEN LAKE PARK BEACH	(Park, Plan 27201, Section 87, Esquimalt District and Park, Plan 40038, Sections 88 and 87, Esquimalt District)
3. LANGFORD LAKE PARK BEACH	(Lot 10, Plan 2075, Section 85, Esquimalt District)
4. VESUVIUS BAY BEACH	The beach extending from the public access stairs on Langley Street south to the bluff at the end of the gravel portion of the beach.
5. BADER BEACH	The beach extending from the public access at Collins Road north for 350 metres.

Making a difference...together

REPORT TO ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 14, 2020

SUBJECT **South Galiano Fire Society - Request for Fire Commission**

ISSUE SUMMARY

To seek direction on a request from the South Galiano Fire Society's board of directors to establish a fire commission for administration of the South Galiano Fire Protection Service.

BACKGROUND

Since 1970, the CRD has established and funded a fire protection and emergency response service on South Galiano Island in the Southern Gulf Islands electoral area, now operated pursuant to South Galiano Island Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1993 (Bylaw No. 2148).

The responsibilities of fire protection have always been contracted to the South Galiano Fire Protection Society (the "Society"), which owns the land the fire hall is situated on. Like many fire societies, it is a registered charity and undertakes fundraising for aspects of the fire service as well as other activities which may be outside the scope of the CRD service but of benefit to the community.

Planning and Protective Services negotiates fire services contribution agreements on behalf of the CRD. CRD's most recent contribution agreement with the Society expired December 31, 2018. Since that time, the Society has operated in accordance with the terms of the expired contract while staff work with the Society to get a new agreement in place.

Recently, the Society has been dealing with some internal issues involving the dismissal of a long-time volunteer firefighter, a membership status dispute, and an accompanying WorkSafe complaint investigation, which is being conducted by CRD as per WorkSafe requirements. Under the current governance, CRD has no ability to interfere in the membership affairs of the Society, and under contract, only looks at whether the fire service provision is adequate.

ALTERNATIVES

Alternative 1
The Electoral Area Services Committee recommends to the Capital Regional District Board:

1. That staff be directed to engage with the Society Board and its membership to discuss the implications and requirements of converting to commission governance, and report back to the Electoral Areas Committee if the Society wishes to proceed.

Alternative 2
The Electoral Area Services Committee recommends to the Capital Regional District Board:

1. That no changes be made to the current governance of the South Galiano Fire Service and the Society be informed that the CRD does not wish to pursue creation of a commission at this time.

Alternative 3
That this report be referred back to staff for additional information.

IMPLICATIONS

Governance Implications for Society
The internal disputes experienced by the Society at present will not be solved by the transition to a fire commission model – the Society will still exist, is still a registered charity with obligations to the Canada Revenue Agency, its external funders, donors, and members, and is still required in the community to accept estate gifts, donations, and to purchase equipment and fund programs outside the scope of the CRD fire service but to the benefit of South Galiano. CRD has no way, other than through the contribution agreement contract, to direct its internal affairs.

Were the CRD to be granted a director seat or voting membership on the Society Board, it could then have a voice in the affairs of the Society; alternatively, if the membership desired, CRD could take a directive role on the Board (through a majority of seats appointed by the CRD), using its appointments to guide the strategic direction and administration of the Society.

Should the Society choose to wind-up and divest its assets – a decision of the membership – as a registered charity it will need to provide its assets to an organization with a similar purpose. This would likely be the CRD or potentially another fire society capable of servicing South Galiano. If the assets were purchased with CRD contribution funding, the Society would need to agree to transfer ownership to CRD to be held in trust for use in delivering the service.

Governance Implications for CRD

CRD uses three models for fire protection services:

- **Contribution:** CRD contracts the obligation of hiring a qualified Fire Chief and providing a fire protection service to Provincial standards to a reputable society, then funds the operations based on annual and multi-year budgets. The contractor is responsible for complying with public procurement requirements, *Freedom of Information and Protection of Privacy* requirements, maintaining its status as a corporate body (e.g. society/charity/corporation), paying its WorkSafe and third party insurance, and other expenses out of this annual contribution. The contractor has limited access to CRD departments but is expected to have its own safety programs, comply with all applicable laws (employment standards, WorkSafe requirements, etc) and have its own operating policies.

- **Commission:** A CRD commission of members of the public, volunteer firefighters, and the relevant electoral area director are delegated the management of the administrative aspects of the fire service, select a qualified Fire Chief consistent with CRD practices, and that Fire Chief takes on the responsibility of volunteer coordination for the department, as well as compliance with CRD policies. The Fire Chief has support of CRD departments, such as Planning and Protective Services, Corporate Services, Information Technology, Finance, and others. The CRD's policies and procedures apply. CRD directly budgets for and pays expenses of the service, with budgets set by the Commission and approved by the CRD Board.

- **Direct:** CRD directly employs or contracts with a Fire Chief. CRD staff and the Board

provide supervision, and the Fire Chief takes on the responsibility of volunteer coordination. All CRD policies and procedures apply. The CRD Board directly budgets for and pays expenses of the service.

At present, some services use the Contribution or Commission model, or some hybrid of it.

Using a Commission-only model would require CRD to select commissioners from the community and service area (whether by nomination and Board selection or by poll of participants and volunteer firefighters); to appoint a fire chief; and to engage in volunteer coordination. The fire chief would need to establish an intake and training process for admitting volunteer firefighters. A period of transition would be needed in order to provide adequate fire service coverage for the South Galiano Area. The Society would be free to work out its internal affairs through whatever process it deemed necessary and could approach CRD for collaboration in future. CRD may create a commission by bylaw, without elector approval, and delegate its corporate powers to it for administration of the service.

Using a Commission-and-Society model, CRD and the Society could agree that some or all of the directors of the Society are appointees of the CRD, being those members of the fire commission. Those appointees would be protected by *Local Government Act*-indemnity provisions in certain cases, and could sit on the Society's board to represent CRD's interests in the fire service. The appointees could be a combination of those individuals nominated by the service area participants, the volunteer firefighters, and the CRD in some proportion, giving wide community representation to the fire commission and the society. This would not resolve the issues faced within the Society, however, which are based on membership requirements and admission, member and non-member treatment, and training and WorkSafe responsibilities.

Taking no action and maintaining the status quo is also an option. On entering into a new contract with the Society, Planning and Protective Services could take a more active role in enforcing its terms to require the Society to keep current membership lists, have a specific volunteer firefighter training program, and to ensure it pays and complies with WorkSafe. Though the current contract has similar provisions, as CRD is currently without a contract, CRD is responsible for the WorkSafe requirements of the volunteer firefighters. Minor changes and observation and enforcement by Planning and Protective Services would allow the society and its membership to resolve its disputes internally without CRD involvement, but would provide a framework within which to operate the fire service to provincial standards.

Financial Implications

The general cost of providing a fire service would remain the same for CRD.

However, establishing a fire commission would have minor financial impacts, largely made up of additional staff time in Planning and Protective Services and Corporate Services to establish the Commission and work with the Society's membership and service area members on appointees and volunteer recruitment, which may potentially defer other planned project work. Staff should also conduct service area consultation, in order to ensure that community members served by the fire department are able to voice their interests and concerns in a potential restructuring of the service.

The Society may own firefighting equipment that was not purchased by CRD. CRD may need to

rent, purchase or be gifted that equipment in order to adequately provide the fire service.

If the Society chose to wind-up, the fundraising aspects of the Society, and its ability to purchase equipment over-and-above what CRD would normally budget for a department of the current size or engage in other services outside the scope of CRD would no longer be possible. It is likely not in the CRD or the Society's best interests to wind-up the Society.

Service Delivery Implications

Establishing a fire commission would require buy-in from Society members, those individuals who make up the volunteer firefighters of South Galiano. Without these individuals, there can be no volunteer fire service. In any event, a period of transition and an interim service agreement would be necessary for the Society to continue to run the fire service while CRD established a commission.

Alignment with Existing Plans & Strategies

This is a new request. The current initiative was to negotiate a new contribution service with the existing society, maintaining the status quo.

CONCLUSION

CRD uses multiple-models for volunteer fire service delivery. The Society's internal disputes will not be resolved by the creation of a Commission, though CRD may choose to do this, or to negotiate a contribution agreement with further CRD oversight, to ensure adequate fire protection services while the Society works through its internal affairs.

RECOMMENDATION

The Electoral Area Services Committee recommends to the Capital Regional District Board:

> That staff be directed to engage with the Society Board and its membership to discuss the implications and requirements of converting to commission governance, and report back to the Electoral Areas Committee if the Society wishes to proceed.

Submitted by:	Steven Carey, B. Sc., J.D., Manager, Legal Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Correspondence from South Galiano Fire Society

SNC/KM

South Galiano Volunteer Fire Department

Serving Galiano Island since 1963

David Howe
Electoral Area Director
Southern Gulf Islands
PO Box 1000
Victoria B.C.
V8W 2S6

Dear Sir

The South Galiano Fire Society Board of Directors Is requesting that the CRD consider transitioning our Society to become a Commission under CRD direction.
The board passed the following resolution at our August 4, 2020 meeting:
"Be it resolved that the CRD investigate the possibility of the Society transitioning to become a commission" Carried unanimously.

The Board believes this is the only way to resolve an ongoing issue with a recent member of the department and an apparent lack of confidence in the department by some members of the area .

Submitted on behalf of the South Galiano Fire Society Board of Directors

Robert Matson
Acting President

Making a difference...together

EEP 20-45

REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 14, 2020

SUBJECT **Salt Spring Island – Stormwater Quality Service Bylaw Amendment**

ISSUE SUMMARY

The Salt Spring Island Stormwater Quality Service establishing bylaw requires an amendment to set a maximum requisition suitable for future enhanced service delivery.

BACKGROUND

Bylaw No. 2454, *Salt Spring Island Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996* (Appendix A) established a service for the control of pollution in stormwater runoff from land within the Salt Spring Island Electoral Area but did not set a maximum requisition for the service. Bylaw No. 4178 (Amendment No. 1, Appendix B) expanded the scope of the service in 2017 to include watershed and groundwater assessment and protection, as well as reclaimed water investigation and implementation programs and added a maximum requisition clause.

The Salt Spring Island (SSI) Electoral Area Director has requested staff amend the service establishment bylaw with a new maximum requisition, in order to provide funding for special projects, and to add a standard clause to tie maximum requisition to net taxable value of land and improvements. This amendment expands the ways that the service can accept revenue in order to allow alternate funding mechanisms, if needed for the benefit of the service. The proposed amending Bylaw No. 4360, ***Salt Spring Island Stormwater Quality Management Extended Service Establishment No. 1, 1996, Amendment Bylaw No. 2, 2020*** (Appendix C) incorporates these changes.

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4360, "Salt Spring Island Stormwater Quality Management Extended Service Establishment No. 1, 1996, Amendment Bylaw No. 2, 2020" be introduced and read a first, second and third time; and
2. That Bylaw 4360 be referred to the SSI Electoral Area Director for consent and upon receiving consent, be referred to the Inspector of Municipalities for approval.

Alternative 2

That Bylaw No. 4360 be referred back to staff for further review.

IMPLICATIONS

Financial Implications

This amendment raises the maximum requisition for the service by 25% from $27,500 to $34,365, which allows for increasing the annual requisition for the service at the request of Salt Spring Island Electoral Area Director in the future. No increase is planned for the 2021 service budget beyond what is currently allowed under Bylaw No. 4178.

Service Delivery Implications

This available increase in requisition will provide future financial flexibility to fund special projects or enhance service delivery, if needed in future years.

CONCLUSION

The Salt Spring Island Electoral Area Director has requested an amendment to the Salt Spring Island Stormwater Quality Service establishing bylaw to increase the maximum requisition, in order to have flexibility for requisitioning funds in future years for enhanced service delivery. This amendment raises the maximum requisition by 25% to $34,365 for potential use after 2021. After it is given introduction through to third reading by the Board, Bylaw No. 4360 will be sent to the Province of BC, Inspector of Municipalities for approval, prior to adoption.

RECOMMENDATION

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

1. That Bylaw No. 4360, "Salt Spring Island Stormwater Quality Management Extended Service Establishment No. 1, 1996, Amendment Bylaw No. 2, 2020" be introduced and read a first, second and third time; and
2. That Bylaw 4360 be referred to the SSI Electoral Area Director for consent and upon receiving consent, be referred to the Inspector of Municipalities for approval.

Submitted by:	Glenn Harris, Ph.D., R.P.Bio, Senior Manager, Environmental Protection
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

Appendix A: Bylaw No. 2454, *Salt Spring Island Stormwater Quality Management Extended Service Bylaw Establishment No. 1, 1996*
Appendix B: Bylaw No. 4178, *Salt Spring Island Stormwater Quality Management Extended Service Bylaw Establishment No. 1, 1996, Amendment Bylaw No. 1, 2017*
Appendix C: Bylaw No. 4360, *Salt Spring Island Stormwater Quality Management Extended Service Bylaw Establishment No. 1, 1996, Amendment Bylaw No. 2, 2020*

APPENDIX A

CAPITAL REGIONAL DISTRICT

BYLAW NO. 2454

****

A BYLAW TO ESTABLISH AN EXTENDED SERVICE AREA WITHIN THE SALT SPRING ISLAND ELECTORAL AREA OF THE CAPITAL REGIONAL DISTRICT FOR THE PURPOSE OF CONTROL OF POLLUTION IN STORMWATER RUNOFF

****

WHEREAS the Regional Board of the Capital Regional District may, by bylaw, establish and operate an extended service under section 789 (1) (b) of the *Municipal Act* for control of pollution;

AND WHEREAS the Regional Board wishes to establish an extended service for the purpose of controlling pollution in stormwater runoff from land by means of investigation, monitoring and reporting on stormwater quality, sediment quality, near-shore marine waters and discharges to stormwater; prioritization of areas for investigation; public education; coordination of stormwater quality management programs; liaison with other government agencies and other related activities;

AND WHEREAS the Regional Board pursuant to section 800 (1) (b) of the *Municipal Act* has waived the assent requirement of section 795 (2) (a) (i);

AND WHEREAS the Director for the Electoral Area of Salt Spring Island pursuant to section 800 (2) of the *Municipal Act* has consented in writing to adoption of this Bylaw;

AND WHEREAS the approval of the Inspector of Municipalities is required under section 795 (1) (a) of the *Municipal Act*.

NOW THEREFORE the Regional Board of the Capital Regional District in open meeting assembled ENACTS AS FOLLOWS:

1. **Extended Service**

   (a) The extended service being established, and to be operated, is the control of pollution in stormwater runoff from land.

   (b) In this bylaw, "stormwater runoff" includes seepage, overland flow and stormwater runoff within ditches, streams, rivers, ponds, lakes and other watercourses.

2. **Service Area**

   The boundaries of the service area are the boundaries of the Electoral Area of Salt Spring Island.

3. **Participating Area**

   The participating area includes all of the Electoral Area of Salt Spring Island.

4. **Cost Recovery**

   The annual operating costs for the extended service, net of grants and other revenue, shall be recovered by either or both of the following:

   (a) the imposition of fees and other charges that may be fixed by separate bylaw;

(b) the requisition of money under section 809.1 of the *Municipal Act*, to be collected by a property value tax to be levied and collected under section 810.1 (1) of the *Municipal Act*.

5. This Bylaw may be cited as the "Salt Spring Island Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996."

READ A FIRST TIME THIS	27th	day of	November	1996
READ A SECOND TIME THIS	27th	day of	November	1996
READ A THIRD TIME THIS	27th	day of	November	1996
RECEIVED CONSENT ON BEHALF OF THE ELECTORS UNDER SECTION 800 OF THE *MUNICIPAL ACT* THIS	27th	day of	November	1996
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	21st	day of	February	1997
ADOPTED THIS	26th	day of	February	1997

CHAIRPERSON

SECRETARY

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS 6th day of March 1997

APPENDIX B

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4178

****

A BYLAW TO AMEND THE SALT SPRING ISLAND STORMWATER QUALITY MANAGEMENT EXTENDED SERVICE ESTABLISHMENT BYLAW NO. 1, 1996

****

The Board of the Capital Regional District in open meeting assembled, enacts as follows:

1. Bylaw No. 2454, the "Salt Spring Island Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996" is hereby amended as follows:

   (a) By replacing section 1(a) in its entirety with the following:

   (a) The extended service is established to be operated for the following purposes:

   i. the control of pollution in stormwater runoff from land;
   ii. watershed assessment, protection and enhancement;
   iii. groundwater monitoring, assessment, and protection;
   iv. investigation and implementation of reclaimed water programs; and
   v. other related activities.

   (b) By adding subsection (c) to section 1 as follows:

   (c) In this bylaw, "reclaimed water" means water that is used more than one time before it passes into the natural water cycle.

   (c) By renumbering section 5 as section 6 and adding a new section 5 as follows:

   "**5. Maximum Requisition**

   In accordance with Section 339 of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is $27,500.00."

2. This bylaw may be cited as the "Salt Spring Island Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996, Amendment Bylaw No. 1, 2017."

READ A FIRST TIME THIS	10th	day of	May	2017
READ A SECOND TIME THIS	10th	day of	May	2017
READ A THIRD TIME THIS	10th	day of	May	2017
THIRD READING RESCINDED, AMENDED AND READ A THIRD TIME THIS	12th	day of	July	2017
CONSENTED TO BY THE DIRECTOR OF THE ELECTORAL AREA OF SALT SPRING ISLAND THIS	12 th	day of	July	2017
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	29 th	day of	August	2017

ADOPTED THIS 11th day of October 2017

CHAIR

CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS th 14 day of Nov. 2017

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4360

****

A BYLAW TO AMEND THE SALT SPRING ISLAND STORMWATER QUALITY MANAGEMENT EXTENDED SERVICE ESTABLISHMENT BYLAW NO. 1, 1996

****

WHEREAS:

A. Under Bylaw No. 2454, Salt Spring Island Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996, the Regional Board has established a bylaw for the control of pollution in stormwater runoff from land;

B. The Board of the Capital Regional District wishes to amend Bylaw No. 2454 to properly detail and set a maximum requisition for the service;

C. Pursuant to sections 347 and 349 of the *Local Government Act*, the Electoral Area Director may consent on behalf of the electors to an establishing bylaw amendment;

NOW THEREFORE, the Board of the Capital Regional District in open meeting assembled hereby enacts as follows:

1. Bylaw No. 2454, Salt Spring Island Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996, is hereby amended as follows:

(a) by replacing section 4 in its entirety with the following:

4. Cost Recovery

The annual costs for the Service may be recovered by the following:

a) by the requisition of money under Section 385 and 387 of the *Local Government Act* to be collected by a property value tax, based on land and improvements levied and collected under Section 386 and 388 of the *Local Government Act*;

b) fees and charges imposed under Section 397 of the *Local Government Act*;

c) revenues raised by other means authorized under the *Local Government Act* or another Act; or

d) revenues received by agreement, enterprise, gift, grant or otherwise.

(b) by replacing Section 5 in its entirety with the following:

5. Maximum Requisition

In accordance with Section 339 of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is the greater of:

a) Thirty-four Thousand, Three Hundred and Sixty-Five Dollars ($34,365); or

b) a property value tax rate of 0.007805 Dollars per One Thousand Dollars ($1,000) that, when applied to the net taxable value of land and improvements in the Service Area, will yield the maximum amount that may be requisitioned for the Service.

2. This bylaw may be cited for all purposes as “Salt Spring Island Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996, Amendment Bylaw No. 2, 2020".

READ A FIRST TIME THIS	th	day of	2020
READ A SECOND TIME THIS	th	day of	2020
READ A THIRD TIME THIS	th	day of	2020
CONSENTED TO BY THE DIRECTOR OF THE ELECTORAL AREA OF SALT SPRING ISLAND THIS	th	day of	2020
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	th	day of	2020
ADOPTED	th	day of	2020

CHAIR

SECRETARY

Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, OCTOBER 14, 2020

SUBJECT **Union of British Columbia Municipalities Grant for Active Transportation - Motion of Support**

ISSUE SUMMARY

To seek support to submit an Active Transportation grant application for community route mapping in the Southern Gulf Islands.

BACKGROUND

The Capital Regional District board has identified Transportation as a priority for the region, and states in the 2019-22 CRD Corporate Plan that it will: "Work with government/community partners to plan for & deliver an effective, long-term multi-modal transportation system & to increase use of public transit, walking & cycling (Priority 2(a)). Further, the CRD's Regional Climate Action Strategy (RCAS) has identified on-road transportation as the region's most significant source of greenhouse gas emissions, and notes that the CRD needs to focus on mitigating impacts of transportation by "moving towards lower carbon emissions options such as walking, cycling, transit and electric vehicles"(RCAS, 2017).

In response to this, and to requests from the SGI Community Economic Sustainability Commission, the CRD is undertaking a review to consider establishing a new Transportation Service for the SGI Electoral Area. A Request for Proposals will be issued this fall to obtain a detailed Business Case Modelling Report for the development of an integrated, multi-modal transportation service or services for the Southern Gulf Islands Electoral Area (SGIEA). The report will provide service model options that includes the steps necessary to develop a land-based public transit system, water-based inter-island passenger service, and a phased approach to achieving a universally designed, active transportation network.

This staff report seeks approval for the CRD to make an application to the UBCM Active Transportation Planning grant. The grant funds would be used to undertake a community mapping exercise that engages residents and stakeholder groups of the Pender, Mayne, Galiano and Saturna communities in identifying active transportation route needs, objectives, and preferences. This participatory process will directly inform the multi-modal trail system proposal of the broader SGIEA transportation project.

The SGI Active Transportation Planning project aligns with the UBCM Active Transportation Planning grant criteria to: 1) engage with the public and/or stakeholders 2) enhance the active transportation components of upcoming SGI Transportation Service Planning 3) identify active transportation policy considerations, objectives and actions for inclusion in our transportation planning 4) create maps of current and desired active transportation trails and networks 5) consider how active transportation networks can improve accessibility to community spaces and 6) consider how active transportation can reduce greenhouse gas emissions in our region. The total funds requested through the grant application are $10,000. As part of the application process, UBCM requires a motion of support from the local government to receive and manage grant funding.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board: That the Board support an application to the *Union of British Columbia Municipalities Active Transportation Planning Program* for the Southern Gulf Islands Electoral Area to conduct community mapping of active transportation routes and direct staff to provide overall grant management.

Alternative 2
That staff be directed to report back with additional information.

IMPLICATIONS

This grant would provide supplemental funding to the SGIEA Transportation study, which has a $60 000 budget through Community Works Funds. The project is in alignment with the Board priority for community wellbeing – transportation and housing initiative to work with government/community partners to plan for and deliver an effective, long-term regional multi-modal transportation system and to increase use of public transit, walking and cycling.

CONCLUSION

The CRD is committed to investigating the establishment of a Transportation Service for the SGIEA. The UBCM's Active Transportation Planning Grant contributes the multi-modal trail component to ongoing Transportation Service planning work. Staff recommend conducting community mapping exercises through the program funding. The exercises will be designed to engage residents and stakeholders of Pender, Mayne, Galiano and Saturna in a participatory process to confirm active transportation routing that is integrated with existing and proposed recreational trail systems. If supported by the Board, UBCM will consider the CRD's grant application.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board: That the Board support an application to the *Union of British Columbia Municipalities Active Transportation Planning Program* for the Southern Gulf Islands Electoral Area to conduct community mapping of active transportation routes and direct staff to provide overall grant management.

Submitted by:	Justine Starke, MCIP, RPP, Manager, SGI Service Delivery, Corporate Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: CRD Internal Grant Proposal Form

CRD GRANT PROPOSAL REVIEW

Download this form and save it after filling in the first cell. **SAVE OFTEN** as a precautionary measure. Please email questions or suggestions for improvement to CRD Corporate Asset and Grant Management Analyst.

SECTION 1: APPLICANT AND GRANT INFORMATION

CRD DEPT.	SERVICE NAME: CONTACT YOUR FINANCIAL ADVISOR TO ENGAGE THEM IN YOUR PROPOSAL	SERVICE NO.:
Corporate Services	Southern Gulf Islands Administration	1.110

WHAT SERVICE TYPE COULD BENEFIT?	WHICH ELECTORAL AREA?	IF THE PROJECT IS IN AN ELECTORAL AREA, LIST THE COMMUNITY(IES) THAT WILL BENEFIT.
Regional	SGI	Pender, Galiano, Saturna, Mayne

GRANT PROGRAM NAME	APPLICATION DUE (MM/DD/YYYY)
Active Transportation Planning Program	10/30/2020

PROPOSED PROJECT TITLE	PROJECT TYPE
SGI Active Transportation Mapping Initiative	Planning: Asset, Community,Governance, Infrastructu

DESCRIBE THE OUTCOME OF THE PROJECT:

A community mapping exercise that engages each island community in a participatory process to map active transportation routes integrated with existing and proposed recreational trail systems and community destinations. Scope to include surveys, social media outreach, other digital media consultation (interactive mapping platform), interactive community maps in community halls, and, depending on Covid restrictions/considerations, live workshops or video meeting consultations. These documents will support concurrent work by a transportation consultancy to determine options for the potential establishment of an SGI Transportation Service. The mapping initiative would build on existing mapping proposals and focus on active transportation routes that supplement the Regional Parks' proposed spine trails for Mayne, Pender, Saturna and Galiano, as well as local trails managed by parks and recreation commissions and local trail societies.

SECTION 2: ALIGNMENT AND IMPACT – Is it a Good Fit for the CRD?

Grants can provide timely additional resources to advance organizational goals. The pursuit of a grant opportunity must, however, be carefully reviewed to check for potential impacts that can have unexpected and unintended consequences. Some grants are straightforward; others are more complex. The questions below help sort everything out for well-informed action.

ALIGNMENT WITH A CRD BOARD PRIORITY?	ALIGNMENT WITH A CORPORATE PRIORITY?	ALIGNMENT WITH THE REGIONAL GROWTH STRATEGY?
Community Wellbeing - Housing & Transportation	Not Applicable	Increase transportation choice
ALIGNMENT WITH THE SERVICE PLAN?	**ALIGNMENT WITH THE CAPITAL PLAN?**	**ALIGNMENT WITH THE ASSET MANAGEMENT PLAN?**
Yes - for the current year	Not Applicable	Not Applicable

IF THE PROJECT ALIGNS WITH A DEPARTMENTAL / DIVISIONAL STRATEGIC PLAN, PLEASE SPECIFY WHICH ONE:

Gulf Islands Regional Trails Management Plan; Regional Transportation Strategy; Regional Growth Strategy

THE TIME-RELATED QUESTIONS BELOW ARE SEEKING APPROXIMATIONS. FOR AN EXPLANATION OF CONTEXT/METHODOLOGY, CLICK HERE.

HOW MANY HOURS, ***APPROXIMATELY***, WILL PREPARING THE **GRANT APPLICATION** TAKE?	HOW MANY HOURS, ***APPROXIMATELY***, WILL **GRANT ADMINISTRATION** TAKE IF AWARDED?
☑ 1-10 ☐ 11-30 ☐ 31-50 ☐ 51-70 ☐ 71-90 ☐ 91-110 ☐ 111-130 ☐ 131-170 ☐ 171+	☐ 1-10 ☑ 11-30 ☐ 31-50 ☐ 51-70 ☐ 71-90 ☐ 91-110 ☐ 111-130 ☐ 131-170 ☐ 171+

GRANT REQUEST:	CRD COSTS: ELIGIBLE AND INELIGIBLE	TOTAL PROJECT COST (EST.)	MAIN SOURCE OF CRD FUNDING SHARE	EVIDENCE OF SECURED FUNDS
$ 10,000		$ 10,000	Operating Budget	Yes-funding evidence is available now

WHAT IMPACT WILL THE APPLICATION EFFORT HAVE ON THE YOUR SERVICE'S WORKPLAN?	WHAT IMPACT WOULD RECEIVING THIS GRANT HAVE ON YOUR SERVICE'S WORKPLAN?
1-Low: Applying is not disruptive to the Service's workplan	1-Low:This grant is not disruptive to the Service's workplan

IF APPLYING FOR THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE THE GRANT APPLICATION EFFORT.

IF BEING AWARDED THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE PROJECT IMPLEMENTATION.

WHAT TYPE OF OBLIGATIONS WOULD GETTING THE GRANT IMPOSE ON THE CRD:	1. TYPICAL-Executing/amending agreement, claims, project reports

IF THE CRD OBLIGATIONS ARE TYPE 2, DESCRIBE ADJUSTMENTS TO THE SERVICE'S WORKPLAN OR ANY OTHER MEASSURES NEEDED TO ACCOMMODATE THESE OBLIGATIONS.

WHAT SPILLOVER BENEFITS, **ABOVE AND BEYOND THE GRANT PROGRAM OBJECTIVES**, COULD RESULT FROM THIS GRANT EFFORT? SEE **INTANGIBLE BENEFIT** EXPLANATION

☑ INNOVATION ☑ PARTNERSHIP/COLLABORATION ☑ SUPPORT OF RURAL COMMUNITIES ☐ MITIGATION OF A SEVERE RISK

CRD GRANT PROPOSAL REVIEW

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SECTION 3: ASSET MANAGEMENT REVIEW: For projects that relate to new or renewed assets

This section is oriented to infrastructure assets and may not apply to a project relating to natural assets. To respond, type or choose 'Not applicable' as needed. Space is provided below for commentary related to natural assets and eco-system services.

FOR WHAT YEAR IS THE ASSET IN THE CAPITAL PLAN?	DOES THE ASSET HAVE AN ASSET MANAGEMENT PLAN?	WHAT IS THE ASSET'S REMAINING SERVICE LIFE?
	Choices	

WHAT IS THE ASSET'S CONDITION RATING?	WHAT IS RISK OF ASSET FAILURE?
Choices	Choices

USE THIS SPACE, IF REQUIRED, TO ELABORATE ON ASSET MANAGEMENT CONSIDERATIONS YOU THINK NEED TO BE HIGHLIGHTED (E.G.: COMMENTS RELATING TO NATURAL ASSETS)

SECTION 4: THINK LIKE A FUNDER: What makes the project a great fit for the grant program?

DESCRIBE FEATURES OF THE PROPOSED PROJECT THAT MAKE IT A GREAT FIT TO ACHIEVE THE GRANT PROGRAM'S OBJECTIVES AND EVALUATION CRITERIA

The SGI Active Transportation Mapping Initiative will meet UBCM's Active Transportation Planning program objectives by:

-enhancing the active transportation components of upcoming SGI Transportation Service planning documents
-identifying active transportation policy considerations, objectives and actions for inclusion in our transportation planning
-engaging with the public and/or stakeholders
-creating maps of current and desired active transportation trails and networks
-considering how active transportation networks can facilitate movement between community amenities and improve accessibility to community spaces
-considering how integrated transportation networks can reduce greenhouse gas emissions in our region

SECTION 5: ATTESTATION AND APPROVALS

In this section, the Project Lead attests to the accuracy of the information submitted in this form and forwards it for review and approval according to Departmental practices. The form makes room to customize approval processes to suit Divisional / Departmental needs. Completed forms are sent to the CRD Corporate Asset and Grant Management Analyst.

PROJECT LEAD ATTESTATION

- ✓ I CERTIFY THAT THIS PROPOSAL PROVIDES A TRUTHFUL AND ACCURATE REPRESENTATION OF THE PROJECT;
- ✓ I HAVE REVIEWED THE GRANT PROGRAM GUIDE CAREFULLY AND ATTEST THAT AN APPLICATION FOR THIS PROJECT CAN MEET ALL THE GRANT PROGRAM REQUIREMENTS;
- ✓ I ATTEST THAT THE SERVICE CAN AMEND ITS WORKPLAN TO ALLOCATE THE RESOURCES NEEDED FOR OUTCOME ACHIEVEMENT WITHIN THE PROGRAM TIMELINE;
- ✓ I HAVE IDENTIFIED, IN CONSULTATION WITH MY MANAGER, ALL IMPACTS /OBLIGATIONS ENABLING SENIOR MANAGEMENT'S INFORMED CONSIDERATION OF THIS PROPOSAL.

NAME	TITLE	DATE (MM/DD/YYYY)
Justine Starke	Manager, SGI Service Delivery	09/22/2020

MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME	TITLE	DATE (MM/DD/YYYY)

SENIOR MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME	TITLE	DATE (MM/DD/YYYY)

GENERAL MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME	TITLE	DATE (MM/DD/YYYY)
Kristen Morley	GM, Corp. Services	09/25/2020

THANK YOU FOR YOUR TIME AND THOUGHTFUL ATTENTION TO THIS ASSESSMENT PROCESS.

ONCE THE REQUIRED APPROVALS FOR THIS PROPOSAL ARE SECURED, THE PROJECT LEAD SENDS THE APPLICATION TO CRD Corporate Asset and Grant Management Analyst

Investing in Canada Infrastructure Program (ICIP) – Rural and Northern Communities Program Grant Application: Juan de Fuca Electoral Area (Port Renfrew Water Service)

On September 9, 2020, the Capital Regional District (CRD) Board adopted a resolution supporting a grant application under the above noted program, for the Wilderness Mountain Water Service System Upgrade Project. The EA Director, would now like to recommend to the Board to rescind this resolution and recommend a new resolution from the Board to support a grant application for the Port Renfrew Water Service Supply Upgrade Project instead. The change is due to the outcome of feasibility work recently completed for the Wilderness Mountain project, which demonstrates that the anticipated project scope and budget needs to be reconsidered. As noted in the September 9, 2020 report to the Electoral Areas Committee and the Board, the resolution is required to support the grant application which is due October 22, 2020. The Port Renfrew project funding request is $1.6 million.

RECOMMENDATION:

The Electoral Areas Committee recommends to the CRD Board:

1. That the September 9, 2020 Board resolution recommending that a grant application through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program be submitted for the Wilderness Mountain Water Service project, be rescinded; and,
2. That the Board authorize staff to submit an application for grant funding for the JDF Electoral Area: Port Renfrew Water Service Supply upgrade Project through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program; and that the Board supports the project and commits to its share ($50,000) of the project.

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 09, 2020

SUBJECT **Investing in Canada Infrastructure Grant Program; Rural and Northern Communities Funding Stream**

ISSUE SUMMARY

A Capital Regional District (CRD) Board resolution is required for grant applications to the Investing in Canada Infrastructure Program (ICIP); Rural and Northern Communities (RNC) funding stream.

BACKGROUND

On June 25, 2020, BC and Canada announced the second intake of the RNC stream to support infrastructure projects across the province. For this intake, the program has $58.7M available in funding for eligible projects. The first intake was in 2019 and was oversubscribed, with $95M allocated to projects under the RNC stream.

Regional districts are an eligible recipient under the grant program and permitted to submit one application for each community. For ICIP, a community refers to a settlement area with a regional district or an established/proposed service area.

Applications for RNC are due October 22, 2020 and must include a Board resolution. Staff have identified four projects that meet eligibility requirements within this program stream.

PROGRAM	LOCATION	PROJECT	REQUEST ($)	APPENDIX
RNC	Salt Spring Island (SSI)	Maliview WWTP Upgrading Project	$2,000,000	A
RNC	Juan de Fuca (JDF)	Wilderness Mountain Water System Upgrades	$800,000	B
RNC	Juan de Fuca (JDF)	Port Renfrew Water Supply Upgrade	$1,600,000	C
RNC	Southern Gulf Islands (SGI)	Lyall Harbour Boot Cove Water System Upgrades	$600,000	D

Based on past experience, disclosure of unsuccessful applications, and feedback from various provincial and federal funders, staff have developed an assessment tool to evaluate competing applications and limit submissions for a higher probability of success from the funder. Key factors include Ministry consultation and advice, as well as regional distribution. All projects were also reviewed according to key determinants of success: alignment with grant program requirements, sustainable service delivery, and grant history.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District submit one application, as endorsed in the following resolution:

> That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for the SSI: Maliview WWTP Upgrading Project through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program; and that the Board supports the project and commits to its share ($230,000) of the project.

Alternative 2
The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District submit applications for four proposals, as endorsed in the following resolutions:

1. That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for the SSI: Maliview WWTP Upgrading Project through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program; and that the Board supports the project and commits to its share ($230,000) of the project; and
2. That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for the JDF: Wilderness Mountain Water System Upgrades Project through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program; and that the Board supports the project and commits to its share ($50,000) of the project; and
3. That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for the JDF: Port Renfrew Water Supply Upgrade Project through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program; and that the Board supports the project and commits to its share ($50,000) of the project; and
4. That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for the SGI: Lyall Harbour Boot Cove Water System Upgrades through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program; and that the Board supports the project and commits to its share ($50,000) of the project.

IMPLICATIONS

Financial implications

RESOURCES AND EXPECTATIONS
Developing grant applications is both time-consuming and resource demanding on services. As grant outcomes are unpredictable and shaped by factors outside of the CRD's control, resources and capacity are considered to ensure they are effectively distributed in a way that brings the most value.

The CRD's grant experience over the years reveals three key grant award patterns:

1. Multiple asks can result in zero wins;
2. Multiple asks can result in only one win, which is typically the lowest or near lowest ask; and
3. Focusing on one solid ask leads to greater success.

Based on these patterns, below is a more in-depth analysis of the implications with the two options on how we can approach the submission of applications.

OPTION		IMPLICATIONS
1	Submit all four proposals	1. Everyone has a fair chance their project will be funded. 2. Lowest grant request may be awarded. 3. Affects relationships with funders. 4. Likelihood of all projects being funded is low. 5. Grant effort wasted with burden on capacity to complete the applications. 6. ICIP Program Officer selects the project and may not be the project that the organization had deemed most critical.
2	Submit one proposal	1. Tension between CRD Services. 2. The most critical project to maintain service levels and best aligned with grant program be put forth. 3. Consider ICIP Program Office advice.

It is important to manage expectations regarding grant outcomes if the option of submitting all applications is pursued. Grant programs are oversubscribed with highly qualified projects; the probability of being awarded for all four applications is remote. As an example, last year's submission approach to the 2019 intake of the Community, Culture and Recreation stream and the Rural and Northern Communities stream was to submit all four CRD projects, with the result that only one project was awarded a grant. Additional information and grant history on some of these projects are summarized in Appendix E.

CONCLUSION

The Investing in Canada Infrastructure Program provides funding to infrastructure projects across BC. Previous intakes to the Rural and Northern Communities stream have been oversubscribed and the likelihood of all four applications being awarded is remote. Factors that impact successful grant applications include availability of funds and their equitable distribution across the province as well as program alignment. By taking a strategic approach in considering how many grant applications to submit, and which project(s) to submit, the CRD is taking ownership of project decisions and maximizing the funding request through selecting the best (and most critical) project to put forward.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for the SSI: Maliview WWTP Upgrading Project through the Investing in Canada Infrastructure Program – Rural and Northern Communities Program; and that the Board supports the project and commits to its share ($230,000) of the project.

Submitted by:	Carlo Vijandre, PMP, FMP, AScT Manager, Asset Management
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Maliview WWTP Upgrading Project
Appendix B: Wilderness Mountain Water System Upgrades
Appendix C: Port Renfrew Water Supply Upgrade
Appendix D: Lyall Harbour Boot Cove Water System Upgrades
Appendix E: Infrastructure Funding History

CRD GRANT PROPOSAL REVIEW

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SECTION 1: APPLICANT AND GRANT INFORMATION

CRD DEPT.	SERVICE NAME: CONTACT YOUR FINANCIAL ADVISOR TO ENGAGE THEM IN YOUR PROPOSAL.	SERVICE NO.:
IWS	Port Renfrew Water Service	

WHAT SERVICE TYPE COULD BENEFIT?	WHICH ELECTORAL AREA?	IF THE PROJECT IS IN AN ELECTORAL AREA, LIST THE COMMUNITY(IES) THAT WILL BENEFIT.
Local	JDF	Port Renfrew

GRANT PROGRAM NAME	APPLICATION DUE (MM/DD/YYYY)
ICIP - Rural and Northern Communities	10/22/2020

PROPOSED PROJECT TITLE	PROJECT TYPE
Port Renfrew Water Supply Upgrade	Infrastructure Assets - New or Renew

DESCRIBE THE OUTCOME OF THE PROJECT:

Water supply to the community of Port Renfrew will be upgraded to assure supply in the future.

SECTION 2: ALIGNMENT AND IMPACT – Is it a Good Fit for the CRD?

Grants can provide timely additional resources to advance organizational goals. The pursuit of a grant opportunity must, however, be carefully reviewed to check for potential impacts that can have unexpected and unintended consequences. Some grants are straightforward; others are more complex. The questions below help sort everything out for well-informed action.

ALIGNMENT WITH A CRD BOARD PRIORITY?	ALIGNMENT WITH A CORPORATE PRIORITY?	ALIGNMENT WITH THE REGIONAL GROWTH STRATEGY?
Not Applicable	Customer Service	Protect rural community integrity
ALIGNMENT WITH THE SERVICE PLAN?	**ALIGNMENT WITH THE CAPITAL PLAN?**	**ALIGNMENT WITH THE ASSET MANAGEMENT PLAN?**
Yes - for the current year	Yes-for current year	Yes

IF THE PROJECT ALIGNS WITH A DEPARTMENTAL / DIVISIONAL STRATEGIC PLAN, PLEASE SPECIFY WHICH ONE:

THE TIME-RELATED QUESTIONS BELOW ARE SEEKING APPROXIMATIONS. FOR AN EXPLANATION OF CONTEXT/METHODOLOGY, CLICK HERE.

HOW MANY HOURS, *APPROXIMATELY*, WILL PREPARING THE **GRANT APPLICATION** TAKE?

☐ 1-10 ☑ 11-30 ☐ 31-50 ☐ 51-70 ☐ 71-90 ☐ 91-110 ☐ 111-130 ☐ 131-170 ☐ 171+

HOW MANY HOURS, *APPROXIMATELY*, WILL **GRANT ADMINISTRATION** TAKE IF AWARDED?

☐ 1-10 ☐ 11-30 ☐ 31-50 ☐ 51-70 ☐ 71-90 ☑ 91-110 ☐ 111-130 ☐ 131-170 ☐ 171+

GRANT REQUEST:	CRD COSTS: ELIGIBLE AND INELIGIBLE	TOTAL PROJECT COST (EST.)	MAIN SOURCE OF CRD FUNDING SHARE	EVIDENCE OF SECURED FUNDS
$ 1,600,000	$ 50,000	$ 1,650,000	Capital Reserve Fund	Yes-funding evidence is available now

WHAT IMPACT WILL THE APPLICATION EFFORT HAVE ON THE YOUR SERVICE'S WORKPLAN?	WHAT IMPACT WOULD RECEIVING THIS GRANT HAVE ON YOUR SERVICE'S WORKPLAN?
1-Low: Applying is not disruptive to the Service's workplan	1-Low:This grant is not disruptive to the Service's workplan

IF APPLYING FOR THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE THE GRANT APPLICATION EFFORT.

IF BEING AWARDED THE GRANT HAS AN IMPACT RATING OF 2 OR 3, IDENTIFY YOUR SERVICE'S WORKPLAN ADJUSTMENTS NEEDED TO ACCOMMODATE PROJECT IMPLEMENTATION.

WHAT TYPE OF OBLIGATIONS WOULD GETTING THE GRANT IMPOSE ON THE CRD:	1. TYPICAL-Executing/amending agreement, claims, project reports

IF THE CRD OBLIGATIONS ARE TYPE 2, DESCRIBE ADJUSTMENTS TO THE SERVICE'S WORKPLAN OR ANY OTHER MEASSURES NEEDED TO ACCOMMODATE THESE OBLIGATIONS.

WHAT SPILLOVER BENEFITS, **ABOVE AND BEYOND THE GRANT PROGRAM OBJECTIVES**, COULD RESULT FROM THIS GRANT EFFORT? SEE **INTANGIBLE BENEFIT** EXPLANATION HERE.

☐ INNOVATION ☐ PARTNERSHIP/COLLABORATION ☑ SUPPORT OF RURAL COMMUNITIES ☐ MITIGATION OF A SEVERE RISK

CRD GRANT PROPOSAL REVIEW

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SECTION 3: ASSET MANAGEMENT REVIEW: For projects that relate to new or renewed assets

This section is oriented to infrastructure assets and may not apply to a project relating to natural assets. To respond, type or choose 'Not applicable' as needed. Space is provided below for commentary related to natural assets and eco-system services.

FOR WHAT YEAR IS THE ASSET IN THE CAPITAL PLAN?	DOES THE ASSET HAVE AN ASSET MANAGEMENT PLAN?	WHAT IS THE ASSET'S REMAINING SERVICE LIFE?
2023	Not yet; an AMP is being developed	New asset

WHAT IS THE ASSET'S CONDITION RATING?	WHAT IS RISK OF ASSET FAILURE?
Excellent - New Asset	Not Applicable

USE THIS SPACE, IF REQUIRED, TO ELABORATE ON ASSET MANAGEMENT CONSIDERATIONS YOU THINK NEED TO BE HIGHLIGHTED (E.G.: COMMENTS RELATING TO NATURAL ASSETS)

SECTION 4: THINK LIKE A FUNDER: What makes the project a great fit for the grant program?

DESCRIBE FEATURES OF THE PROPOSED PROJECT THAT MAKE IT A GREAT FIT TO ACHIEVE THE GRANT PROGRAM'S OBJECTIVES AND EVALUATION CRITERIA.

The current water supply system consists of 200 mm diameter asbestos cement pipe that is at the end of its service life. Part of the line was replaced in 2017 under a previous grant program. The remainder of the line is approximately 1.6 km long.
If the line is not replaced the community of Port Renfrew is at risk of losing its potable water supply due to failure of the existing supply main.

SECTION 5: ATTESTATION AND APPROVALS

In this section, the Project Lead attests to the accuracy of the information submitted in this form and forwards it for review and approval according to Departmental practices. The form makes room to customize approval processes to suit Divisional / Departmental needs. Completed forms are sent to the CRD Corporate Asset and Grant Management Analyst.

PROJECT LEAD ATTESTATION

- ☑ I CERTIFY THAT THIS PROPOSAL PROVIDES A TRUTHFUL AND ACCURATE REPRESENTATION OF THE PROJECT;
- ☑ I HAVE REVIEWED THE GRANT PROGRAM GUIDE CAREFULLY AND ATTEST THAT AN APPLICATION FOR THIS PROJECT CAN MEET ALL THE GRANT PROGRAM REQUIREMENTS;
- ☑ I ATTEST THAT THE SERVICE CAN AMEND ITS WORKPLAN TO ALLOCATE THE RESOURCES NEEDED FOR OUTCOME ACHIEVEMENT WITHIN THE PROGRAM TIMELINE;
- ☑ I HAVE IDENTIFIED, IN CONSULTATION WITH MY MANAGER, ALL IMPACTS /OBLIGATIONS ENABLING SENIOR MANAGEMENT'S INFORMED CONSIDERATION OF THIS PROPOSAL.

NAME	TITLE	DATE (MM/DD/YYYY)
Ian Jesney	Sr. Mgr. Infrastructure Engineering	08/13/2020

MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME	TITLE	DATE (MM/DD/YYYY)

SENIOR MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME	TITLE	DATE (MM/DD/YYYY)
Ian Jesney	Sr. Mgr. Infrastructure Engineering	

GENERAL MANAGER AUTHORIZATION TO PROCEED WITH THE PROPOSED PROJECT

NAME	TITLE	DATE (MM/DD/YYYY)

THANK YOU FOR YOUR TIME AND THOUGHTFUL ATTENTION TO THIS ASSESSMENT PROCESS.

ONCE THE REQUIRED APPROVALS FOR THIS PROPOSAL ARE SECURED, THE PROJECT LEAD SENDS THE APPLICATION TO CRD Corporate Asset and Grant Management Analyst

Minutes of a Meeting of the Galiano Island Parks & Recreation Commission
Held on August 6, 2020 at the Lions' Hall, Burrill Road

Present: Stephen Rybak (Chair), Charlene Dishaw, Jim Henshall, Gerry Longson, Andrew Simon, Barry New, Lorne Byzyna, Michael Carrothers (Maintenance Contractor), Jennifer Margison (Recording Secretary)
Absent: David Goar, Dave Howe (Regional Director)

The meeting was called to order at 8:32 am.

1. Territorial Acknowledgement
Chair Rybak provided a territorial acknowledgement.

2. Approval of Agenda
MOVED by Commissioner Dishaw, SECONDED by Commissioner Longson, that the agenda be approved as amended.
CARRIED

3. Adoption of the Minutes
Moved by Commissioner Henshall and seconded by Commissioner Byzyna that the minutes of July 2, 2020 be adopted as amended.
CARRIED

4. Chair's Remarks
None.

5. Correspondence
Discussion of resignation letter of Recording Secretary, Jennifer Margison after 11 years, effective the end of 2020. Job Description will be obtained from the CRD and the job will be posted.

6. Presentations/Delegations
None.

7. Administration Reports
7.1 Maintenance Contractor's Report
June has been mostly trail cleanup. Much more work required this year to maintain trails. Vandalism had increased at the Skatepark and in our toilets. Discussion of locking Montague toilet or installing a camera. Commissioner Henshall will contact the RCMP to report the damage.

Michael will inform Marina and the closest neighbour about the capacity alarm in the toilet and how to shut it off, as well as providing his phone number.

Stephen would like Michael to let him know when the pump out company comes so he can discuss future vault toilet at the Activity Centre.

7.2 Shore Access Report

Zuker #17 - Simon has been attempting to reach Shay Morgan. Other neighbours are supportive of the ecological restoration initiative. Two grants may be available - up to $6000 through Tree Canada and Hydro. Pollinator Partnership also possible and UVic Restoration of Natural Systems may be able to provide a student supervised under this program. Total project budget - $11,736, less $3000 from the grant. Additional costs may be a required gate. Early October date for revision of the Capital Plan so will need estimated spending for each year for that. Up to $3000 is may be available for this year. Removing the invasive plant material would be the first step and Simon will an initial plan prior to the next meeting.

Zelter #65 - Discussion of complaint from the adjacent property owners. Charlene recommends closing the access until construction is finished (obtain a specific date for completion) as posted in the Active Page although it is not clear where the decision to close the access temporarily originated. Michael will post a Trail Closed sign. Stephen will find the short access survey. Charlene has asked the Walkers to contact her if someone continues to smoke on the access. Michael will look at temporarily removing the rustic bench.

Mobility Access – Commissioner Longson reported two proposals have been received and one proponent travelled from Jasper to look at the sites. Cost estimates were surprisingly high. Recommendation to talk to both and to indicate that they are way over our budget and we are only seeking a preliminary assessment will ask what they can do for $1500 and what the costs will be going forward. Suggestion to focus on Shaw's Landing.

7.3 Trails Report

None.

7.4 Parks Report

DL79 - Commissioner Longson reports that he has so far been unable to get a response from Galiano Excavating. Discussion about attempts to find out if there was any aboriginal use of the land. Commission Dishaw and Michelle Crocker, member of the Penelakut band will visit the site. Contractor Carrothers will begin trail work in September and picnic areas after that, ideally done by end of November. Closing of the gate is on the lower skidder road, which marks the property line, may help deter unauthorized biking.

7.5 Rental of CRD Park lands for Private Special Events

Commissioner Dishaw is waiting to hear if we can use the CRD's indemnity form and the draft form has been simplified. Assessment of the risk for any rental would be determined at the Commission meetings.

7.6 Vault Toilet at Activity Centre

A meeting was held with the Activity Centre to consider a site near the old backstop behind the library. Pat Van Holderbeke attended for the library. Installation will be accelerated to 2022. The School Board has to check on various property lines, etc. Would cover various recreation users when the Activity Centre is closed.

7.8 Bikes Racks

Rock McKay will install the bike rack in the Sticks Park parking lot..

7.9 Dangerous Trees
Commissioner Rybak sent an email to MOTI regarding potential hazard trees on right-of-ways. Commissioner Henshall contacted tree-faller Bear on Pender who did not have had time in this summer, but will try to carry out the work in the fall.

7.9 Volunteer Report
None.

7.10 Recreation Report
None.

7.11 Student Employment
Commissioner Goar will talk to the CRD about accessing youth employment funds, possibly for next year. Suggestion to partner with the Community Resource Centre.

7.12 Infrastructure Program
This is a funding program from the federal government with a short deadline so looks like we will not participate.

8. Treasurer's Report – August 2020
Treasurer Byzyna presented the Treasurer's Report..

8.1 Status of Accounts

ACTIVITY	SPENT JULY	SPENT YTD	BALANCE
Parks Improvement	1091.40	$2680.54	$4209.46
Parks Maintenance	$7619.79	$37061.73	$23648.27
Meeting Expense Allowance			$2880
Recreation	$3440.00	$24565.00	$9305.00
Recreation Meeting Expense			$330
Imprest Account	$33.97	$72.82	$607.34
Capital Reserve			$50342.00
General Capital Fund		$1020.00	$36095.06
Transfer CRF to GCF	$30500.00	$30,500.00	
Transfer to Cap Reserve			$12000

Donations		$300	$300

8.2 Invoices to be Approved

Commissioner Byzyna moved and Commissioner Dishaw seconded approval of the monthly payment $6914.25 to Contractor Carrothers and invoice payment of $1142 to Dobra Designs for bike racks. .
CARRIED

8.3 Payment of Invoices

Galiano Trading	$13.70
Acme Supplies	$258.55
M. Carrothers – pressure washer	$648.48
M. Carrothers – hand sanitizer	$83.22
M. Carrothers – BC Ferries for garbage	$31.00
M. Carrothers – Hartland Landfill	$12.00

8.4 Projected Operating Expenses for 2020

	SPENT JULY	SPENT YTD	BALANCE
Garbage Removal - Nadia	$43	$43	$257
Garbage Removal /19-late		$229	
Design, Print Brochures			$2000
Park Maintenance Contract	$6585	$32785.00	$13065
Park Meeting Expenses			$2880
Cleaning Supplies	$330.23	$330.23	$169.77
Maint. Materials Allowance	$13.08	$1995.16	$1004.84
Tools & Equipment	$648.48	$648.48	$351.52
Parks Improvement Materials	$1091.40	$1091.40	$908.60
Parks Improvement Labour		$1170.00	$3630.00
Outside Maint. Services Allowance		$1450.00	$450
Pump Toilets			$1600
Apple Pie			$850

Stewards' Lunch			$600
Post Box			$180
CRD Labour/Legal			
Total Projected Spending	$8711.19	$39742,27	$29546.73
Contingency Available			$1420.00
Total Operating Budget			$70480

Commission Byzyna estimates we will end up being slightly under budget for the year. Requested input on any items that will not be spent and suggested projects for reallocation. Otherwise, surplus will be rolled into the capital budget at the end of the year.

Cleaning Supplies - Contractor Carrothers is having trouble getting disposable gloves. Commissioner Rybak asked Commissioners to keep an eye out for gloves and will ask the CRD for supplies or try commercial sources.

8.5 Capital Plan
Same as last month except for wood expenditure for kiosk installation.

8.6 Budget Process for 2021 Operating Budget & 2021-2025 Capital Program
Commissioner Byzyna is looking for input for capital plan. A revised version will be sent to Commissioners for comment. Hope to have draft for the next meeting. Proposed changes to Capital Plan must go into CRD for Oct. 7. Question of whether a special meeting is needed.

Commissioner Byzyna moved and Commissioner Henshall seconded approval of the Treasurer's Report.
CARRIED

9. New Business

9.1 South End Hall booked for the September meeting. An in camera meeting at the end of the meeting is on the agenda.

10. Other Business
None.

11. Adjournment
Moved by Commissioner Dishaw and seconded by Commissioner Simon that the meeting be adjourned at 10:20.
CARRIED

Stephen Rybak, Chair, Galiano Parks and Recreation Commission

Making a difference...together

MINUTES OF A MEETING OF THE MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE held Tuesday, July 14, 2020 in the Goldstream Meeting Room, 479 Island Highway Victoria, BC

PRESENT: **Committee Members:** K. Heslop (Chair), D. Howe, Southern Gulf Islands Electoral Area Director
By WebEx: J. Deschenes, M. Fossl, M. Kenwell, D. Reed

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; S. Orr (recorder)

REGRETS: W. Foster

The meeting was called to order at 9:37 am

1. APPROVAL OF AGENDA

MOVED by M. Fossl, **SECONDED** by D. Reed,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES OF MAY 12, 2020

MOVED by D. Howe, **SECONDED** by M. Fossl,
That the minutes of the meeting held May 12, 2020 be adopted.

CARRIED

3. APPROVAL OF RESOLUTION

1. That this resolution applies to the Magic Lake Estates Water and Sewer Committee for the meetings being held between July 1, 2020 and December 31, 2020.
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the *Public Health Act*, despite the best efforts of the Magic Lake Estates Water and Sewer Committee, because:
    a. The available meeting facilities cannot accommodate more than (8) people in person, including members of the Magic Lake Estates Water and Sewer Committee and staff, and
    b. There are no other facilities presently available that will allow physical attendance of the Magic Lake Estates Water and Sewer Committee and the public in sufficient numbers; and
3. That the Magic Lake Estates Water and Sewer Committee is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:
    a. By allowing the public to hear or participate via teleconference or electronic meeting software,
    b. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
    c. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,

d. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and
e. By making the minutes of the meeting available on the CRD website following the meeting.

MOVED by D. Howe, **SECONDED** by D. Reed,
That the Magic Lake Estates Water and Sewer Committee adopt the resolution as presented.
CARRIED

4. COMMITTEE BUSINESS

4.1. Water Update

I. Jesney provided the following update:
The situation with pipe replacement has not changed, details are as follows:

- Capital Regional District (CRD) staff and the CRD lawyer continue to work on the Stainless Steel Replacement issue involving Rohl/insurer through Rohl's lawyer.
- Currently the insurer is prepared to pay for the work although a contract has not been executed.
- Due to the COVID-19 situation progress is at a standstill.

Staff answered questions from the Committee regarding the legal fees, timeline of the issue and the contractor.

4.2. Wastewater Update

I. Jesney provided the following update:

Collection System Upgrades

- Stantec was retained in May, 2020 to complete the design, tendering and construction of about 3.1 km of sewer replacement work.
- Survey work was completed in May and geotechnical work was completed in June.
- Stantec is preparing base plans and a geotechnical report which will assist them in completing the new sewer and manhole design work.
- The preliminary design should be complete by the end of summer.
- Detailed design should be complete in the fall, and a decision will then need to be made on whether to tender and start construction over the winter or wait until spring. Stantec will be asked for their recommendation.
- The CRD website will be updated with new information as the design work continues.

Grant Application for Investing in Canada Infrastructure Program

- As previously noted, we do not anticipate hearing about the outcome of the grant application until the first quarter of 2021.

2021 Budget

- Staff will commence with the budget process for 2021 and intend to present the budget to the committee in November.
- No wastewater capital projects are being planned at this time pending the outcome of the grant.

Staff provided an update regarding the pre-payment of the loan for the wastewater upgrades, stating that a bylaw will be drafted and presented at the next meeting.

Staff answered questions from the committee about the pre-payment process.

4.3. Operations Update

I. Jesney provided the following update:

Water Operations Highlights:

- Buck Lake and Magic Lake raw water intake screen cleaning by divers.
- Additional water quality sampling and testing and water treatment process adjustments due to taste and odour concerns.
- Installation of duplex water strainers at Capstan, Schooner and Signal Hill pressure regulating stations.
- Water meter replacements:
  - 3706 Sextant Crescent
  - 4755 Bosuns Way
- Corrective maintenance performed on water treatment facility sump pumps

Wastewater Operations Highlights:

- Corrective maintenance: Cannon Wastewater Treatment Facility fence post repairs.

Capital Improvement work:

- Sewer Replacement Project: Operations provided project support locating and marking sewer manholes that were difficult to find for design survey work activities. Operations also assisted with exploratory ground work activities.

Staff answered questions from the committee about the screen cleaning.

4.4. Grants Discussion

I. Jesney noted there is a new Investing in Canada Infrastructure Program Grant opportunity which is accepting applications until October.

A discussion took place and staff answered questions from the committee regarding applicable projects.

6. NEW BUSINESS

Discussion took place about the following:

- Annual General Meeting scheduling.
- Expiry of upcoming terms.

7. ADJOURNMENT

MOVED by D. Howe, **SECONDED** by M. Fossl,
That the Magic Lake Estates Water and Sewer Committee adjourned at 10:20 am.

CARRIED

Chair

Secretary

Minutes for a meeting of the Mayne Island Parks and Recreation Commission for August 13, 2020 beside the Mayne Island Community Library

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Present:	Debra Bell (Chair)	Peter Askin (Vice Chair)	Veronica Euper
	Kris Sigurdson	Lance Shook	Trisha Glatthaar

Absent: David Howe, Director, CRD, Southern Gulf Islands

Guests: Bill Warning and Brad Hanning, Mayne Island Lions

The meeting was called to order at 3:00 pm

1. **Territorial Acknowledgement**

   Commissioner Euper expressed thanks that the meeting was held on the traditional lands of the Coast Salish First Nations.

2. **Approval of Agenda**

   2.1. Additions to Agenda - none
   2.2. Deletions to Agenda – none

   MOVED by Commissioner Askin and **SECONDED** by Commissioner Euper,
   That the agenda be approved as circulated.
   CARRIED

3. **Adoption of Minutes**

   3.1. Minutes of the meeting held May 14, 2020
   MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook,
   That the minutes of May 14, 2020 be adopted as circulated.
   CARRIED

   3.2. Minutes of the meeting held June 11, 2020
   MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin,
   That the minutes of June 11, 2020 be adopted as circulated.
   CARRIED

   3.3. Minutes of the meeting held July 9, 2020
   MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
   That the minutes of July 9, 2020 be adopted as circulated.
   CARRIED

4. Chair's Remarks

Commissioner Bell welcomed the new commissioners, Lance Shook and Trisha Glatthaar, who were approved at the CRD Board meeting on July 12, 2020.

Commissioner Bell thanked past commissioner, Bill Warning, for his many years of service and welcomed his participation again in future. Bill expressed his appreciation and offered his continued help on an irregular basis.

5. Presentations/Delegations

- On behalf of the Mayne Island Lions, Bill Warning and Brad Hanning presented and distributed logistical and safety plans for the annual Lion's barbecue on September 5th and 6th.
- The barbecue will be a drive through and tickets are sold in advance with one hour windows for pick up.
- It is a fundraiser for high school scholarships and the 222 draw will not be done in person.
- Brad will fill out the required questionnaire.
- Bill and Brad left immediately after the presentation.

6. Reports

6.1. Administration

6.1.1. Treasurer's Report

a) Treasurer's Report May 2020
MOVED by Commissioner Bell and **SECONDED** by Commissioner Sigurdson,
That the Treasurer's Report for the period May 1 to May 31, 2020 be approved as presented.
CARRIED

b) Treasurer's Report June 2020
MOVED by Commissioner Bell and **SECONDED** by Commissioner Sigurdson,
That the Treasurer's Report for the period June 1 to June 30, 2020 be approved as presented.
CARRIED

c) Treasurer's Report July 2020
MOVED by Commissioner Bell and **SECONDED** by Commissioner Askin,
That the Treasurer's Report for the period July 1 to July 31, 2020 be approved as presented.
CARRIED

6.1.2.Follow-up Action Report

a) Village Bay and David Cove Boat ramps

- Update and previous Motion
  - A refresher email was distributed on this longstanding issue.
  - Some pictures of the damage at Village Bay ramp were sent to the CRD and their position is this is MIPRC's responsibility.
  - The motion previously tabled had been deferred.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Sigurdson,
That Mayne Island Parks and Recreation Commission acknowledges responsibility for the Village Bay Boat Ramp in recognition of the prior commitment made by the Commission in December 2000.
CARRIED

Opposed: Commissioner Askin
Abstained: Commissioner Glatthaar

- Ramp Repair
  - The damage has been repaired and Village Bay Improvement Association is able to use the ramp.
  - Consider a new agreement with AMIB for volunteer labour.
  - Discussed liability and ramp responsibility concerns for MIPRC.
  - It was reported there is a schedule of fees that MIPRC would receive for barges and dangerous cargo carriers use.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Sigurdson,
That Mayne Island Parks and Recreation Commission acknowledges responsibility for the David Cove boat ramp in recognition of the prior commitment made by the Commission in December 2000.
CARRIED

Opposed: Commissioner Askin
Commissioner Euper
Abstained: Commissioner Glatthaar

  - Commissioner Bell will discuss this item further with Stephen Henderson, CRD, and advise him that while MIPRC will accept responsibility for Village Bay ramp, commissioners appear split on holding responsibility for the David Cove boat ramp.

b) Commissioner appointments; resignations

- Responsibilities – Lance Shook; Trisha Glatthaar
  - Commissioner Shook received a draft list and had no comments concerning responsibilities for Dinner Bay and Miners Bay.

- Commissioner Glatthaar holds responsibilities for Edith Point Road trails (Seaview or beach access) and will continue conversations with First Nations regarding parks.

- Bill Warning
  - A luncheon was held and gift certificate presented to Bill who resigned from MIPRC.

c) Amending bylaws to reduce Commission's membership to seven.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Sigurdson,
That we reduce the number of commissioners on Mayne Island Parks and Recreation Commission from nine to seven.
CARRIED

d) Volunteer BBQ and appreciation of volunteers

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
That the volunteer barbecue be cancelled in 2020 and in recognition of appreciation of volunteers, an advertisement be taken out in the MayneLiner and posted on Facebook.
CARRIED

6.2. Committees

6.2.1. Janitorial Committee

a) Motion approving pump out of septic tanks at Miner's Bay and Dinner Bay

MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook,
That the Mayne Island Parks and Recreation Commission approve the expenditure in June 2020 of approximately $2,500 to Eco-Source Septic to pump out the septic tanks at Miner's Bay and Dinner Bay. Prior approval of the expenditure was not possible given the urgency of the situation.
CARRIED

- Commissioner Shook will investigate location of discharge pipes.

b) Plumbing contract
- Commissioner Shook will follow up on status of contract for work still to be completed on washrooms.
- Several issues with the septic system were identified and corrected.
- A site plan was completed for future reference.
- The issue was reported to Eddie Fung, Vancouver Island Health Authority
- The UV filter is in place and raw water tests seem fine;
- Commissioner Shook will discuss upgrading systems with nearby businesses.

c) Lockset repair
- Changed at Miners Bay.

d) Garbage and recycling
- MIPRC will continue with temporary halting of service during Covid with exception of Dinner Bay washrooms.
- Suggestion made to rebuild locker for garbage as well as a three container setup for sorting.

6.2.2. Commercial / Non-Commercial Activities Committee

a) Finalize policy

MOVED by Commissioner Euper and **SECONDED** by Commissioner Askin,
That the commercial/non-commercial park use policy presented in draft be finalized and incorporated in the Supplement to the Commissioner's Handbook.
CARRIED

b) Application form and terms of use
Deferred.

c) Amend motions in 6.2.3.1 and 8.2 in Minutes of May 14, 2020

MOVED by Commissioner Euper and **SECONDED** by Commissioner Askin,
To rescind two motions passed at the meeting of May 14, 2020, and to replace those two motions with one new motion. The two motions to be rescinded are:

- Motion 6.2.3.1 which reads in part "That the Mayne Island Parks and Recreation Commission not approve fitness classes in the parks paid or unpaid and to be reviewed at the end of August 2020", and
- Motion 8.2. which reads in part "That there be no social gatherings in June or July in community parks."

And, that these two motions are replaced with one motion as follows:
That social gatherings in community parks including events and fitness classes will be limited in accordance with public health orders during the current pandemic."
CARRIED

6.2.3. Parks Master Plan

a) Draft Plan
- The draft Plan was distributed and to be finalized by mid September.
- Suggestion made to include trails and pathways and incorporate maps as appendices.
- Commissioner Askin will follow up to include Mayne Island Pathways & Trails Association in discussions.
- The committee as a whole to meet the last week of August and come prepared with discussion points on areas of interest.

6.3. Parks

6.3.1. Miner's Bay

a) VIHA; plumbing update and washroom reopening
- Parts for toilets were purchased.
- The current valves are considered good quality and are all of the same type which will allow for spare parts to be kept on hand.
- The UV and filter are only plugged into two taps.
- The library has its own UV, but unknown if it's working.
- All taps that could possibly be used by the public will be treated.
- The raw water testing is showing fine.
- A bulb is on hand and a filter will be purchased.
- $2K is approximate cost for a new filtration system.
- Shut off valves are necessary in case of failure.
- The system needs to be chlorinated.
- Pressure tank is being installed next week.
- Hot water availability will be carried forward for discussion.

b) Gazebo Repairs
- Commissioner Shook will contact Richard Iredale.

c) Overnight camping
- Don Brown, CRD Bylaw Enforcement, suggested taking a photo of license plates for campers and send to him.
- Tents at Dinner Bay without cars can be reported and records of number of complaints can be kept.

d) Library windows
- This will be completed next week.

6.3.2. Dinner Bay

a) Disc Golf/Putting Green/Softball
- New sand to be purchased for putting green.
- Disc golf had a work party; consider planting more alders; two maples are growing back.
- A welder is volunteering free service and ball players willing to help do labour for new ballfield fencing.

MOVED by Commissioner Shook and **SECONDED** by Commissioner Bell
That Mayne Island Parks and Recreation Commission use $1400 in the Dinner Bay Fence Allocated Capital Fund to install 14' by 10' high fencing section for bleachers.
CARRIED

- Other fencing work will still need to be done

b) Playground update
- Work party cleared debris.
- Some new construction required.
- 40' section of pea gravel required for swings.
- A no encroachment zone is required.
- There is not enough room for angle parking.
- Suggested concrete be used for containment barrier.

- Outreach to community organizations
  - Lauren Underhill, ECE and PAC Secretary, was contacted for input.

- Containment barrier

  MOVED by Commissioner Shook and **SECONDED** by Commissioner Bell,
  That Mayne Island Parks and Recreation Commission use concrete to contain pea gravel and bark mulch in playground.
  CARRIED

- Funding – Debra
  - Motion for CWF application and amount
    - The application amount originally discussed with Director Howe is now higher and does not include fitness track.
    - CRD Liaison recommended Director Howe be contacted again to discuss change request.

    MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
    That Mayne Island Parks and Recreation Commission application for Community Works Grant renovating Dinner Bay playground and the sports fields and fitness circuit not exceed $60,000.
    CARRIED

  - Motion re: approval of expenditures

    MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
    That the remaining funds in the Dinner Bay playground capital project account may be spent on playground improvements without further Motion by the Commission.
    CARRIED

c) Angle Parking
Reported in item b) above.

d) Water system
- Washroom
  - Lighting

- A motion detector to reduce power usage was purchased and the second bathroom will be done as well.

- Men's repair status
  - One urinal working and one still to be done.
- Water system is testing fine; filters are better than Miner Bay system; pressure tank may need replacement soon; and funding available for two inspection covers which Commissioner Shook will install.

e) Adachi Pavilion contents
- Commissioner Sigurdson volunteered to do inventory with the Lions.

6.3.3. Japanese Garden

- Memorial plaque committee of Commissioners Askin and Euper to be reconstituted.

6.3.4. Village Bay

a) VBIA and seaweed removal – update
- CRD could not locate any information regarding this item; therefore, it was agreed that MIPRC continue to pay this expense at this time.
- The Village Bay Improvement Association has said they would hire a student.
- This issue will be investigated further as commissioners questioned the method of seaweed collection and environmental concerns.

b) Danger tree removal – Motion on cost

MOVED by Commissioner Askin and **SECONDED** by Commissioner Shook
That two danger trees in Village Bay Park were removed by the arborist for $925 and this expenditure be approved.
CARRIED

c) Condition of vault toilet interior
Not addressed

d) Wishing well – Peter
- Commissioner Askin will follow up one more time.

e) Grafitti and bike ramp
- Commissioner Askin will follow up.

6.3.5. Cotton Park

a) Meeting with Islands Trust, CRD and Harold Joe, First Nations
- The meeting went well.

b) Meeting with BC Hydro design technician regarding power pole

- Hydro suggested waiting until replacement required and hydro will pay relocation costs.

6.3.6. Henderson Park

- Nothing new to report.

6.3.7. Trail Network Development

- Developing beach access on Laura Point Road will be investigated this weekend.

a) Felix Jack – Kim Road trail

- Update
  - Right of way diagram in final stage of completion.
  - A small linking trail through to Mary Jeffery and Plumper Pass would have to wait.

  …

  MOVED by Commissioner Askin and **SECONDED** by Commissioner Shook, That Mayne Island Parks and Recreation Commission apply to the Ministry of Transportation and Infrastructure for license of occupation for 88 meters on Kim Road from the south end of the presently licensed right of way along Kim Road to the contiguous parks.
  CARRIED

  Opposed: Commissioner Euper
  Commissioner Bell

  - After discussion on this item, future discussion will occur for signage and possible footbridge.

- Removal of danger trees
  Not addressed

- Motion re: surface material
  - MIPRC to partner with MIPATA for new gravel pathway surface costs of approximately $6K.

  MOVED by Commissioner Askin and **SECONDED** by Commissioner Sigurdson, That Mayne Island Parks and Recreation Commission approve approximately $3,000 for cost of surface for the new Felix Jack/ Kim Road trail.
  CARRIED

  - Discussed procurement policy and limited options on the island.
  - Commissioner Bell wants to ensure that CRD will accept one quote for which MIPRC will be invoiced half the expense.

6.3.8. Pocket Parks

a) Estimate and assessment of pocket parks with public safety issues; Review previous Motion of October 2019
- Suggested to follow through as parks with danger trees should not be ignored.
- At the time there were four pocket parks with houses nearby: Sandy Hook; three in Bennett Bay; and three trees removed.
- Bennet Bay Water District has responsibility for two others due to well safety and believes it is in a written agreement.
- Suggestion made to document proposed next review dates for assessments.
- This assessment is done only for risk to nearby structures and fences.
- Commissioner Askin will discuss with arborist.
- A danger tree at Don Herbert Park will be investigated.

b) Conconi Reef Beach Access
- Broom removal - A thorough report was sent to all.
- Danger trees removed

7. **Correspondence**

7.1. Request by the Lions for the Adachi Pavilion September 5 and 6, 2020 and August 10, 2020

7.2. Email correspondence dated July 9, 2020 forwarded from Bill Duggan from Arts Council inquiring about storage space in the Library basement

7.3. Request by MIPATA to use Miner's Bay Park for AGM. Date to be determined.

7.4. Email correspondence from MI Housing Society requesting Adachi Pavilion and surrounding area for community information meeting, September 14, 2020

7.5. Email correspondence from/to Mark Allison and Lynn Casey regarding footbridge at Village Bay

8. **New Business**

8.1. Passive Park definition amendment – Bylaw Referral 180: Motion to approve reply.

- A passive park is hiking trails, walking trails and a couple of signs and no other uses.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper
That the Bylaw Referral Form Response of the Mayne Island Parks and Recreation Commission to the Mayne Island Local Trust Area Bylaw 180 dated July 16, 2020 be approved as circulated to commissioners.
CARRIED

8.2. Proposals regarding footbridge at Village Bay on neighbour's property or on Village Bay Park

- As boundary set back is not enough, a development variance permit is required for neighbours of Village Bay Park to build a footbridge on their property over the seasonal creek.

MOVED by Commissioner Euper and **SECONDED** by Commissioner Bell,
That the Mayne Island Parks and Recreation Commission's interests are unaffected by the development variance permit currently proposed for the construction of a footbridge on the property adjacent to Village Bay Park.
CARRIED

MOVED by Commissioner Bell and **SECONDED** by Commissioner Euper,
That the proposal dated August 12, 2020 regarding a proposed foot bridge at Village Bay Park be addressed at the Mayne Island Parks and Recreation Commission meeting in September 2020.
CARRIED

8.3. Lions request for Adachi Pavilion September 5 and 6, 2020

- Plan in place seems fine.
- Approved.

8.4. MIPATA request for Miner's Bay

- MIPATA has submitted the documentation to hold their AGM on September 12, 2020 and a cheque for $10 for event insurance is required.
- A safety plan is in place and no more than 15 people will attend.
- Approved.

8.5. MI Housing Society request for Adachi Pavilion September 14, 2020

- This request is for an information meeting.
- They have a safety plan, will provide insurance and will spread out from the pavilion. They will use a microphone to avoid yelling
- We should emphasize they need to keep numbers under 50.
- Approved.

8.6. Arts Council request to use library basement for storage

- The request was discussed and concerns expressed for clutter, risk of water damage and how long storage is required.
- Will wait for further contact.

9. **Motion to Close the Meeting**

   MOVED by Commissioner Askin and **SECONDED** by Commissioner Sigurdson
   That the Meeting be closed in accordance with the Community Charter Part 4, Division 3, Section 90(1)(b) and that recorder and staff attend the meeting.
   CARRIED

10. **Rise and Report**
    None

11. **Meeting Adjourned at 7:05 pm**

Original Signed _____ September 10, 2020 _____

CHAIR **DATE**

Original Signed

_____

RECORDER